****

**Assessor Contributed Time Form**

A Microsoft Excel version of this document is available at

https://www.culturalheritage.org/resources/collections-care-for-institutions/cap/assessors/assessor-resources

Assessor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CAP Museum Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **CAP Time Contributed Tracker**  |
| **Step** | **Hours Contributed\*** |
| Reviewing the Program Handbook and orientation webinar |   |
| Reviewing Application and Site Questionnaire |  |
|  Participating in the pre-visit phone call |   |
| Preparing for and Participating in the site visit |   |
| Writing the draft report |   |
| Responding to museum regarding draft report comments |   |
| Completion of final report |  |
| Completing the Assessor Feedback Form |   |
|   |   |
|  |   |
|   |   |
|   |   |
| **Total hours contributed to CAP:** | 0 |
| **\*Total value of contributed hours:** | $ |
| **Indirect costs \*\* at \_\_\_\_\_% of the line above** | +$ |
| **Total value of contributed time** | $ |
| **Total professional fees received from FAIC / museum** | -$ |
| **Total value of donated time** | = |

\*When calculating the value for the total number of hours please include total value of salary and benefits when determining an hourly rate.

\*\* If you do not have a federally negotiated overhead rate, use the standard rate of 10%.

Have any federal funds been used to support the positions above? \_\_\_\_Yes \_\_\_\_No