



Instructions for *Employees 100% Funded by Research Grants Form*

Date/Time Field:	Date form is submitted to ORC.
Department:	Department of employee(s).
Division:	Division of employee if applicable. If department is not listed then listing division is sufficient.
Table/column 1:	Name of employee that is 100% funded by research grants.
Table/column 2:	In following A-21, J.10.c. (2). (c). Name of investigator or responsible official that can confirm the effort of employee listed in column 1. If the employee is working for more than one investigator then it may be necessary to have more than one official signature.
Table/column 3:	Signature attesting to the summary statement at the top of the form. All names listed must have corresponding signature – electronic or wet.
Policy Questions Button:	Brings user to Effort Reporting and Tracking policy. Page 26 of the policy instructs on the 98% rule.
Form Instructions Button:	Brings user to Employees 100% funded by research grants form instructions.
Print Form Button:	Allows user to print form to submit to ORC.
Submit by Email Button:	Allows user to email completed form to ORC.
Chairperson Signature:	Signature of chairperson affirming the information on the form is correct to the best of their knowledge.