Gettysburg College
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 Financial Services Office within 30 days of the end of the period of support. 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%

Gettysburg College 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 Sharon Kuhn in Financial Services. If you have questions, Sharon can be reached at x6224 or skuhn@gettysburg.edu.

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

__________________________________________            ____________________
Employee Signature                                Date

__________________________________________            ____________________
Confirming 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.