

Utah Valley University
Undergraduate Research and Creative Works Office
Time & Effort Activity Reporting Certification Form

To comply with Grant guidelines, this form must be filled out and sent via Adobe Sign to your Dean's Financial Manager and Shelly Andrus (landrus@uvu.edu) for signature completion prior too and **to receive payment**.

Name:	UVU ID:	Performance Period Dates: _____ to _____
Department:	Lump Sum \$ Requested:	Employee Classification (i.e. 9/10, 11, or 12 month faculty, full-time staff, executive):

Did you work on your awarded project during this performance period?			Yes	No
If yes, percent of effort:		If yes, please describe activity:		
Did you mentor students to work on your awarded project during this performance period?			Yes	No
If yes, percent of effort:		If yes, please describe activity:		
Did you complete the project as outlined in your grant proposal?			Yes	No
If no, why?		If yes, please describe activity:		
Have you completed a budget reconciliation of your grant?			Yes	No
If yes, do you have any unused funds?		If yes, what is the exact dollar amount of unused funds?		
5. Have you completed your Student Participation list within you application using the online entry boxes?			Yes	No
If yes, how many students participated?		If yes, please confirm they were all enrolled while working on the project.		

Grant Performance Activities: (Please list work that you performed on grants received from the Undergraduate Research and Creative Works Office during the performance period.)				
Name and Type of Grant: <small>(ie: GEL 2 year "Project Title"</small>	Principal Investigator	Grant Banner Index	College	% Effort Expended or Number of Hours Worked

****Activities** are those that can be directly attributed to carrying out the work of the proposed project and can be documented by record-keeping mechanisms and are paid for by the Grant.

I certify, that to the best of my knowledge, the above distribution of effort represents a reasonable account of all work performed by me during the performance period. *If my effort commitment changed during the summer or academic school year, I understand it was my responsibility to notify my Department Chair and Dean's Financial Manager immediately.*

Signatures		
Position	Signature	Date
Principal Investigator		
Dean's Financial Manager (entered by PI)		
Department Chair (entered by PI)		
URCW Director: Shelly Andrus (landrus@uvu.edu)		

Please attach any time sheets or backup documentation as applicable