



Saint Peter's
UNIVERSITY

Effort Report

Name: _____

Department: _____

Reporting Period Year: _____

Reporting Period (select one): January 1 to May 31
 June 1 to August 31
 September 1 to December 31

Effort reports are required for employees who have a salary from, committed cost share with, or course releases from projects funded from the Federal Government or the State of New Jersey.

The effort report is designed to cover the employee's base load at Saint Peter's University. Thus, for faculty it does not include activities such as overload credits, summer or intersession teaching, or one-time stipends. For non-faculty, it is based on the annual salary without including one-time stipends or overtime.

Include the name of the grant along with the position/activity (e.g. co-PI of NOYCE).

Position/Activity	Percent of Effort
The total percent effort must equal 100%	

I certify that the distribution of my time stated above is a reasonably accurate reflection of the effort expended for the period indicated.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____