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

For Period: From Jan 1 2011 To May 15 2011

| NAME: Doe, John | EMPLID: 0123456 | JOBCODE/FAMILY: 1234 |
| TITLE: Project Director | COMPANY: NDS | HOME 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.

<table>
<thead>
<tr>
<th>PROJECT ID</th>
<th>FUND CODE</th>
<th>DEPTID</th>
<th>ACTUAL % OF SALARY PAID</th>
<th>COLUMN B EFFORT %</th>
<th>COLUMN C COST SHARE %</th>
<th>COLUMN D REPORTED EFFORT %</th>
</tr>
</thead>
<tbody>
<tr>
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<td>7000</td>
<td>80</td>
<td>80</td>
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<tr>
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<td>43500</td>
<td>7000</td>
<td>20</td>
<td>20</td>
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<td></td>
</tr>
</tbody>
</table>

Sub-_totals 100 100 0

I HEREBY CERTIFY

(1) THAT I AM THE EMPLOYEE NAMED ABOVE, - OR - A RESPONSIBLE OFFICIAL HAVING FIRST HAND KNOWLEDGE OF THE WORK PERFORMED

AND

(2) THAT THE DISTRIBUTION OF EFFORT (CHANGED OR NOT CHANGED) REFLECTED ABOVE REPRESENTS A REASONABLE ESTIMATE OF ACTUAL WORK PERFORMED FOR THIS PERIOD

SIGNED ____________________________ DATE __________________

Employee is showing 20% effort on grant project FAR0010101. Is this effort percentage correct?
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