

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 are maintained on file by the Principal Investigator/Project Director of the grant.

Institutional Information

District Moreno Valley Norco Riverside

Name:

Department:

Reporting Period: Month:

Year:

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%)	%
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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.

Above breakdown differs by 5% or more than how employee was paid and an adjustment to the salary expenditure is required. Submit a copy to Budget Office.