



EMPLOYEE EFFORT CERTIFICATION REPORT

In order to comply with federal guidelines, this form must be completed and returned to the Controller's Office within 30 days of the end of each reporting period by every faculty member or professional staff working on an externally funded project

Name: _____ Smith ID: _____ Department: _____

Reporting Period: _____

INSTRUCTIONS:

Fill in the % effort you performed for the period for each of the four activities in the far right column. Your total effort must equal 100%.

Name of Research Project	Funding Agency Grant No.	Smith College Fund No.	Principal Investigator? (Y/N)	% Salary Charged to Grant	% of Effort Reported
1) Federally Sponsored Activities (percentages should reflect all effort expended on an activity even if not paid for by the grant)					
Curricular and Other Activities					
2) Instructional (i.e., teaching and teaching-related activities)					
3) Administrative activities (e.g., department chair, faculty committee member)					
4) Other activities (e.g., public service, non-federal sponsored research)					
TOTAL					100%

I certify that the percentages stated above are an accurate reflection of the work performed for the period indicated.

Signature of Employee: _____ **Date:** _____

Please return completed reports to the Controller's Office, College Hall 204