

**MISSISSIPPI VALLEY STATE UNIVERSITY  
TIME AND EFFORT CERTIFICATION REPORT**

**NAME:** \_\_\_\_\_ **EMPLOYEE I.D.:** \_\_\_\_\_ **PAY PERIOD:** \_\_\_\_\_

**HOME DEPARTMENT:** \_\_\_\_\_ **POSITION TYPE:** \_\_\_\_\_

**EFFORT CHARGED TO SPONSORED PROJECT FUNDS**

Grant	Fund #	Banner Org. #	Effort Code*	Start Date	End Date	Percent Charge
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

**EFFORT CHARGED TO UNIVERSITY FUNDS**

Department	Fund #	Banner Org. #	Effort Code*	Start Date	End Date	Percent Charge
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

**TOTAL EFFORT (must equal 100%):** \_\_\_\_\_

I certify that the percentages reported represent a reasonable estimate of the effort devoted during the period covered by this report.

\_\_\_\_\_  
Employee Date

\_\_\_\_\_  
PI/PD or Department/Unit Head Date

**NOTE: If the employee named above is also the PI/PD, the Department/Unit Head must sign as the person confirming the employee's time spent on the project. The PI/PD or immediate supervisor may sign for all other employees working on the project. Original signatures are required.**

\*Effort Code (major function of sponsored project or department)

administrative and supporting services that benefit the University in general.

## 7. **Other Activities**

Effort related to other areas not covered above.

**Start Date(s)** – Indicate the start date of the effort and charge for the sponsored project and/or University activities.

**End Date(s)** – Indicate the start date of the effort and charge for the sponsored project and/or University activities.

**Percent Charge** – the default percentage charged based on effort the employee contributes to each grant or department (e.g. If you work 60 hours a week, 30 hours contributed to a sponsored project represents 50% effort.)

**Total Effort** – the total amount charged to all activities included in the institutional base salary (IBS) for the period being reported.

**Certification** – the signatures of the employee and the immediate supervisor or the Principal Investigator/Project Director (Activity Director for Title III) responsible for the sponsored project.

The Effort Certification Report should be submitted to the Office of Sponsored Programs (OSP) on a quarterly basis in line with the calendar year. This report should be completed and returned no later within 15 days of receiving the report from the OSP.

If the above mentioned are unavailable to certify, another responsible official (i.e., Chair/Unit Head) should sign if they have knowledge of the work performed, provided the certifier has written documentation sufficient to support a reasonable estimate of effort by an employee.

Examples of allowable forms of documentation include:

- ✓ Calendar - Detailed
- ✓ Meetings - Agenda, Notes, Minutes, Attendees List
- ✓ Lab books/notes
- ✓ Time and Attendance Sheets/Sign-in Sheets
- ✓ Travel reports
- ✓ Award work products – Presentations, reports or analyses completed, surveys/interviews conducted, events held, log of services performed, published documents
- ✓ Other written documentation – Memos, email

If you have any questions, please contact the Office of Sponsored Programs.