**Effort Reporting Form by Term**

**Instructions:**

1) Your "Sponsored Activities" for the past semester or Summer term have been listed for you.
   - Insert a percentage in the "% of Actual Effort" column for each line item. "Actual Effort" is based on 100% of the activities for which you are compensated by the College, including sponsored activities, teaching and administration.
   - The wage amounts shown are for informational purposes only. Do NOT use them as the only factor in determining % of actual effort.
   - Add lines for sponsored activities not already listed, including activities for which there was a cost-share portion.

2) Complete the "Non-Sponsored Activities" section by inserting percentages in the "% of Actual Effort" column.
   - Add lines for activities not already listed.

3) Save, print, sign and date the form. Copies to Business Office and Tim Otter.

<table>
<thead>
<tr>
<th>Period</th>
<th>Fall 2012</th>
<th>September 1 - December 31, 2012</th>
</tr>
</thead>
</table>

**Sponsored Activities** (Federal and non-federal projects and related activity, i.e. grant-related reporting, meetings, presentations, research, etc.)

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Grant ID</th>
<th>Grant Title/ Role</th>
<th>Grant Account</th>
<th>Name</th>
<th>Wages</th>
<th>% of Actual Effort</th>
</tr>
</thead>
<tbody>
<tr>
<td>NSF</td>
<td>NSF-01-123456-09</td>
<td>Sample Grant Title - PI</td>
<td>201234</td>
<td>Smith, Mary</td>
<td>$2,800.00</td>
<td>0%</td>
</tr>
</tbody>
</table>

1) 
2) 
3)

Subtotal - SPONSORED: $ - 0%

**Non-Sponsored Activities** (Teaching, dept chair duties, dept meetings, College committee meetings, proposal prep, etc.)

1) Teaching, administrative activities, department meetings, proposal prep, etc.
2) Other:
3) Other:

Subtotal - NON-SPONSORED: $ - 0%

TOTAL WAGES & EFFORT: $ - 0%

Must be 100%

I CERTIFY that the percentages in the "% of Actual Effort" column above are based on reliable documentation and reasonably reflect actual effort devoted to each activity during the period covered by this report.

Signature: ___________________________ Date: ____________

Submit completed form to xxx, Staff Accountant, Business Office, and send a copy to Tim Otter (email) Due Date: January 18, 2013