CLICK ON HAND TOOL TO COMPLETE ON-LINE

ACTIVITY DISTRIBUTION REPORT

EMPORIA STATE UNIVERSITY

Research and Grants Center

Name: *Department:*

Report for period:

Name of Activity	Account number	% of total effort obligated per payroll period	Actual % of total effort
		Enter as a decimal, as in 1.00 for 100% or .80 for 80%	
		0.00%	0.00%
		0.00%	0.00%
		0.00%	0.00%
		0.00%	0.00%
		0.00%	0.00%
		0.00%	0.00%
		0.00%	0.00%
		0.00%	0.00%
		0.00%	0.00%
		0.00%	0.00%
TOTAL		0.00%	0.00%

I certify that the above distribution of effort represents a reasonable estimate of work performed for the period indicated.

Individual signature Date

Department head Date