

Mount St. Mary's University
Time and Effort Certification Report

In order to comply with federal guidelines, every faculty member or administrative employee (hourly staff employees and student workers are exempt from this process) must certify the level of effort on all work performed when a portion of their compensation is funded by a federal grant or contract. This form must be returned to the Grants Manager by the 15th of the month following the reporting period and at the completion of the grant. The PI or Project Director is responsible for ensuring all forms are submitted.

Name: _____ Department: _____

Reporting Period: _____

Provide a breakdown of your time/effort between college and externally funded activities for the reporting period. **The total must equal 100%**

Mount St. Mary's University Activities

Teaching and teaching-related activities _____ and/or

Administrative and other activities _____ and/or

Externally Funded Activities

Grant/Sponsor _____ Account # _____ and/or

Grant/Sponsor _____ Account # _____ and/or

Grant/Sponsor _____ Account # _____ and/or

Total Effort (Must Equal 100%) _____

Please send the completed form to Kathy Criasia, Grants Manager.

If you have questions, contact the Grants Manager at x5503 or criasia@msmary.edu.

Certification

I certify that the above record of effort represents a reasonable estimate of work performed during the reporting period.

Employee Signature

Date

Supervisor's Signature *

Date

* NOTE: If the employee named above is also the PI/Project Director, please ask Department Chair to sign as confirming signature. The PI/Project Director should sign for all other salaried employees working on project.