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**KEY PERSONNEL CERTIFICATION OF EFFORT FOR MVBRF GOVERNMENTAL GRANTS  
(NON-EMPLOYEE)**

**NAME:** \_\_\_\_\_

**PERIOD COVERED:** \_\_\_\_\_

**Instructions:** Certification of Effort must be completed on a monthly basis in accordance with *OBM circular A-122*. Certification reflects an *after-the-fact* determination of the actual activity of key personnel whose effort is expended on one or more projects funded by a government grant, contract or sub-award.

The signed completed form must be electronically or physically received by MVBRF grants/contract management within five business days following the close of the performance month. For questions, please contact MVBRF grants/contract management.

A second copy will be submitted to the project PI for retention in the Principal Investigator's project file.

I certify my time has been spent on the following project(s) in the percentages listed below:

<b>Percentage of Hours Worked on Project(s) (must total 100%)</b>	<b>Project Identify by organization (MVBRF, VA, UM or other) <u>and</u> project ID/name</b>

Signature: \_\_\_\_\_