## Certification of Time & Effort Report Form

**Winston-Salem State University**

### Effort Paid by SPONSORED RESEARCH PROJECT FUNDS

<table>
<thead>
<tr>
<th>Account/Fund Numbers</th>
<th>Amount of Charge</th>
<th>Effort %</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Sponsored Research Project Funds Total: 

**Sponsored Research Project Effort % Total**

### Effort Paid by UNIVERSITY FUNDS

<table>
<thead>
<tr>
<th>Account/Fund Numbers</th>
<th>Amount of Charge</th>
<th>Effort %</th>
<th>*University Activity</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

University Funds Total: 

**University Activity Effort % Total**

**Total Annual Base Salary:**

**Total Effort %**

(Total Effort must not exceed 100%)

### Certification

I certify that this distribution of activity represents a reasonable estimate of the effort devoted during the period covered by this report.

Employee’s Signature

Immediate Supervisor

Principal Investigator

Contracts and Grants Accounting (C&G)

Reviewed by

Date

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).