

Wayland Baptist University
Compensation Time and Effort Reporting Form

In order to comply with the Time and Effort reporting requirements in Uniform Guidance (2 CFR 200), this form must be completed at the end of each term and summer research session for each Principal Investigator, faculty member, professional employee, and student devoting time to externally sponsored research grants.

NAME _____ SCHOOL/DEPARTMENT _____

Reporting period: SUMMER FALL SPRING
 Due by 12/21 Due by 05/01 Due by 09/30

Please provide an estimated allocation of your time for this period. **The total must equal 100%.**

Activity	Hours*	Percentage
<u>Teaching and teaching-related activities</u>		%
<u>Scholarly and creative activities - not externally funded</u>		%
<u>Administrative activities</u>		%

Service activities