

EFFORT RE-CERTIFICATION REPORT

MEMO TO: Cost Reimbursement
FROM: Jane Smith
Research Administrator
DATE: November 17, 2008
SUBJECT: Effort Re-Certification

Employee Name: James Doe

Employee ID Number: 01234567

Period of salary adjustment: 07/01/2007 – 06/30/2008

SAMPLE

<u>Current Appointment</u>			<u>Revised Appointment</u>		
ShortCode	Effort	Period	ShortCode	Effort	Period
123456	75%	7/1/2007 – 6/30/2008	123456	50%	7/1/2007 – 12/31/2007
045678	25%	7/1/2007 – 6/30/2008	045678	50%	7/1/2007 – 12/31/2007
			123456	45%	1/1/2008 – 6/30/2008
			045678	55%	1/1/2008 – 6/30/2008

This certification report serves to supercede the previous report submitted for the same time period. I re-certify that this report more accurately reflects the effort expended for the time period specified.

Signature of Employee

Date

Signature of Higher
Administrative Authority

Date