

Title III Strengthening Institutions Grant Program Time and Effort Report

Instructions: This report is to be completed by all Title III personnel on a monthly basis. Submit this completed form to the Title III Office by the 1st of each month.

* = Required field

* Name _____
* Position _____
* Month _____ * Year _____

Direct Grant Time and Effort	% of Time
Non-Grant Related Time and Effort (F&A)	
Total Must Be 100%	

Employee Signature: _____

Date: _____

Title III Program

Director Signature: _____

Date: _____