

# Hamilton College

## EFFORT CERTIFICATION REPORT

To maintain compliance with federal regulations, the form must be completed and returned to the Office of Sponsored Programs within 30 days of the end of each reporting period by any faculty or staff member working on a government-funded project. For questions, please contact the Business Office at ext. XXXX

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

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

Reporting Period:

Fall 20\_\_\_\_ -- Due January 15

Winter 20 \_\_\_\_ -- Due June 15

Summer 20 \_\_\_\_ -- Due September 15

Sponsored Activities (government-funded activities; percentages should include both funded and non-funded effort)			
Name of Project or Activity	Funding Agency & Grant Number	Role on Project	Months
Hamilton College Activities			
Instructional Activities (teaching, advising, curriculum development), Administrative Activities (Department Chair), Other (e.g., committees, service, other non-government externally funded activities)			
Total			

**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 Dean: \_\_\_\_\_

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

OSP Use
Date Rec. _____