

# HAMLINE UNIVERSITY

## EMPLOYEE EFFORT CERTIFICATION REPORT

In order to comply with federal guidelines, this form must be completed and returned to the Accounting 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:** \_\_\_\_\_ **Emp. ID:** \_\_\_\_\_ **Department:** \_\_\_\_\_

**Reporting Period:** Fall 20 \_\_\_\_\_ Spring 20 \_\_\_\_\_ Summer 20 \_\_\_\_\_

Provide a breakdown of your activities for the reporting period. The total must equal 100%.

Name of Research Project or Other Activity	Funding Agency & Grant No.	Hamline Fund Number	Principal Investigator? (Y/N)	Percentage Distribution of Total Effort
<b>Sponsored Activities (externally funded activities; percentages should reflect all effort expended on an activity even if not paid for by the grant)</b>				
<b>Curricular Activities</b>				
Instructional (i.e., teaching and teaching-related activities)				
Administrative activities (e.g., department chair, faculty committee member)				
Other activities (e.g., public service)				
<b>TOTAL</b>				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 Director, Accounting Systems, OM 015\*\*