Palomar College
Competitive Grant Biannual Effort Certification

This form must be completed biannually by salaried employees whose entire effort (100%) is charged to a single federally funded or competitive grant project. Examples include faculty on full release time or staff positions fully supported by one grant. The form must be signed by both the employee and supervisor and retained with departmental grant records for audit purposes.

1. Fill in employee and project information.
2. Briefly describe major activities completed.
3. Employee signs to attest accuracy.
4. Supervisor reviews and certifies.
5. Retain the original in project grant records.

Last Name:	First Name:	Employee ID#:
Department:	Supervisor:	
Position:	Certification Period: From:	To:

Grant/Contract Number:	Grant Name:
Project Number:	Name of Funding Agency:

Distribution of Time: 100%

Description of activities completed (attach additional pages if needed):

I attest that the effort and activities reported accurately reflect the actual work performed in support of the specified project during the reporting period, and that the effort is in compliance with applicable federal, state, and institutional requirements.

Employee Signature: _____ Date: _____

I certify that I have first-hand knowledge of the work performed (or have verified through reliable records) and that this report reasonably reflects the employee's time and activities for the reporting period.

Supervisor/Administrator: _____ Date: _____

This certification satisfies the requirements of the Uniform Guidance for personnel expenses charged to federal awards, including the after-the-fact confirmation of actual work performed.