



Annual Time and Effort Certification Form

To comply with college, District and government requirements for time and effort reporting, each person employed, in part or in whole, on a federally-sponsored or state-sponsored project must report the distribution of time and effort expended. Forms will be maintained on file by the Principal Investigator/Project Director of the grant.

Fiscal Year:

Institutional Information

District Moreno Valley Norco Riverside

Name:

Department:

Reporting Frequency. Annual Time & Effort Certification Reports are a summary of monthly reports submitted by all persons who receive all or part of their salary from grant funds. Please attach copies of monthly certification forms with this report.

Grant Reporting Period(s):

Beginning:

End:

Grant:

Provide a breakdown of your responsibilities for the reporting period identified above. The total, including externally funded activities must equal 100%.

College/Academic Activities:

Teaching and teaching-related activities	%
Advising activities	%
Other college/district activities	%

Grant Sponsored Activities:

Project/Grant number	%
Project/Grant number	%
Project/Grant number	%
Other	%

TOTAL (Must equal 100%) **%**

I certify to the best of my knowledge the percentage of effort shown above represents a reasonable estimate of the actual work performed during the period of time indicated.

Employee Signature

Date

Certifying Signature

Date

Note: If the employee named above is also the Principal Investigator/Project Director, his/her immediate supervisor or designee must provide the certifying signature. The Principal Investigator/Project Director may certify for all other employees assigned to the grant project.