

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



# 2011

## January

Su	Mo	Tu	We	Th	Fr	Sa
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## February

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

## March

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## April

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## May

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	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.