## **Concordia University Chicago**

## **Effort Reporting and Approval Form**

Grant Name Award Number CUC Fund Number (2X)		
Reporting Time Period(s) Calendar Year(s)		End ough m drop down list
Employee Info Last Name First Name Employee Number (H#)	Select from	m arop down isc

\*The propose of this form is to request a reclassification of effort into the project/grant fund for accurate reporting of labor expense.

## Instructions:

- > Complete yellow cells with grant and reporting info
- > Complete Effort Details chart below
- > Select role/title from drop down selection
- > Enter the % effort allocated for the month
- \*Note: Institutional Role is your position at CUC, All other indicates other grant funded effort
- > Effort should total to 100%
- > Sign & date (either physical or email stating approved)
- > Manager signs & dates (either physical or email stating approved)
- > Send via email to Accounting, <a href="mailto:andrew.winkelman@cuchicago.edu">andrew.winkelman@cuchicago.edu</a> & cc the Project PI
- > Grant questions? Contact <a href="mailto:jamie.hayley@cuchicago.edu">jamie.hayley@cuchicago.edu</a>

Effort Details				
Project/Grant	Fund	Role / Title	% of Effort	Notes
nstitutional Role (CUC)	1			
All Other	2X			
-		•	100%	*Must total to 100%
Employee First and Las	t Name	_		Employee Signature / Date
	porting is an ac	curate reflection of tim	e worked on the state	Employee Signature / Date ed grant/projects on behalf of Concordia

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