

**CITY UNIVERSITY OF NEW YORK
Personnel Summer Activity Report for Sponsored Activities**

Summer Salary Certification

Period <i>(please check only one period per form)</i>	<input type="checkbox"/> June 1 - June 15	<input type="checkbox"/> July 16 – July 31
	<input type="checkbox"/> June 16 - June 30	<input type="checkbox"/> August 1 – August 15
	<input type="checkbox"/> July 1 – July 15	<input type="checkbox"/> August 16 – August 31

College: _____ Name: _____

Department: _____ Title: _____

S.S.#: _____

Sponsored activities administered through the Research Foundation:

RF Account #	Check appropriate column			Percent or Hours *
	Organized Research	Instructional	Other Sponsored Activity	

Date

Faculty (Employee) signature

AND**

Date

Authorized Signature / _____
Title

* As per OMB A-21, Section J.8 (Compensation for Personal Services) Effort Reporting Requirement Bullet 3: "Certification which encompasses all employee activities on an integrated basis (i.e., 100% of effort)."

** As per OMB A-21, Section J.8.c(3)(e), "...Department Chairperson or other authorized signatory with direct knowledge of the work may confirm this report."