

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.

DUE DATE: Within 15 business days of the end of the Semester or Summer term.

Name: _____

Academic Year: **2012-2013**

Period: Fall 2012 September 1 - December 31, 2012
 W/Spring 2013 January 1 - May 31, 2013

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

	Funding Source	Grant ID	Grant Title/ Role	Grant Account	Name	Wages	% of Actual Effort	
EX:	NSF	NSF-01-123456-09	Sample Grant Title - PI	201234	Smith, Mary	\$ 2,800.00		
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