

SAMPLE

Stephen F. Austin State University
Effort Certification Report

Employee Name: I.M. Working
Employee ID : 33333333
Department : College of Forestry

If the percentages in Column 5 and Column 9, if applicable) are not accurate, enter the correct percentages in Column 6 (and column 10, if applicable).

Column #	1	2	3	4	5	6	7	8	9	10	11	12	13
Month(s)	Grant/Account Name	Grant	Amt	Percent Charge	Actual	Non Grant Account	Amt	Percent Charge	Actual	Percent of effort Cost Shared	Percent of Effort	Efrt Code	
January 2008	Federal Grant A	41xxxx	3000.00	85.00			0.00	0.00				85.00	03
January 2008	Teaching			0.00		1xxxxx	529.41	15.00				15.00	09
			3000.00	85.00			529.41	15.00				100.00	

If the percentages in Column 5 (and Column 9, if applicable) are a reasonable estimate of actual effort, you only need to sign and date the form.

I certify that in accordance with OMB A-21 and SFA Policy A-68, I have reasonable means of verifying that the effort percentages reported above represent a reasonable estimate of the actual work performed by the employee for each of the activities listed

Employee _____ Date _____ OR I. M. Working Feb. 15, 2008
PI/PD or other responsible party Date

- Effort Code**
- 01 - Administration (Grant direct costs only)
 - 02 - Sponsored Instruction (Grant direct costs only; includes teaching and training)
 - 03 - Sponsored Research (Grant direct costs only)
 - 04 - Other Sponsored Activities (Grant direct costs only; includes public service and other areas not covered above)
- Any reports with one or more of these effort codes must also complete a Cost-Share form
- 05 - CS Administration (Cost-shared costs only)
 - 06 - CS Sponsored Instruction (Cost-shared costs only; includes teaching and training)
 - 07 - CS Sponsored Research (Cost-shared costs only)
 - 08 - CS Other Sponsored Activities (Cost-shared costs only; includes public service and other areas not covered above)
 - 09 - Non-sponsored activities