

# IOWA STATE UNIVERSITY EMPLOYEE ACTIVITY SUMMARY OF EFFORT (EASE)

JANUARY 1 THRU JUNE 30, 2002

06-04-2002

Due 15 days from above date.

DEPT: \_\_\_\_\_

**START HERE:** Put the percent of your effort devoted to each function in the large shaded boxes below. Examples of the functions are found on the back of this form. The sum of these boxes must be 100%. Evaluate all effort required to fulfill university obligations. **THE LARGE SHADED BOXES COMPRISE THE SUMMARY SECTION. ALL LOWER SECTIONS DETAIL THIS SUMMARY.** Put the percentage of effort from each of the five sources in the sections below the summary. A + B1 + B2 + C + D must add to the number in the large box.

	I INSTRUCTION	II RESEARCH & SCHOLARSHIP	III OUTREACH	IV ADMINISTRATION	V SERVICE & OTHER																						
	Summary  % of effort devoted to instruction <span style="float: right; border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></span>	Summary  % of effort devoted to research or scholarship <span style="float: right; border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></span>	Summary  % of effort devoted to outreach <span style="float: right; border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></span>	Summary  % of effort devoted to administration <span style="float: right; border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></span>	Summary  % of effort devoted to other activities <span style="float: right; border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></span>																						
GRANT RELATED	A Federal or State paid sponsored effort <table style="width: 100%;"><tr><td style="text-align: center;">% of salary paid</td><td style="text-align: center;">% of actual effort</td></tr><tr><td style="text-align: center;">NONE</td><td style="background-color: #cccccc;"></td></tr></table>	% of salary paid	% of actual effort	NONE		Federal or State paid sponsored effort <table style="width: 100%;"><tr><td style="text-align: center;">% of salary paid</td><td style="text-align: center;">% of actual effort</td></tr><tr><td style="text-align: center;">NONE</td><td style="background-color: #cccccc;"></td></tr></table>	% of salary paid	% of actual effort	NONE		Federal or State paid sponsored effort <table style="width: 100%;"><tr><td style="text-align: center;">% of salary paid</td><td style="text-align: center;">% of actual effort</td></tr><tr><td style="text-align: center;">417-30-82    10</td><td style="background-color: #cccccc;"></td></tr><tr><td style="text-align: center;">620-30-32    25</td><td style="background-color: #cccccc;"></td></tr></table>	% of salary paid	% of actual effort	417-30-82    10		620-30-32    25		Federal or State paid sponsored effort <table style="width: 100%;"><tr><td style="text-align: center;">% of salary paid</td><td style="text-align: center;">% of actual effort</td></tr><tr><td style="text-align: center;">NONE</td><td style="background-color: #cccccc;"></td></tr></table>	% of salary paid	% of actual effort	NONE		Federal or State paid sponsored effort <table style="width: 100%;"><tr><td style="text-align: center;">% of salary paid</td><td style="text-align: center;">% of actual effort</td></tr><tr><td style="text-align: center;">NONE</td><td style="background-color: #cccccc;"></td></tr></table>	% of salary paid	% of actual effort	NONE	
	% of salary paid	% of actual effort																									
	NONE																										
	% of salary paid	% of actual effort																									
NONE																											
% of salary paid	% of actual effort																										
417-30-82    10																											
620-30-32    25																											
% of salary paid	% of actual effort																										
NONE																											
% of salary paid	% of actual effort																										
NONE																											
B1 Mandatory Cost Sharing <table style="width: 100%;"><tr><td style="text-align: center;">% of salary pledged</td><td style="text-align: center;">% of actual effort</td></tr><tr><td style="background-color: #cccccc;"></td><td style="background-color: #cccccc;"></td></tr></table>	% of salary pledged	% of actual effort			Mandatory Cost Sharing <table style="width: 100%;"><tr><td style="text-align: center;">% of salary pledged</td><td style="text-align: center;">% of actual effort</td></tr><tr><td style="background-color: #cccccc;"></td><td style="background-color: #cccccc;"></td></tr></table>	% of salary pledged	% of actual effort			Mandatory Cost Sharing <table style="width: 100%;"><tr><td style="text-align: center;">% of salary pledged</td><td style="text-align: center;">% of actual effort</td></tr><tr><td style="text-align: center;">412-30-33    5</td><td style="background-color: #cccccc;"></td></tr><tr><td style="text-align: center;">417-30-82    10</td><td style="background-color: #cccccc;"></td></tr></table>	% of salary pledged	% of actual effort	412-30-33    5		417-30-82    10		Mandatory Cost Sharing <table style="width: 100%;"><tr><td style="text-align: center;">% of salary pledged</td><td style="text-align: center;">% of actual effort</td></tr><tr><td style="background-color: #cccccc;"></td><td style="background-color: #cccccc;"></td></tr></table>	% of salary pledged	% of actual effort			Mandatory Cost Sharing <table style="width: 100%;"><tr><td style="text-align: center;">% of salary Pledged</td><td style="text-align: center;">% of actual effort</td></tr><tr><td style="background-color: #cccccc;"></td><td style="background-color: #cccccc;"></td></tr></table>	% of salary Pledged	% of actual effort			
% of salary pledged	% of actual effort																										
% of salary pledged	% of actual effort																										
% of salary pledged	% of actual effort																										
412-30-33    5																											
417-30-82    10																											
% of salary pledged	% of actual effort																										
% of salary Pledged	% of actual effort																										
B2 Non-Mandatory cost share and Non-Federal/State paid effort	Non-Mandatory cost share and Non-Federal/State paid effort	Non-Mandatory cost share and Non-Federal/State paid effort	Non-Mandatory cost share and Non-Federal/State paid effort	Non-Mandatory cost share and Non-Federal/State paid effort																							
C Departmental instruction <table style="width: 100%;"><tr><td style="text-align: center;">% of actual effort</td></tr><tr><td style="background-color: #cccccc;"></td></tr></table>	% of actual effort		Departmental research <table style="width: 100%;"><tr><td style="text-align: center;">% of actual effort</td></tr><tr><td style="background-color: #cccccc;"></td></tr></table>	% of actual effort		Departmental outreach <table style="width: 100%;"><tr><td style="text-align: center;">% of actual effort</td></tr><tr><td style="background-color: #cccccc;"></td></tr></table>	% of actual effort		Non-sponsored administration <table style="width: 100%;"><tr><td style="text-align: center;">% of actual effort</td></tr><tr><td style="background-color: #cccccc;"></td></tr></table>	% of actual effort		Non-sponsored service & other <table style="width: 100%;"><tr><td style="text-align: center;">% of actual effort</td></tr><tr><td style="background-color: #cccccc;"></td></tr></table>	% of actual effort														
% of actual effort																											
% of actual effort																											
% of actual effort																											
% of actual effort																											
% of actual effort																											
	D Experiment Station funded research <table style="width: 100%;"><tr><td style="text-align: center;">% of actual effort</td></tr><tr><td style="background-color: #cccccc;"></td></tr></table>	% of actual effort		Extension funded outreach <table style="width: 100%;"><tr><td style="text-align: center;">% of actual effort</td></tr><tr><td style="background-color: #cccccc;"></td></tr></table>	% of actual effort																						
% of actual effort																											
% of actual effort																											

I certify that the effort data provided represents a reasonable assessment of my activities during the period covered by this report.

I certify that the effort data provided by the employee represents a reasonable assessment of his/her activities during the period covered by this report.

\_\_\_\_\_  
Signature of employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of supervisor or administrator

\_\_\_\_\_  
Date

Forward the completed form to your departmental EASE coordinator.