

MORAVIAN UNIVERSITY  
EFFORT REPORT

In order to comply with federal guidelines, this form must be completed and returned to the Director of Corporate, Foundation, and Government Relations at the end of each semester and summer by all faculty, staff, and students working on an externally funded project.

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

Semester reported: Fall 20\_\_\_\_ Spring 20\_\_\_\_ Summer 20\_\_\_\_

Provide a breakdown of your responsibilities for this semester. **The total must equal 100%.**

<b>Effort</b>	<b>Activity</b>
____%	Teaching and teaching-related activities
____%	Research activities (excluding externally funded)
____%	Service activities
	Externally funded activities (percentages reflect time paid by grant as well as unpaid time contributed to the project, i.e., in-kind):
____%	Funding Agency _____ Project Title _____
____%	Funding Agency _____ Project Title _____
____%	Funding Agency _____ Project Title _____
____%	<b>TOTAL</b>

I certify that the information provided is correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Certifying Signature\*

\_\_\_\_\_  
Date

\*NOTE: If the individual named above is a faculty member, please also sign on the Certifying Signature line. The PI/PD provides the Certifying Signature for all non-faculty project staff.