

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

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|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|--------------------|
| Employee Name: | | Banner ID: | | | |
| Department or Office: | | Position Type: | | | |
| 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 Total: | | | Sponsored Research Project Effort % Total | |
| | Effort Paid by UNIVERSITY FUNDS | | | | |
| | Account /Fund Numbers | Amount of Charge | Effort % | *University Activity | Start Date: |
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| | | | | | |
| | | | | | |
| | University Funds Total: | | | University Activity Effort % Total | |
| Total Annual Base Salary: | | | Total Effort % | (Total Effort must not exceed 100%) | |
| <p align="center">Certification</p> <p>I certify that this distribution of activity represents a reasonable estimate of the effort devoted during the period covered by this report.</p> <p>_____ Employee's Signature</p> <p>_____ Immediate Supervisor</p> <p>_____ Principal Investigator</p> | | | <p align="center">Contracts and Grants Accounting (C&G)</p> <p>_____ Reviewed by</p> <p align="right">_____ Date</p> | | |

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).