

 ***EFFORT CERTIFICATION REPORT***

To maintain compliance with federal regulations, the form must be completed at returned to the Business Office within 30 days of the end of each reporting period by any faculty or staff member working on a government‐funded project. For questions, please contact the Grants Office at X6522. **Reports must be submitted once per quarter.**

# Name:

Reporting Period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department:

**Sponsored Activities (government-funded activities; percentages should include both funded and non-funded effort)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Project or Activity** | **Funding Agency & Grant Number** | **Role on Project** | **Percent Effort** |
|  |  |  | **%** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Benedictine University Activities**

|  |  |
| --- | --- |
| Instructional Activities (teaching, advising, curriculum development), Administrative Activities (Department Chair), Other (e.g., committees, service, other non‐government externally funded activities | **%** |
|  | **100%** |

**I certify that the percentages stated above are an accurate reflection of the work performed for the period indicated. I also certify that the effort and compensation are commensurate with the work described in the proposal.**

# Signature of Employee:

Signature of PI or Dean:

Date:

Date:

Business Office Use

Date Rec.