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| **TIME AND EFFORT CERTIFICATION REPORT**  |
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|  | **NAME:** |  |  | **EMPLOYEE I.D.:**  |  |  | **PAY PERIOD:** | January-Mar |  |  |
|  | **HOME DEPARTMENT:** |  |  | **POSITION TYPE:** | Staff |  |
|  |  |  |
|  | **EFFORT CHARGED TO SPONSORED PROJECT FUNDS** |  |
|  | **Grant** |  | **Fund #** |   | **Budget****Code**  |  | **Effort** **Code\*** |  | **Start****Date** |  | **End****Date** |  | **Percent** **Charge** |  |
|  |  |  |  |  |  |  | Institutional Support |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  | Choose an item. |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  | Choose an item. |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  | **EFFORT CHARGED TO UNIVERSITY FUNDS** |  |  |  |  |  |  |  |  |  |
|  | **Department** |  | **Fund #** |  | **Budget****Code** |  | **Effort** **Code\*** |  | **Start****Date** |  | **End****Date** |  | **Percent** **Charge** |  |
|  |  |  |  |  |  |  | 06- Institutional Support |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  | Choose an item. |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  | Choose an item. |  |  |  |  |  |  |  |
|  |  | **TOTAL EFFORT (must equal 100%):** | **100%** |  |
|  |  |  |
| I certify that the percentages reported represent a reasonable estimate of the effort devoted during the period covered by this report.

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| --- | --- | --- |
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| Employee | Date |  | PI/PD or Department/Unit Head | Date |

**NOTE: If the employee named above is also the PI/PD, the Department/Unit Head must sign as the person confirming the employee's time spent on the project. The PI/PD or immediate supervisor may sign for all other employees working on the project. Original signatures are required.** **\*Effort Code (major function of sponsored project or department)**   |

**TIME AND EFFORT CERTIFICATION REPORT**

**INSTRUCTIONS**

Effort Certification is an internal University process designed to meet regulatory requirements for maintaining records that accurately reflect the work (effort) performed on federally sponsored agreements.

In compliance with OMB Circular A-21 and the federal Uniform Guidance, 2 CFR 200 (for awards made after December 26, 2014), this report must be completed by all University employees paid from a grant or contract or contributed to a grant or contract as cost sharing.

Total effort reported must equal 100%. Effort refers only to the institutional base salary (IBS). Additional compensation is accounted for separately and IS NOT included in effort reports.

Employee Name – full name as it appears on Personnel/Budget Action Form(s)

Employee I.D. – University-issued identification number of the employee

Pay Period – the quarter of the reporting period to be certified (e.g., January – March 2016)

Home Department – the primary department or office to which the employee is assigned

Position Type – the primary position or role of the employee (Teaching Faculty, Administrative Faculty, Administrators or Staff)

**Effort Charged to Sponsored Project and/or University Funds**

Fund Number(s) – the account/fund number(s) for which effort has been charged (1) as a result of work performed on a sponsored project and/or (2) for University activities or cost sharing on a sponsored project.

Budget Code(s) – the budget code(s) for which effort has been charged (1) as a result of work performed on a sponsored project and/or (2) for University activities or cost sharing on a sponsored project.

Effort Code – code used to allocate effort to appropriate activity. The effort code indicates the major function of the department or project; not the position.

1. **Instruction**

Effort which is related to instructional programs for students. It also includes all scholarly activities that are not separately budgeted and accounted for, such as departmental research, writing, editing and other creative work.

1. **Research**

Effort related to all research activities that are separately budgeted and accounted for.

1. **Public Service**

Effort related to all public service activities that are separately budgeted and accounted for.

1. **Academic Support**

Effort related to the supporting service operation that benefits the instructional programs of the University.

1. **Student Services**

Effort related to the supporting service operations that benefit students.

1. **Institutional Support**

Effort not directly related to instruction or research within the University, and includes administrative and supporting services that benefit the University in general.

1. **Other Activities**

Effort related to other areas not covered above.

Start Date(s) – Indicate the start date of the effort and charge for the sponsored project and/or University activities.

End Date(s) – Indicate the start date of the effort and charge for the sponsored project and/or University activities.

Percent Charge – the default percentage charged based on effort the employee contributes to each grant or department (e.g. If you work 60 hours a week, 30 hours contributed to a sponsored project represents 50% effort.)

Total Effort – the total amount charged to all activities included in the institutional base salary (IBS) for the period being reported.

Certification – the signatures of the employee and the immediate supervisor or the Principal Investigator/Project Director (Activity Director for Title III) responsible for the sponsored project.

The Effort Certification Report should be submitted to the Office of Sponsored Programs (OSP) on a quarterly basis in line with the calendar year. This report should be completed and returned no later within 15 days of receiving the report from the OSP.

If the above mentioned are unavailable to certify, another responsible official (i.e., Chair/Unit Head) should sign if they have knowledge of the work performed, provided the certifier has written documentation sufficient to support a reasonable estimate of effort by an employee.

Examples of allowable forms of documentation include:

* Calendar - Detailed
* Meetings - Agenda, Notes, Minutes, Attendees List
* Lab books/notes
* Time and Attendance Sheets/Sign-in Sheets
* Travel reports
* Award work products – Presentations, reports or analyses completed, surveys/interviews conducted, events held, log of services performed, published documents
* Other written documentation – Memos, email

If you have any questions, please contact the Office of Sponsored Programs.