These %'s should equal 100% of your monthly summer effort. Rarely will this be 100% be on grants only. Note that in the summer faculty can earn up to 1/9 of their academic year salary.

### Step 1

**Employee Name:**

**Primary Organization:**

**University ID:**

**Supervisor Name:**

University of Northern Iowa

Report Date: Oct 26, 2009 08:18 PM

Page 20 of 109

### Step 2A

If an account is listed then effort was charged to it. Always. If you did not work on the account call RSP.

### Step 2B

These non-sponsored program accounts are usually where cost share funds come from.

### Step 3

Verify that these effort allocations match what actually happened in each month. Remember that averaging effort across the reporting period is acceptable as well.

### Step 4

This is the Fall Certification for the Summer (note the months).