

**Certification of Time & Effort Report Form
Winston-Salem State University**

Employee Name:		Social Security Number:			
Department or Office:		Position Type:	Select One		
School/College or Administrative Unit:		Period Covered by This Report:			
B A S E S A L A R Y	Effort Paid By SPONSORED RESEARCH PROJECT FUNDS				
	Account /Fund Numbers	Amount of Charge	Effort %		Start Date:
			%		
			%		
			%		
	Sponsored Research Project Funds Amount Total: \$		Sponsored Research Project Funds Effort % Total: %		
	Effort Paid by UNIVERSITY FUNDS				
	Account /Fund Numbers	Amount of Charge	Effort %	*University Activity	Start Date:
				Select One	
University Amount Total: \$		University Activity Effort Total %:			
Total Base Salary: \$		Total Effort % (must not exceed 100%):			
Certification I certify that this distribution of activity represents a reasonable estimate of the effort devoted during the period covered by this report. _____ Employee's Signature _____ Immediate Supervisor _____ Principal Investigator			Contracts and Grants Accounting (C&G) _____ Reviewed by _____ Date		

Note: Reports for EPA Personnel are due by June 15 for the Spring Semester; by September 15 for the Summer Semester; and by January 15 for the Fall Semester. Reports for all SPA Personnel must be attached to their Monthly Timesheet for which effort was compensated from a sponsored program account.

*Indicate University Activity (**Instruction, Departmental Administration, Public Service/Institutional Activities, and Sponsored Research Project**) as appropriate (refer to the Certification of Time and Effort Procedure and Certification of Time and Effort Report Instructions for definitions).

**Certification of Time & Effort Report
Instructions**

Employee Name – Indicate full name as it appears on Personnel/Budget Action Form(s)

Social Security Number – Insert social security number of the employee

Department or Office – Indicate the department or office to which the employee is assigned

School/College or Administrative Unit – Indicate the school/college or administrative unit to which the employee is assigned

Position Type – Indicate the position type (Teaching Faculty, Administrative Faculty, Administrators, or Staff)

Effort Paid by Sponsored Research Project Funds

Account/Fund Number(s) – Indicate the account/fund number(s) for which effort has been charged as a result of participation on a sponsored project.

Amount of Charge – Indicate the amount charged to this account/fund. All charges must be based on approved sponsored project budget(s).

Effort % - Indicate the percentage of effort that was spent on the sponsored project(s)

Start Date – Indicate the start date of the effort and charge for the sponsored project.

End Date - Indicate the start date of the effort and charge for the sponsored project.

Sponsored Research Project Funds Amount Total – Indicate the total amount charged to each sponsored project for the period being reported.

Sponsored Research Project Funds Effort % Total - Indicate the total effort % charged to each sponsored project for the period being reported.

Effort Paid by University Funds

Account/Fund Number(s) – Indicate the account/fund number(s) for which effort has been charged for University Activities (including sponsored research projects).

Amount of Charge – Indicate the amount charged to this account/fund.

Effort % - Indicate the percentage of effort that was spent on each University Activity

Start Date – Indicate the start date of the effort and charge for each University Activity

End Date - Indicate the start date of the effort and charge for each University Activity

University Amount Total – Indicate the total amount charged to all University Activities for the period being reported.

Sponsored Research Project Funds Effort % Total - Indicate the total percentage of effort charged to all University Activities for the period being reported.

Total Base Salary – Indicate the total approved annual base salary.

NOTE: THE TOTAL % OF EFFORT MUST BE 100%.

Certification – Obtain the signatures of the Immediate Supervisor and the Principal Investigator responsible for the sponsored project. The Employee’s signature must be represented on the form as well.

Review by Contracts and Grants Accounting (C&G) – C&G will review the Certification of Time & Effort Reports to ensure accuracy. If revisions are required to be made after the review, the PI will be contacted by C&G to discuss and/or make appropriate changes.