



# Time and Effort Report

SBDC Regional Center \_\_\_\_\_

Time and Effort Report for \_\_\_\_\_  
*(enter six month time period)*

Employee name \_\_\_\_\_

<u>Contract</u>	<u>% of Salary</u>	<u>% of Effort</u>
Regents Innovation Fund	_____	_____
SBA contract	_____	_____
Portability	_____	_____
Other	_____	_____
Total percentage (Total must add to 100%)	=====	=====

I certify that the above percentages accurately reflect my time spent on the above contracts.

\_\_\_\_\_  
Employee signature Date

\_\_\_\_\_  
Supervisor signature Date



## INSTRUCTIONS FOR TIME & EFFORT FORM

The information to be included on this form applies to the previous six-month period. The percentage of salary reported is to be the actual percentage of your salary charged to the applicable category for this time-period. Below is an explanation of the categories.

### Regents Innovation Fund (RIF)

- Includes salary charged to and reimbursed by the State Office.
- Also includes any salary reported to the State Office as Center Match for the Regents Innovation Funds.

### SBA Contract

- Includes salary charged to and reimbursed by the State Office.
- Also includes any salary reported to the State Office as Center Match or In-kind Match for the regular SBA contract.

### Portability Grant

- Includes salary charged to the Portability Grant.

### Other

- Any salary not included in the above categories.

## EXAMPLE

Director salary \$100,000

\$15,000 charged to regents innovation fund (RIF).

\$5,000 charged to Regents Innovation Fund match.

\$50,000 charged to SBA contract.

\$20,000 charged to SBA cash match.

\$10,000 charged to an account not affiliated with above accounts.

The % of Salary column would be filled out this way:

RIF	20%
SBA contract	70%
Other	<u>10%</u>
Total	100%

The % of Effort column would be filled out based on your efforts for the six month period. Regional Directors, per the contract, should be devoted full-time to SBDC activity, unless the SBDC State Director has approved otherwise. Therefore, the % of Effort column should show 100% to SBA contract.