



OSP USE ONLY
Reviewed: _____
CC Dean or VP: _____
CC Grant Acctg., if in-kind effort involved: _____

FACULTY/PROFESSIONAL STAFF AFTER-THE-FACT ACTIVITY & EFFORT REPORTING FORM

This information is needed for Federal Documentation and Audit Requirements.

Date: Reporting Period: (Term/Year):

Name: Department: School:

About You: Faculty Student Staff Other

A	LIST SPONSORED PROJECT(S)/GRANT(S)	UDC GRANT/INDEX No.	PI NAME	%EFFORT COMMITTED & FUNDED	%EFFORT COMMITTED COST SHARED	ACTUAL % EFFORT PERFORMED
1						
2						
3						
4						
B	UNIVERSITY OF THE DISTRICT OF COLUMBIA AND OTHER RESEARCH ACTIVITIES					
5	TEACHING					
6	ADMINISTRATION					
7	SERVICE					
8	OTHER RESEARCH (Not from Federal or Federal Pass-Through Sponsored Projects)					
TOTAL ACTUAL % EFFORT PERFORMED (ROW 1 THROUGH 8) MUST ADD UP TO 100%						100%

Actual total number of HOURS worked per week on average for teaching, research, administration, and service: HOURS

(Please complete the information and provide signatures on page 2 of this form)

Describe the Major Work Performed for Sponsored Project(s), and report effort committed, if applicable:

LIST SPONSORED PROJECT(S)/GRANT(S) (Same as on Page 1)	UDC GRANT/INDEX No. (Same as on Page 1)	DESCRIPTION OF SPONSORED ACTIVITIES PERFORMED

I certify to the best of my knowledge that the distribution of effort represents a reasonable estimate of activities performed during the stated period.

Name: Employee (Please Print)		Signature:		Date:	
Name: Principal Investigator/Program Director/ Coordinator (Primary Project):		Signature:		Date:	
Name: Principal Investigator/Program Director/ Coordinator (Other Project(s)):		Signature:		Date:	
Name: Department Head or Employee's Manager:		Signature:		Date:	

After obtaining required signatures return this form to the Office of Sponsored Programs. Thank you

Report is due by January 15 for Fall Term, by June 1 for Spring Term, and by September 1 for Summer Term. OSP will distribute copies to Dean or Vice President or CEO and to Office of Grant Accounting, as appropriate.