

CUNY STAFF EFFORT NOTICE

CUNY Staff Effort For RF Grant #. _____ Purpose of Project _____ Organized Research _____
 Principal Investigator _____ Other Sponsored Activity _____

Please return the original completed copy of this notice for all awards to the Grant Accounting section of the Research Foundation within 10 days from the time you have received a RF project account number. The two copies may be retained by the college. If no CUNY staff effort is planned, write "NONE" in the following section. Compliance with this request will insure full and proper credit to the account of your school and provide the basis for maintaining a record of costs sharing.

Budget Period From _____ To _____

Scheduled CUNY staff effort for this award is as follows

Employee Name	Project Position	% Effort	Salary	Cost Sharing			For The Time Period	
			Charge to Award	Unrecovered Cost	Mandatory	Voluntary Committed	From	To
1.								
2.								
3.								

4. Fringe benefits will be calculated at the standard rate. If a lower rate is used, insert rate _____% and Please explain on the reverse side of this copy

5. Name of CUNY unit to receive credit _____

6. _____
 Signature of Principal Investigator _____ Date _____

7. _____
 Signature of College Administrative Representative _____ Date _____

In the space provided below show the annual salary rates of the employees named above, and computations of the CUNY staff effort to be allocated to the award. If the rates are scheduled to change during the period(s), show effect dates of each such change and the new amounts.

Name	Annual Salary	From	To

Computation _____