

FISK UNIVERSITY

TITLE III

TIME AND EFFORT REPORT

For the Period _____ to _____
 (Monthly, Quarterly, Semester or Annual Report Period)

Name of Employee _____ SS# _____

PROJECT TITLE _____

Award Number _____ FISK Acc't. # _____

School/Fisk Department _____

Title or Position in Project/Activity:

Brief Job Description _____

For Office Use Only. Do Not Complete				
	% Title III	% Fisk	% Other	TOTAL
Source of Salary	_____	_____	_____	_____
Amount of Salary	_____	_____	_____	_____
Salary Comments:				

ACTIVITIES (As Applicable to Position)

		% Title III	% Fisk/Other
1. Regular Classroom Instruction		_____	_____
	<u>%</u>		
Lecture/Seminar Laboratory	()		
Preparation	()		
Evaluation of Student Work (Evaluation on File)	()		
Student Conference Hours	()		
Other _____	()		
2. Field Supervision or Investigations		_____	_____
3. Administration (Dept. Head, Director, Coordinator)		_____	_____
4. Curriculum Revision		_____	_____
5. Special Services to Students		_____	_____
6. Counseling		_____	_____
7. Other Activities _____ (Specify)		_____	_____
		_____	_____
TOTAL		_____	+ _____ = 100%

I certify that this distribution of time effort represents a reasonable estimate of the time expended by the person named above during this period covered by the report.

 Signature of Employee
 tandeII.doc

 Date

 Signature of Supervisor

 Date