



Effort Report Certification

In compliance with the Uniform Guidance §200.430 provision, an Effort Report must be completed by all faculty and exempt staff of the University whose salaries are charged in whole or in part to sponsored projects of any type, including non-federal sponsors, and those faculty and exempt staff who provide cost-shared efforts to sponsored projects.

The signed Effort Report Certification must be returned to the Office of Research, Scholarship, and Innovation at the end of each term.

Employee: _____ Employee ID: _____
 Semester: Fall 20 Spring 20 Department: _____
 Summer 20 A B

Please provide a breakdown of all job responsibilities this semester and the percentage of your effort spent per responsibility. The reporting will reflect the relative distribution of the employee’s activities during the period of reporting.

Teaching, administrative and service activities are related to responsibilities funded from within Nazareth University towards University projects (non-grant projects).

If you have responsibilities funded or provide cost-shared effort to a sponsored project, list each sponsored project individually and the percentage of time allocated, including both effort paid for by the sponsor or paid by the University for cost-shared efforts for the sponsored project.

The total effort report **must equal 100%**.

Activity Description	% of Effort
Teaching and teaching-related activities	%
Administrative Activities	%
Service Activities	%
List each sponsored project name which effort is applied:	%
	%
	%
	%
	%
TOTAL (Must equal 100%)	%

I certify the information above is a true and accurate representation of my effort for the period indicated.

Employee Signature: _____ Date: _____
 Confirming Signature: _____ Date: _____

NOTE: The Project Director must sign as the “Confirming Signature” for other employees working on the sponsored project. If the employee above is also the Project Director, a Dean, Vice President, or Department Chair will sign as the “Confirming Signature” for the employee’s effort spent on the sponsored project.