



We're here to get you there

Time and Effort Certification for Externally-Funded Projects
 Due the 15th of Each Month
 (Certifies effort for the Previous Calendar Month)

Reporting Period: From: _____ To: _____
 (mm/dd/yyyy) (mm/dd/yyyy)

Employee Name: _____ Employee ID#: _____

Employee Title: _____ Department: _____

Grant/Project Name: _____ % Salary Paid by Grant: _____

Funding Agency: _____ Fund # (FOAP): _____

Instructions: List each job duty performed, noting in the appropriate column the percentage of time charged to the grant, the percentage committed as in-kind match for the grant, and the percentage spend on unrelated activities. **This report must reflect 100% of the employee's compensated time. The grand total in the lower right corner MUST equal 100%.

JOB DUTY/ACTIVITY	% of Time Grant-Funded Activities	% of Time Matching	% of Time Unrelated Activities	Total % of Time per Job Duty/Activity
Total	TOTAL: ___% Grant-Funded Activities	TOTAL: ___% Matching Activities	TOTAL: ___% Unrelated Activities	GRAND TOTAL: <u>100%</u>

*Add rows if additional space is needed.

The signatures below certify that the time and effort distribution reported above reasonably reflects the actual work performed during the reporting period.

 EMPLOYEE SIGNATURE

 DATE

 SUPERVISOR SIGNATURE

 DATE