

**Gettysburg College**  
Effort Certification Report

In order to comply with federal guidelines, every faculty member or administrative employee (hourly staff employees and student workers are exempt from this process) must certify the level of effort on all work performed when a portion of their compensation is funded by a federal grant or contract. This form must be returned to College Grants by the 15<sup>th</sup> of the month following the reporting period and at the completion of the grant. The PI or Project Director is responsible for ensuring all forms are submitted.

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

Reporting Period: \_\_\_\_\_

Provide a breakdown of your time/effort between college and externally funded activities for the reporting period. **The total must equal 100%**

**Gettysburg College Activities**

Teaching and teaching-related activities \_\_\_\_\_ and/or

Administrative and other activities \_\_\_\_\_ and/or

**Externally Funded Activities**

Grant/Sponsor \_\_\_\_\_ Account # \_\_\_\_\_ and/or

Grant/Sponsor \_\_\_\_\_ Account # \_\_\_\_\_ and/or

Grant/Sponsor \_\_\_\_\_ Account # \_\_\_\_\_ and/or

**Total Effort (Must Equal 100%)** \_\_\_\_\_

Please send the completed form to College Grants.  
If you have questions, Dawn Helsing Wolters can be reached at x6505 or  
dhelsing@gettysburg.edu.

**Certification**

*I certify that the above record of effort represents a reasonable estimate of work performed during the reporting period.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature \*

\_\_\_\_\_  
Date

\* NOTE: If the employee named above is also the PI/Project Director, please ask Department Chair to sign as confirming signature. The PI/Project Director should sign for all other salaried employees working on project.