

Illinois Wesleyan University

EMPLOYEE EFFORT CERTIFICATION REPORT

In order to comply with federal guidelines, this form must be completed and returned to the Office of Sponsored Programs and Foundation Relations within 30 days of the end of the annual reporting period by every faculty member or professional staff working on an externally funded project.

Name: _____ IWU ID: _____ Department: _____

Annual Reporting Period: May 1 – July 31

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

Name of Research Project	Funding Agency Grant No.	IWU Fund No.	Principal Investigator? (Y/N)	% Compensation Charged to Grant	% Distribution of Total Effort
Federally Sponsored Activities (percentages should reflect all effort expended on an activity even if not paid for by the grant)					
Curricular and Other Activities					
Instructional (i.e., teaching and teaching-related activities)					
Administrative activities (e.g., department chair, faculty committee member)					
Other activities (e.g., public service, other research)					
TOTAL					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 Office of Sponsored Programs and Foundation Relations, Holmes Hall 200