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 Mrs. Jackson at ext. 6812 with any questions.**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Department:</th>
<th>Check All That Apply: Employment Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>☐ Faculty ☐ Professional Staff</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☐ 12 Months ☐ 9 Months ☐ Summer</td>
</tr>
</tbody>
</table>

**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>
<td></td>
<td></td>
<td></td>
<td></td>
<td>☐ Funded ☐ In-Kind ☐ Cash Matched</td>
</tr>
</tbody>
</table>

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

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

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

**Section B:**

<table>
<thead>
<tr>
<th>TOTAL For All Sponsored Activities (Above)</th>
<th>%</th>
</tr>
</thead>
</table>

**Section C:**

<table>
<thead>
<tr>
<th>University/Academic Teaching</th>
<th>%</th>
</tr>
</thead>
</table>

YOUR TOTAL EFFORT CANNOT BE GREATER THAN 100%.

Date

**Section D:**

<table>
<thead>
<tr>
<th>All other University Activities Total Effort Expanded (Administrative, Advising, etc.)</th>
<th>%</th>
</tr>
</thead>
</table>

**Section E:**

<table>
<thead>
<tr>
<th>Effort Reporting Total Effort Expended (Section B + Section C + Section D must equal Section E)</th>
<th>100 %</th>
</tr>
</thead>
</table>

Date

Faculty/Staff

Principal Investigator*/Program Director*/Supervisor

Principal Investigator*/Program Director*/Supervisor

Appropriate Chair/ Dean

Office of Sponsored Programs

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