Abraham Baldwin Agricultural College
Effort Certification Statement: Form Instructions

Section 1 - Personal Information

Enter your personal information in section 1 of the form. Your name should be entered as it appears on your payroll record. The certification period entered should be the month you are certifying (ie: March 1, 2010 to March 31, 2010).

Section 2 - Distribution of Effort by Activities

Sponsored Activities:

Enter one line for each different percentage of effort or difference in ADP payroll distribution. Enter separate lines for each grant for which you have spent any time during the reporting period. The following describes the requirements of each block in this section.

- Sponsored Project:

  Enter the complete Sponsored Project name preceded by the short name assigned by OSP. (ie: PGA – Play Golf America).

- Project ID:

  The Project ID is the number assigned by the business office when the grant budget was established. If you do not have this number you may call the Grants Accountant.

- Funding Agency:

  Enter the name of the funding agency. Enter ABAC for any cost-shared percentage.

- ADP %:

  The ADP percent to be entered for each line can be obtained from a report provided to you by the ABAC payroll department. This is the distribution of your salary into specific budget accounts.

- Type:
Select a type from the drop down box. Choices include Direct Cost, Cost Shared, or Voluntary.

- % of Effort:

Enter the actual percentage of effort you spent on this line item. The percent entered cannot be less than the percentage in the ADP column for any grant.

**Example:**

If your effort for a specific grant is 50% but you are being paid 25% directly from the grant and another 25% by ABAC as cost share, then you will list the grant twice...once for the direct cost and again for the cost shared. The ADP column would contain 25% for the first 25% of DIRECT effort paid by the sponsoring agency. The second line would have 25% ADP and 25% COST-SHARED effort. The funding agency for this entry would be ABAC since the compensation for this portion is paid by ABAC. The remainder of the effort is your regular job so this would be entered in the ABAC support section. It would show 50% in the ADP column and 50% in the effort column. This would result in certifying 100% of your time.

**Non-Sponsored or Institutional Activities:**

A blank section is provided for you to include any activities that are not grant related or not part of your normal responsibilities at ABAC but for which you are spending time and effort.

**ABAC Support:**

In this section you should enter the ADP percent that is reflected on your payroll report and charged to the budget of your department. This percentage may be more than your effort if some of your time is spent on a cost shared grant. The type will be Direct. Enter the % of Effort which is the remainder of your time worked.

**TOTAL EFFORT:**

The form will automatically total the effort entered. Make sure this totals 100%.

**Section 3 – Certification**

- Enter your name and title in the space provided.
- Enter the name of your supervisor and his/her title.
- Save this document to your computer.
• Click the print button at the top of the form to print the report.

• Sign this form and have your supervisor sign it.

• Attach documentation described below.

• Make hard copies for your records.

• Submit it to the director for the Office of Sponsored Programs

Attachments

• Attach the ADP payroll report of your wages for the certification period. If this is not available, then a memo or e-mail from accounting documenting what dollar amount will be transferred to the grant account for the period.

• Attach an Effort Detail Report which should document dates, hours, and activities performed as support for this grant during the certification period.