

The LINCOLN UNIVERSITY
Time and Effort Assessment & Reporting Form ("TEAR" Form)

In accordance with the U.S. Office of Management and Budget's (OMB) Article A21, internal (LU funding sources) and external (to include governmental, community, foundation, and corporate funding sources) grants, contracts, and cooperative agreements should provide documented evidence of systematic and transparent time and effort assessment and reporting. In our commitment to complying with federal regulations, this "TEAR" form should be completed, each semester, by each LU faculty or staff who is a sponsored program recipient. Instructions on the appropriate completion of this form are provided on page 2 of this form.

Academic Year: _____ Semester: _____

Name (please print): _____ University ID#: _____

Academic College: _____ Department: _____

Others (please specify): _____

Please indicate your **projected** commitment for the semester indicated above. ***It is important to note that the actual time category should be completed at the end of the semester.*** In both cases, the total time commitment to the defined effort in the "All LU Funding" segment of the "TEAR" Form must equal one hundred percent (100%).

| | Projected Time Commitment | Actualized Time Commitment |
|--|----------------------------------|-----------------------------------|
| All LU Funding | | |
| To include all identified efforts of Teacher/Scholar and related responsibilities – such as teaching/instruction, scholarship/research, and service (to include academic advising, committee assignment, student-faculty engagement, etc): | | |
| Teaching/Instruction | _____ % | _____ % |
| Research/Scholarship | _____ % | _____ % |
| Service | _____ % | _____ % |
| TOTAL | _____ % | _____ % |
| Sponsored Programs & Related Activities | | |
| (Percentages of time commitment should reflect total effort devoted to all sponsored program –funded activities) | | |
| Funding Source & Award # (if available) | \$ Compensation | |
| _____ | _____ | _____ % |
| _____ | _____ | _____ % |
| _____ | _____ | _____ % |
| _____ | _____ | _____ % |
| TOTAL | _____ | _____ % |

I willingly certify that the information provided above is correct and compensation (salary and wages) charged to funded activities and other categories listed above are reasonable in relation to the work performed.

Faculty/Staff (PI/Co-PI): _____ Date: _____

Dean (or appropriate administrator): _____ Date: _____

Department Chairperson (or supervisor): _____ Date: _____

| | |
|--|--|
| <i>This section for Research & Sponsored Programs Office ONLY</i> | |
| <input type="checkbox"/> Approved | <input type="checkbox"/> Not Approved |
| ORSP Officer Signature: _____ | Date _____ |

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Other Personnel Associated with Proposed &/or Funded Project

A. Current Funded Project (if any)

Principal Investigator (PI): _____ **Funding Period:** _____

Title of Project: _____

Source of Funding Received: _____

Total Amount Received: _____

Please identify all other personnel (to include faculty, staff, graduate, and undergraduate students) involved in project.

| Other Participants <small>with their status (faculty, staff, graduate & undergraduate students, etc)</small> | \$ Allocation | Projected Time Commitment | Actualized Time Commitment |
|---|---------------|---------------------------|----------------------------|
| _____ | _____ | _____ % | _____ % |
| _____ | _____ | _____ % | _____ % |
| _____ | _____ | _____ % | _____ % |
| _____ | _____ | _____ % | _____ % |

NOTE: You can use additional form if involved in more than one funded project with other personnel.

B. Proposed Project:

Principal Investigator (PI): _____ **Funding Period:** _____

Title of Project: _____

Source of Proposed Funding: _____

Total Requested Amount of Funds: _____

Please identify all other personnel (to include faculty, staff, graduate, and undergraduate students) to be involved in proposed project.

| Other Participants <small>with their status (faculty, staff, graduate & undergraduate students, etc)</small> | \$ Allocation | Projected time Commitment | Actualized Time Commitment |
|---|---------------|---------------------------|----------------------------|
| _____ | _____ | _____ % | _____ % |
| _____ | _____ | _____ % | _____ % |
| _____ | _____ | _____ % | _____ % |

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Instructions for completing the “TEAR” Form

Projected Commitment of Efforts & Time

Faculty/Staff: (Principal Investigator and/or Co-Principal Investigator):

1. During the pre-proposal phase of sponsored research/scholarship, the Principal Investigator (PI) and/or the Co-Principal Investigator (Co-PI) shall complete the “Projected Time Commitment” column of the Time and Effort Assessment & Reporting (“TEAR”) Form. In the “All LUPA Funding” sub-category (“A”), please stipulate the percent distribution of your university commitment to the following: i) teaching/instruction, ii) scholarship/research, and iii) service. If you are a full-time faculty or staff, your total projected commitment of time must be equal to one hundred percent (100%). If you are a part-time employee, please indicate the appropriate time commitment as per contract. In the “Sponsored Research/Scholarship Activities” sub-category (“B”), please specifically identify the following: name of the funding source, funding number (if available), and the projected percent distribution of time committed to the activity. NOTE: The total percent distribution in the sub-category “B” must be equal to the figure in item “ii” of sub-category “A”. It is important to note that the information presented in the “Projected Time Commitment” column shall be based on the prevailing support provided by LU.
2. The “Projected Time Commitment” column of the “All LUA Funding” sub-category (“A”) must be completed before the LU authorized proposal is submitted to the funding source(s).
3. If, during the pre-proposal phase, a prospective investigator has existing sponsored/funded project, he/she must present the information in sub-category “B”). Additionally, the investigator must specify in sub-category “B”, the proposed funding sources, amount requested for compensation (wages & benefits), and the projected commitment of time.
4. Complete the “Additional Personnel in Project” segment of the “TEAR” Form on page 2.
5. The “TEAR” Form must be appropriately signed, dated (by faculty/staff, dean or vice president (in case of Division of Student Affairs, Departmental Chairperson or immediate Supervisor).
6. Investigator’s completed “TEAR” Form must be returned to the Office of Research & Sponsored Programs, Wright Hall 1st floor, for review and approval.
7. Copies of the officially-approved “TEAR” Form will be sent to the Principal Investigator for his/her records.
8. Original copy of the approved “TEAR” Form will be maintained by the Post-Award Officer, ORSP, First Floor, Wright Hall.

Actualized Efforts & Time

Within two weeks of the receipt of funding news, the Principal Investigator (PI) will be required to update the “TEAR” Form, if appropriate – to reflect any change(s) in the level of sponsorship received from the funding agency. Additionally, the PI will be required to meet, within first two weeks of receipt of notice of grant awards, with the office of ORSP, Dean of Academic School, and the Senior Grant Accountant, Division of Fiscal Affairs, to initiate and continue periodic conversations on the following post-grant award functions needed in the successful implementation of the sponsored program activity:

1. Budget review, amendments (if requested by funding agency).
2. Appropriate allowable draw-down of Line item budget as per approved funded activities.
3. Responsible conduct of research – to include database management, and use of funds for purpose approved.
4. Data analyses – to include formative and summative evaluation.
5. Reporting – to include generation and on-time submission of interim and final reports.

NOTE: The Principal Investigator will be required to complete the “Actualized Time Commitments” column at the end of the approved funding period. This data will be included in the final financial report submitted to the funding agency.