Instructions for Completing the Certification for Time and Effort

1. Complete Employee Name and University ID
2. Complete Employee's Department
3. Enter Grant index associated with this effort form
4. Enter project title
5. Enter the period or months that are being certified
6. List the projects duties and accomplishments completed during the period listed
7. The Office of Contracts and Grants will complete the salary for the activity period
8. The Office of Contracts and Grants will complete the employee fringe benefits for the period
9. The Office of Contracts and Grants will complete the employee base salary index for the period
10. Complete the percentage of effort contributed during the activity period
11. The Office of Contracts and Grants will complete the Value of Contributed Effort
12. Indicate if the contributed effort is to be used as Cost Share or a Buyout
13. If the contributed effort is a buyout of time, then indicate whether an adjunct faculty member was hired to replace the employee.
14. If an adjunct faculty member was hired to replace this employee, then list the name of this adjunct faculty member.
15. Employee must sign & date the form.
16. Supervisor needs to sign & date the form.
17. Principal Investigator of the project needs to sign & date the form
18. After all above signatures are obtained, the form needs to be send to the VP of Academic Affairs for signature
19. Academic Affairs will send the completed form to the Office of Contracts and Grants