



Time and Effort Certification Form

Time and effort reporting is essential to document that the time charged to a grant award matches the effort expended on a grant award. For this reason, each person employed, in part or in whole, directly or as part of a required match, on a grant-funded project must report the distribution of total time and effort expended on a monthly basis on all activities, including both grant-funded and non-grant-funded activities. The Grant Manager for each listed grant will collect monthly Time and Effort report from each employee and then review and certify the time distribution. If there are deviations between what is budgeted and what actually occurs, the Grant Manager will work with the Budget Analyst to adjust the Personnel expenditures for the month. Employees assigned to more than one grant will need to submit a Time and Effort report to each grant manager who will sign and certify.

Institutional Information

District

Moreno Valley

Norco

Riverside

Name: _____ Permanent Full -Time Permanent Part- Time

Title/Department (or Program) : _____

Reporting Period: Month: _____ Year: _____

Provide a breakdown of your activities during this reporting period, including activities funded by both the institution and by grants