**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** |
|  |  |  |  |  |
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|  |  |  |  |  |
| **Total** | **TOTAL: %**  **Grant-Funded Activities** | **TOTAL: %**  **Matching**  **Activities** | **TOTAL: %**  **Unrelated Activities** | **GRAND TOTAL:**  **100%** |

**\*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**