**LETTER OF CERTIFICATION FOR ePERs**

To: Sponsored Projects Accounting Office

From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Subject: Documenting Effort on Sponsored Program Prior to ePER Availability

I work as a Position Title for the Department at the University of Colorado Colorado Springs. My last day of employment with the University is Insert Date , which is prior to the issuance of the system-generated electronic Personnel Effort Report normally available at the end of each term. Therefore, the purpose of this memo is to document and certify my effort on any sponsored program(s) for the time period indicated below:

**Semester: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Sponsored Project Name and Speedtype: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sponsor Award #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PI Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Actual Effort: \_\_\_\_\_% (Insert actual % of efforts devoted to other institutional projects)

Other Institutional Efforts: \_\_\_\_\_% (Insert actual % of efforts devoted to other institutional projects)

My Total Effort for all of my University positions during this reporting period equals: \_\_\_\_\_\_% (Insert % of combined efforts – must equal 100%)

I hereby certify that the above estimates of effort expended are accurate and cover all work performed by me during the stated reporting period(s) at UCCS.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee signature Date