

**University of the Incarnate Word
TIME AND EFFORT REPORT
[NAME OF GRANT]**

Name: _____

Title: _____

Activity Title: _____

Semester/Year: _____

Title V Work Performed (25 % of Effort)

- Sample
- Sample
- Sample

Other Work Performed (75 % of Effort)

- Sample
- Sample
- Sample
- Sample

I confirm that the above distribution of activity represents a reasonable estimate of all work performed by me during the stated period.

I confirm that I have firsthand knowledge of all work performed by this employee and that the distribution of activity represents a reasonable estimate of work performed during this period.

Employee's Signature

Administrator's Signature

Director _____
Title

Coordinator _____
Title