



GRANTS AND CONTRACTS EFFORT REPORT

In accordance with Federal Office of Management and Budget OMB Circular A-21, Section J.8.c., Glenville State College is required to document effort spent on externally sponsored projects. This form should be completed for each employee who is paid by project funds or whose time is used as a match. Employees who complete time sheets should reflect the actual time worked for each funding source, i.e. grant, state, etc., on their time sheet, and complete this Report.

Federal/State Sponsor		Grant/Award Number
Fund	Org.	Account

Employee Name	Department
Period Accounted for (List semester and dates)	
Employee Classification (check as applicable) <input type="checkbox"/> Faculty <input type="checkbox"/> Non-Classified Professional Staff <input type="checkbox"/> Nine Month <input type="checkbox"/> Twelve Month	

In the space below give a complete description of the duties assigned to the individual for the period listed above.
Please fill in the percentage of activity and note if overload. (Attached additional sheets, as needed)

Budget No.	Description of Activity	% Grant	% Release Time	% In-Kind

***Signing indicates agreement with the distribution of duties and the charges made for these services.**

Employee	Date	Department Head	Date
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