

Grant Funded Supplemental Time & Effort Log

Please keep and maintain a log of your time and corresponding duties performed for the grant(s) you are receiving supplemental pay. Be sure to maintain this log for audit purposes in accordance with YSU's record retention policy.

Although the Grant Funded Supplemental Time & Effort Log is only required for **Federally** funded grant supplemental pay, the Controller's Office highly recommends that all individuals receiving grant funded supplemental pay complete the log. Completing the log and retaining it will provide excellent documentation in the event of an audit.

This form is to be completed contemporaneously by employee as duties are performed on **Federal** Award.

Please email completed certified form to grantsacct@ysu.edu

Employee: _____ Banner Y# _____ FY _____

FOAP : _____ Primary Investigator: _____

Supplemental Performance Period per Supplemental Pay form: _____ to _____

Pay #	Pay Period	Accomplishments and Impact of grant activities
SM 10	May 15 to 31	
SM 11	June 1 to 15	
SM 12	June 16 to 30	

Duties have been completed per YSU Board Policy 3356-9-06 and are compliant per SOW and Policy 3356-7-48.

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the personnel allocations are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise.

Employee signature

Primary Investigator

Supervisor if Employee is PI