How Do I Verify That My Personnel Activity Confirmation (PAC) Form is Correct?

Personnel Activity Confirmation Report

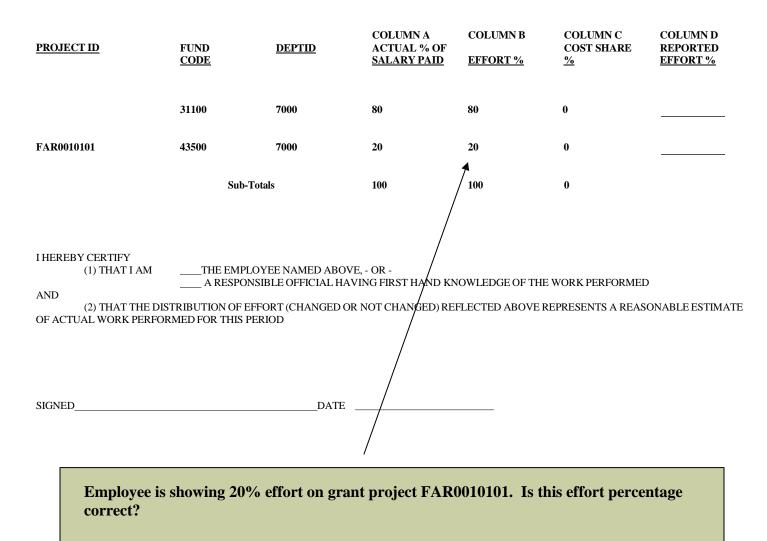
		For Period:	From	Jan 1 2011	То	May 15 2011	
	Doe, John		EMPLID:	0123456	-	OBCODE/FAMILY:	1234
TITLE:	Project Director		COMPANY:	NDS	Н	OME DEPARTMENT:	7000

THIS EFFORT REPORTING FORM IS ISSUED BY THE OFFICE OF GRANTS AND CONTRACTS ADMINISTRATION. INFORMATION PREPRINTED IN COLUMNS A AND B IS DERIVED FROM ACTUAL PAYROLL RECORDS OF THE UNIVERSITY AND IS UPDATED ON A PAY PERIOD BASIS.

PLEASE REVIEW THE FORM CAREFULLY AND MAKE ANY NECESSARY CHANGES. THE EFFORT PERCENTAGES NEED TO REFLECT A REASONABLE ESTIMATE OF YOUR EFFORT. IF YOU ARE DEVOTING EFFORT TO A GRANT WHICH IS NOT LISTED ON THE FORM, INDICATE THE PROJECT NUMBER, NAME AND PERCENT OF EFFORT. REMEMBER YOUR EFFORT MUST TOTAL 100%

PLEASE READ ANY ATTACHMENTS BEFORE COMPLETING THIS FORM. IF YOU HAVE ANY QUESTIONS, PLEASE CALL 231-9802 WE WILL BE GLAD TO HELP.

THANK YOU FOR YOUR COOPERATION.



2011

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February

SuMoTuWeThFrSa 1 2 3 4 5 6 7 8 9 101112 1314 1516 171819 2021 2223 242526 2728

May

3 4 5 6 7

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15 16 17 18 19 20 21

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1

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March

SuMoTuWeThFrSa 1 2 3 4 5 6 7 8 9 101112 1314 1516 171819 2021 2223 242526 2728 2930 31

Think about the time period of this effort certification report. Did you spend 20% of your time working on grant project FAR0010101 from January 1, 2011 through May 15, 2011? Does this effort percentage sound reasonable to you?

North Dakota State University Budget Justification

PERSONNEL:

Salaries – Faculty John Doe - Principal Investigator - 20% FTE - \$40,000

Jane Johnson - Co-Principal Investigator - 10% FTE - \$20,000

Fringe Benefits

Fringe benefits in the amount of \$15,000 are requested for this project. For proposal purposes, estimated fringe benefit rates have been used. During the life of the project, actual benefits will be charged to the project.

TOTAL PERSONNEL AND FRINGE BENEFITS REQUESTED - \$75,000

Review your proposal budget justification and/or award notice. Did you propose that you would be working 20% of your time on this grant project should it be funded? If so, then your PAC form should reflect 20% effort, regardless of where you are being paid.