

**BOWIE STATE UNIVERSITY
BOWIE, MARYLAND 20715**

CERTIFICATION OF PERSONNEL ACTIVITY

NAME Smith, John EMPLID 1071499
(Please Type or Print)

SCHOOL/DEPARTMENT Computer Science

REPORT FOR THE MONTH/TERM OF Spring **2/2/2005 to 6/7/2005**

ACTIVITY	Dept ID	Project ID	Salary Amount Paid	Salary %	% EFFORT ASSIGNED
	520999	1399	5,000.00	40%	45%
	101015		7,500.00	60%	
Teaching					55%
Other					
Total:			\$12,500.00	100%	100%

I certify that the above information is correct.

John Smith
Signature of Employee

June 21, 2005
Date

Jane Doe
Signature of Supervisor

June 22, 2005
Date

Distribution: Original to Grants Accounting

Copy to Federal Research and Development

Instructions

An effort reporting system serves as the principal means for certifying that salaries and wages charged to federally sponsored projects are consistent with effort contributed. The guidelines have been established in OMB Circular A-21, section J. 10.

Example -Spring Term

(Please note Class 01 Salaries and fringes are not normally included in Faculty Summer Effort Reports.)

Dr. Smith's actual salary charges for the Spring semester (02/02/05 -06/07/05) are as follows:

40% of Dr. Smith's actual salary was charged to Project 1399; 60% was charged to his state account (Deptid 101015).

The percent effort assigned by the employee and certified by the Principal Investigator is as follows:

Dr. Smith estimated that 45% of his time was spent on research for Project 1399. (The additional 5% effort is considered cost sharing which may be required for some projects.) Dr. Smith remaining time was spent on instruction.

In this example if Dr. Smith's actual effort was less than the 35% (5% tolerance), a payroll reallocation form should be submitted along with the effort report reallocating the difference to an alternate funding source.

PAF forms should be completed and submitted to the Federal Research and Development Office when there is a substantial change in that individual's sponsored research activity/effort)

The total time worked is based on total hours worked during the week and could be greater than 40 hours. Total effort for an employee must equal 100%. Salaries and wage charged to sponsored projects must be based on effort expended.

The Effort Certification Report must be signed by the employee, principal investigator or responsible official(s). In the case of the Principal Investigator the next higher manager should sign the form. If the employee is not available a responsible official (usually the Principal Investigator will sign for the employee and the chair or dean will counter-sign) using suitable means of verification that work was performed.

Examples of time spent on Sponsored programs activities

- Conducting research
- Preparing technical reports
- Reviewing financial reports/expenditures
- Writing grant related papers.
- Presenting research results
- Correspondence with the sponsor
- Attending project related conferences
- Managing/ Supervising/Mentoring of research staff/support students
- Drafting proposals for continuation funding

Teaching Activities

- Advising students
- Dissertation or thesis advising
- Class time
- Preparation time grading papers, test, etc)
- Overload teaching

Other

- Attending department meetings
- Department chair/dean responsibilities
- Committee work
- Student recruiting and admissions
- Attending professional conferences
- Development of new curricula or degree programs
- Participating on review boards or advisory committees.