



# EFFORT CERTIFICATION

## OFFICE OF SPONSORED INITIATIVES

This form certifies an employee hired by South Texas College through a grant-funded project has completed their assigned efforts within the stated activity period. All details included on this form must match the Notice of Employment (NOE) and must be certified every six (6) months or the length of the NOE, whichever is shorter.

Grant Name:

Grant ID:

Award Agency:

Start & End Dates:

Employee Name:

Employee ID:

Title:

Position Number:

Activity Period:

### CERTIFICATION

I certify that 100% of my effort during this assignment has been dedicated to the implementation of the grant listed above.

#### Employee

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I provide reasonable assurance the employee has completed the appropriate effort for this assignment and all required deliverables have been provided to the Principal Investigator.

#### Supervisor of Grant Work

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

#### Principal Investigator

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*This form may be signed and dated after all grant effort has been completed. If effort is completed prior to or after the HR approved Activity Period, the Principal Investigator & Grant Manager will amend the date on the Notice of Employment per HR guidance to match the dates above and provide the Office of Sponsored Initiatives with a copy of the amended NOE.*

*The Principal Investigator is responsible for maintaining documentation of the effort performed by the employee through the retention period required by the Award Agency. In the case of the Perkins Basic Grant, which crosses multiple divisions and departments, it is the responsibility of each individual department supervisor to maintain such documentation, not the Principal Investigator.*