



CERTIFICATION OF EFFORT FOR SFVAFRE EMPLOYEES

EMPLOYEE NAME: _____

PERIOD COVERED: _____

SUPERVISOR: _____

Instructions: Certification of Effort must be completed on a biweekly basis in conjunction with the SFVAFRE Payroll Calendar. Certification reflects an *after-the-fact* determination of the actual activity of each employee whose effort is expended on one or more projects funded by a government grant, contract or sub-award.

The signed completed form must accompany the time sheet for the pay period it relates to and is subject to the same submission requirements as the time sheet, be received no later than each Wednesday following the close of a pay period. A second copy should be submitted to the project PI to be retained in the Principal Investigator’s project file.

For questions, please contact the SFVAFRE grants/contract management.

I certify my time has been spent on the following project(s) in the percentages listed below:

Percentage of Hours Worked on Project(s) (must total 100%)	Project Identify by organization (SFVAFRE, VA, UM or other) <u>and</u> project ID/name

Employee Signature: _____