

**EFFORT CERTIFICATION REPORT**

**Provide a breakdown of your effort for the semester. The total must equal 100%.**

Actual effort is based on 100% of the activities for which you are compensated by the university, including sponsored activities and non-sponsored activities (teaching, staff responsibilities, administration, etc.).

Faculty/Staff Name:

Department:

Academic Year:

Contract Term : 9-Month

12-Month

PT

Term: Fall

Spring

Summer

**A. SPONSORED RESEARCH/PROJECTS**

<b>Grant Index Number</b>	<b>Grant Title/Role</b>	<b>Salary Charged to Grant</b>	<b>Percentage of Effort</b>
		<b>Subtotal</b>	

**B. INSTRUCTION AND ADVISING**

(Course load; Advising)

**Subtotal**

**C. UNIVERSITY SERVICE/STAFF SERVICE**

(University Service; Department Service)

**Subtotal**

**D. PROFESSIONAL ACTIVITY**

(Administrative; Non-Sponsored Research)

**Subtotal**

**E. SABBATICAL OR LEAVE OF ABSENCE**

**Subtotal**

**TOTAL**

*I certify that the information provided is correct and represents a reasonable estimate of effort.*

**Faculty Signature**

**Date**

## **EFFORT REPORTING INSTRUCTIONS**

**The Effort Certification Report provides a breakdown of your effort for the semester if you have been engaged in any grant / sponsored activity. The total effort must equal 100%.**

1. Print name, Department, and Academic Year.
2. Select Contract length (9-month or 12-month Contract Assignment).
3. Select Semester.
4. Record effort for Sponsored/Research Projects:
  - a. Provide Index number, name of Sponsored Project, and role
  - b. If a portion of your salary is being paid by the grant during this reporting period, check the box under “Salary Being Charged to Grant.”
  - c. If you are not being compensated by the grant during this reporting period, or if your salary is being used as cash match, do not check this box.
5. Complete sections B through E.
6. Provide your percentage of effort for each category (A through E) as a decimal number. This will be converted to a percentage and calculated. If you have exceeded 100% you have made an error.

### Signing Certification Instructions

1. Double click on the PDF file attached to the email
2. Click the box with the red designated sign arrow
3. Click the “Configure New Digital ID” button in the bottom right corner
4. Select “Create a New Digital ID” and then select the “Continue” button
5. Then select the “Save to File” option to save file to computer, then hit “Continue”
6. Enter all of the following information that includes name, organization unit, organization name, and an email address, and then press “Continue”
7. Select where you would like to save your file to
8. Create a password on the same page that you chose the location to save your file. Make sure to re-enter your password. Then hit “Save”
9. Select the ID that will be used for signing and hit “Continue”
10. The last step should bring you to a window where there is a display of a digital sign of your name. To sign the document, type in password to the field at the bottom left of that window. Then click “Sign”
11. Select designated area to save signed document
12. Send document back to Janice

**Please contact the Grants Manager or Office of Sponsored Programs for assistance.**