Instructions:

1. Place your name, department and budget period in the appropriate field.

2. Fill in Section A, placing project title/position, period certifying, budget number, and effort percentage in the appropriate field. Indicate whether the effort was funded by the grant, cash matched by the university or a non-federal agency, or in-kind commitment.

3. Insert effort percentages in Section B, C, and D (if applicable). **EFFORT MUST TOTAL 100%**

4. Sign and date the effort report form, obtain the signature of your department head/supervisor, and return the form to Earlene Jackson in the Office of Sponsored Programs, which is located in Building 502.

**PLEASE CONTACT Ms. Lynette K. Lee at ext. 6812 with any questions.**

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### Section A: Sponsored Activity Commitments

<table>
<thead>
<tr>
<th>Project Title/Position</th>
<th>Period Certifying</th>
<th>Budget Number</th>
<th>Effort %</th>
<th>Was your effort funded by a grant, cash matched by DSU, or “in-kind”?</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

**Sponsored Activities Total Effort Expanded For Project (s) Above** __%__

*Add totals from Section B, Section C, and Section D together.*

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### Section B:

| TOTAL For All Sponsored Activities (Above) | % |

### Section C:

| University/Academic Teaching | % |

**YOUR TOTAL EFFORT CANNOT BE GREATER THAN 100%**

*This is your total effort for this reporting period.*

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Date

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Date

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Date

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Date

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Date

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Office of Sponsored Programs

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Last Revision 2/6/16