

**ST. OLAF COLLEGE  
EMPLOYEE EFFORT CERTIFICATION REPORT**

In order to comply with federal guidelines, this form must be completed and returned to the Business Office within 30 days of the end of each reporting period by every faculty member or professional staff member working on a government funded project. If questions, please contact John Arndt in the Business Office at arndt@stolaf.edu or ext 3659.

Name: \_\_\_\_\_ Department: \_\_\_\_\_

Reporting Period:      Fall/Interim 20 \_\_\_\_\_ Due February 28      Spring 20 \_\_\_\_\_ Due June 30      Summer 20 \_\_\_\_\_ Due Sept 30

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

<b>Sponsored Activities (government funded activities; percentages should reflect all effort expended on an activity even if not paid for by the grant)</b>				
Name of Research Project or Other Activity	Funding Agency & Grant Name	St. Olaf Account Unit	Principal Investigator? (Y/N)	Percentage Distribution of Total Effort
<b>St. Olaf Curricular Activities</b>				
Instructional (i.e. teaching and teaching-related activities), Administrative activities (department chair), Other activities (e.g. college service, other non-government externally funded)				
<b>TOTAL</b>				<b>100%</b>

I certify that the percentages stated above are an accurate reflection of the work performed for the period indicated.

I also certify that the effort and compensation are commensurate with the work described in the proposal.

Signature of Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of PI or Associate Dean: \_\_\_\_\_

Date: \_\_\_\_\_

Business Office Use Only: Date Received: _____
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