

INSTRUCTIONS FOR COMPLETING EFFORT REPORTS

The effort reports will be distributed by the Business Office and are due according to the following schedule:

Fall – The report covers the period between the first day of fall classes and the first day of spring classes. Reports are distributed by the Business Office on December 15 and are due on February 15.

Spring – The report covers the period between the first day of spring classes and graduation. Reports are distributed by the Business Office on May 15 and are due on June 15.

Summer – The report covers the period between graduation and the first day of fall classes. Reports are distributed by the Business Office on August 15 and are due on September 15.

WOFFORD COLLEGE	
EFFORT CERTIFICATION REPORT - CLASSIFIED	
REPORTING PERIOD 5/19/14 - 9/01/14	
GRANT TITLE:	Abc Grant
GRANT NUMBER:	123456
PRINCIPAL INVESTIGATOR:	John Doe
FUND NUMBER:	245999

Enter the grant title, grant number, and principal investigator detailed in the grant award letter. Enter the fund number assigned by the Business Office.

Enter the last 4 digits of the social security number and name of the employee(s).

SOCIAL SECURITY NUMBER (LAST 4 DIGITS)	EMPLOYEE
6789	John Doe
4321	Sally Smith

List the appropriate cost category (Instruction, Project, Administration, Sponsored Research, Other Institutional Activity, Vacation, Sick Leave, Leave Without Pay, etc.).

COST
CATEGORY

Sponsored Research

Instruction

Enter the percentage of time spent on each cost category and the salary amount. Total effort percentage for each employee should total 100%.

<u>EFFORT</u> <u>PERCENTAGE</u>	<u>SALARY</u> <u>CHARGES</u>
<u>100%</u>	<u>\$500.00</u>
<u>100%</u>	<u>\$1,000.00</u>

The effort report should be signed by an administrator of the grant and returned to the Business Office by the due date stated at the bottom of the report.

RESPONSIBLE
OFFICIAL

Signature/Date

Signature/Date