**Appendix H: Time & Effort Certification**

**LEA must include position description with application**

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Is this a report for a stipend/supplemental contract?** [ ]  **YES** [ ]  **NO Type of Report: New position and sliding scale**

Time period from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Percent** **of Time** | **Funding Stream** | **Activities** |
|  % | Perkins Federal Funds |  |
|  % | Other:  |  |
| **100%** | **TOTAL** |  |

1. **Salary** -- complete semi-annually (DUE DATE)
2. **Stipend** – complete **only** for the months worked on the stipend-funded project

[ ] **100% Federal Perkins Funds**

[ ] **Multiple Funding Sources** – Complete the table (required) **monthly** for the months worked

***I certify that this report represents a true record of effort expended for this time period according to the funding stream indicated above****.*

Signature of Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­

(*must be signed* ***after*** *the period reported in this form*)

Signature of Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Printed Name of Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*must be signed* ***on or after*** *the Employee Signature date*)