

FACULTY EFFORT REPORT

DISTRIBUTION OF EFFORT

Name _____
 Period _____
 Covered: _____
 College/ Dept: _____

Check Appropriate Box:

***Academic Year (AY) Faculty**

Fall semester _____
 Spring semester _____

***Part-Time (AY) Faculty**

_____ %

12 Month Faculty

***Non-Academic Time Period**

Summer _____
 List Other Break: _____

Part-Time Faculty: List % Assigned Employment as Part-Time Faculty for AY semester:

***AY Faculty: Complete a separate form for each academic semester.**

***AY Faculty -summer, Non-AY Periods: Complete separate form for non-AY periods for applicable effort to sponsored programs.**

Enter % of Effort

UNIVERSITY EMPLOYEE EFFORT

| | | |
|---|--|---------|
| 1 | All University Assignments or Appointments (Includes Instruction) | 0 % |
| 2 A. | Sponsored Projects- Released Reimbursed Time (By project number) and Title | |
| 2A.1 | # _____ | _____ % |
| 2A.2 | # _____ | _____ |
| 2A.3 | # _____ | _____ |
| 2A.4 | # _____ | _____ |
| 2A.5 | # _____ | _____ |
| | Subtotal | 0 % |
| B. | Cost Sharing (By project number) and Title | |
| 2B.1 | # _____ | _____ % |
| 2B.2 | # _____ | _____ |
| 2B.3 | # _____ | _____ |
| 2B.4 | # _____ | _____ |
| 2B.5 | # _____ | _____ |
| | Subtotal | 0 % |
| | TOTAL UNIVERSITY EFFORT | 0 % |
| ADDITIONAL EMPLOYMENT EFFORT: Maximum 25% | | |
| 3 | Sponsored Projects (By project number) and Title | |
| 3.1 | # _____ | _____ % |
| 3.2 | # _____ | _____ |
| 3.3 | # _____ | _____ |
| 3.4 | # _____ | _____ |
| 3.5 | # _____ | _____ |
| 4 | Other _____ | _____ % |
| | TOTAL ADDITIONAL EMPLOYMENT EFFORT | 0 % |
| | GRAND TOTAL | 0 % |

CERTIFICATION BY EMPLOYEE:

I certify that, to the best of my knowledge, the above distribution of effort represents a reasonable estimate of all work performed by me during the period covered by this report.

Signature _____

Date _____

OR

CERTIFICATION BY RESPONSIBLE OFFICIAL:

I certify that I have first-hand knowledge of all work performed by this employee and that the distribution of effort represents a reasonable estimate of work performed during the period covered by this report.

Signature _____

Date _____

Notes: 1. Personnel effort accounted for on this report should not include employment outside the CSU/auxiliary system.
 2. All reports must total 100% and be submitted to the Foundation office 20 days after period. AY faculty are to submit form at end of academic semester. A separate form is to be completed for Non-academic periods if applicable.
 12 month faculty submit form after end of academic semester. 12 month faculty submit a separate form for summer months for reporting variations in summer month assignments.