

D'Youville

Time and Effort Certification Report

Federal regulations require certifications for all College employees whose salaries are paid in whole or in part by a federally sponsored project. In order to comply with the federal regulations 2 CFR § 200.430 and the College's Time and Effort Reporting Policy, each employee working on federal and/or non-federal sponsored project(s) needs to complete this form monthly.

Principal Investigators/Project Directors are responsible for the distribution, collection and submission of all employee Time and Effort Reports for their sponsored project(s). Please send the completed form to the Office of Grants Administration, Sponsored Programs, at 631 Niagara Street by the 5th of the month following the month being reported. All completed forms will then be delivered to the Office of the Controller for final review and retention. If you have any questions, please call the Office at ext. 7998.

Name _____ Title _____

Department _____ Reporting Period _____

Please provide a breakdown of your responsibilities for the month being reported. Report all activities, federal and non-federal. The total must equal and cannot exceed 100% Effort.

COST OBJECTIVE	ACCOUNT NUMBER	% EFFORT
Institutional Activities (teaching, administration, service, etc.)		
Sponsored Activities (Externally funded*)		
TOTAL		100%

I certify, to the best of my knowledge and belief, that the above distribution of activities reasonably reflects actual effort devoted during the stated reporting period. By signing this report I am aware that any misrepresentation of information may be subject to penalties under the Federal False Claims Act.

Employee Signature

Date

Confirming Signature

(Print Name)

Date

Note: If the employee named above is also the PI/PD, please have the Department Chair or Dean sign as the person confirming this certification. If the PI/PD is the Department Chair, the Dean must sign. If the PI/PD is the Dean, the VPAA must sign. The PI/PD may sign for all other salaried employees working on the project.

***Externally funded activities:** Percentages should reflect time paid by the grant as well as unpaid time contributed to the project (i.e., Salary and wages of employees used in meeting cost sharing or matching requirements).

Office Use Only			
Office of Grants Administration	Date Received _____	Submitted to Controller _____	
Office of the Controller	Date Received _____	Journal Entry Date _____	