

Office of Post-Award Grants
Instructions for Time and Effort Activity Report using Adobe Fill & Sign

The following information is a basic example of adding recipients and signatures via Adobe Acrobat DC* for submitting Time & Effort Reports with signatures.

*Adobe is available for faculty and staff for free via their Office365 account.

Click this link for more information.

<https://www2.ccsu.edu/itservicecatalog/?id=81&backTo=adobe>

Each quarter will require its own Time & Effort PDF with signatures. Please do not combine multiple quarters in an Adobe binder or single document. Also, please do not password protect any documents.

1. **Open** the Time & Effort Activity Report in Excel and **complete** the form. Required fields are explained in the Excel document on the tab labeled "Time and Effort Procedures".

Central Connecticut State University
Time and Effort Activity Report
Fiscal Year 2022-2023

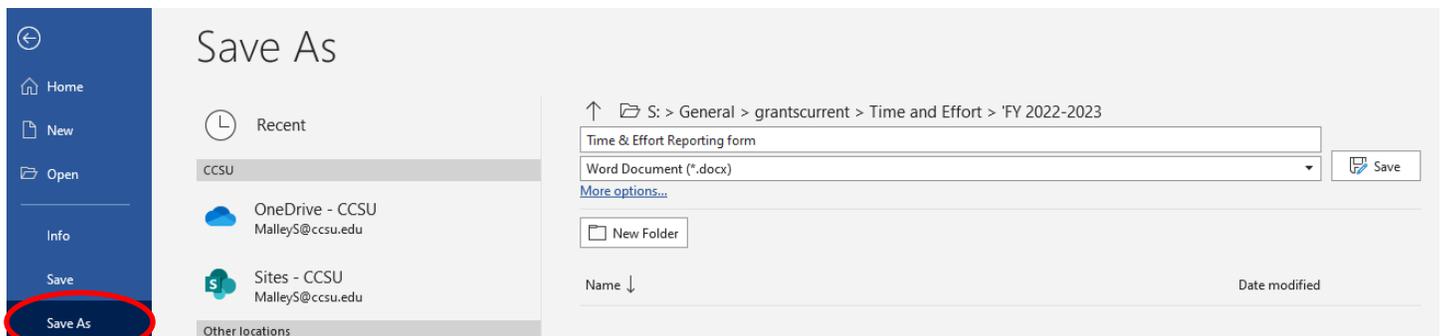
For the Period (please check one)
 07/01/2022-09/30/2022 10/01/2022-12/31/2022 01/01/2023-03/31/2023 04/01/2023-06/30/2023

Name: _____
Position: _____
Department: _____
Prepared by: _____

Banner Index	Grant Title

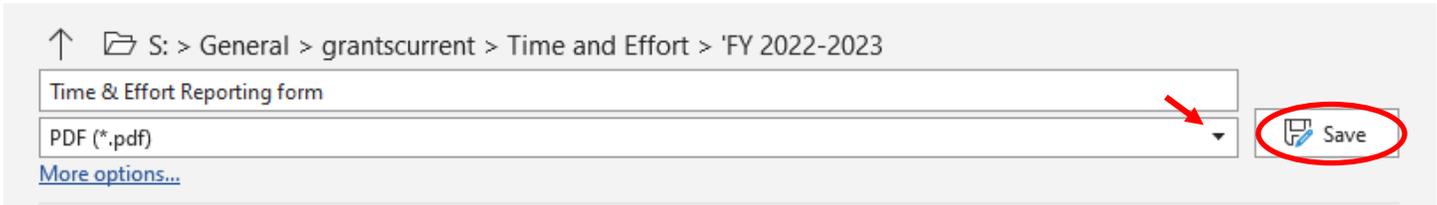
I certify that the submission of this time and effort form and the attached research log are based on records that accurately reflect the work performed by (me) (this employee) during the period covered by this report, and represents a reasonable estimate of the effort (time).
By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may be subject to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise.

2. When the Time & Effort Activity Report form is completed, save it as a PDF. Click **File**. Click **Save as**.



Office of Post-Award Grants
Instructions for Time and Effort Activity Report using Adobe Fill & Sign

3. Click on down arrow, scroll down and **select .pdf**

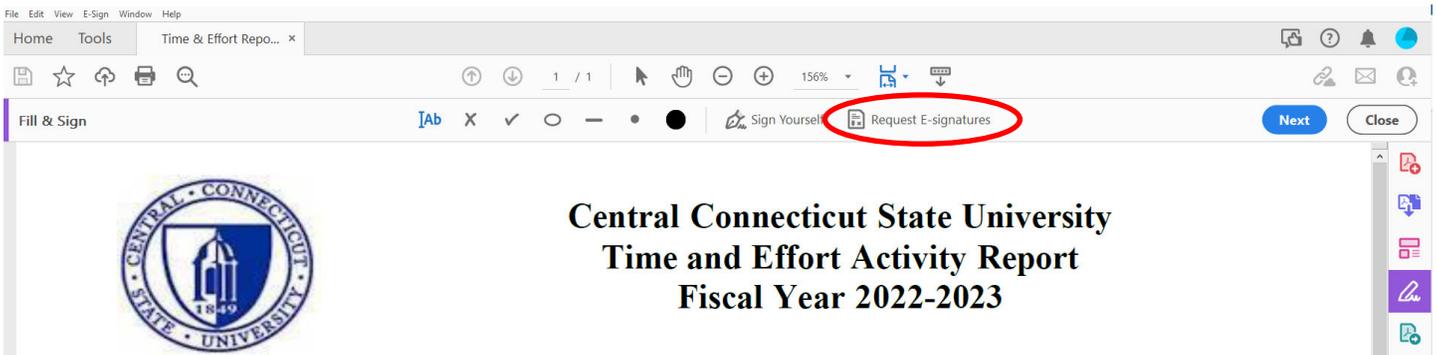


then click on **Save**.

4. Once the form is open in Adobe, click **Fill & Sign** from the right menu.



5. Click **Request E-signatures**



Office of Post-Award Grants
Instructions for Time and Effort Activity Report using Adobe Fill & Sign

6. Enter recipient email(s) in the **Add recipients to e-sign this document** field. Emails should be entered in the order that the document will be routed for signature, including your own email if you are signing the document.

The screenshot shows the Adobe Fill & Sign interface. On the left, there is a sidebar with the heading "Get e-signatures *faster* than email" and three bullet points: "Recipients sign in minutes. No file printing or scanning required.", "Recipients receive an email link to sign online for free without downloading Acrobat.", and "E-signatures are trusted and secure." Below these is a link "See how it works" with an external link icon. On the right, the main area is titled "Add recipients to e-sign this document" and contains a text input field with the placeholder "Add name or email". A red arrow points to this input field. At the bottom right, there are two buttons: "Cancel" and "Specify where to sign".

Click **Add CC**.

The screenshot shows the Adobe Fill & Sign interface after adding recipients. The sidebar on the left is identical to the previous screenshot. The main area is titled "Add recipients to e-sign this document" and shows two email addresses added to the list: "johnsmith@ccsu.edu" and "bethjohnson@my.ccsu.edu", each with a small signature icon and a close button. Below the list is a red arrow pointing to the "Add Cc" button. Underneath "Add Cc" is a text area containing "Time & Effort Reporting form" and "Please review and sign this document." Below this text area is a link "More Options". At the bottom, there is a note "Your file will be uploaded as an agreement for e-signing." and two buttons: "Cancel" and "Specify where to sign".

Office of Post-Award Grants
Instructions for Time and Effort Activity Report using Adobe Fill & Sign

7. Enter **pagrants@ccsu.edu** as a CC email recipient. This will ensure that the final signed copy is submitted to the Office of Post-Award Grants and meets audit requirements for proper signatures.

The screenshot shows the Adobe Fill & Sign interface. On the left, there is a sidebar with the heading "Get e-signatures *faster* than email" and three bullet points: "Recipients sign in minutes. No file printing or scanning required.", "Recipients receive an email link to sign online for free without downloading Acrobat.", and "E-signatures are trusted and secure." Below these is a link "See how it works".

The main area is titled "Add recipients to e-sign this document". It contains a list of email addresses: "johnsmith@ccsu.edu", "bethjohnson@my.ccsu.edu", and "pagrants@ccsu.edu". A red arrow points to the "pagrants@ccsu.edu" address. To the right of the "pagrants@ccsu.edu" address is a "Hide Cc" link. Below the list is a text box containing "Time & Effort Reporting form" and "Please review and sign this document." Below the text box is a "More Options" link and a note: "Your file will be uploaded as an agreement for e-signing." At the bottom are two buttons: "Cancel" and "Specify where to sign".

8. Click **Specify where to sign**.

This screenshot is identical to the one above, showing the same Adobe Fill & Sign interface. The only difference is that the "Specify where to sign" button at the bottom right is circled in red.

Office of Post-Award Grants
Instructions for Time and Effort Activity Report using Adobe Fill & Sign

9. Verify that the **Advanced editing off** option is not selected. Click a recipient on the upper right in the **Select a recipient to assign field**. Then click in the appropriate signature box, click the **set as signature icon** to set as the signature field. Please be sure the signature text box is a reasonable size to allow room for a full signature.

I certify that the submission of this time and effort form and the attached research log are based on records that accurately reflect the work performed by (me) (this employee) during the period covered by this report, and represents a reasonable estimate of the effort (time.)

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information or the omission of any material fact, may be subject to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise.

<u>John Smith</u> Typed Name of Employee	<u>Signature</u> Signature of Employee	<u> </u> Date
<u>Beth Johnson</u> Typed Name of Grant Project Director	<u> </u> Signature of Grant Project Director	<u> </u> Date
<u> </u> Typed Name of Department Chair/Dean *	<u> </u> Signature of Department Chair/Dean *	<u> </u> Date

*If the employee is also the Grant Project Director, the department chair or college dean must sign.

10. Click on the date field area and then click the three dots. Select **Set as Signature date field**.

I certify that the submission of this time and effort form and the attached research log are based on records that accurately reflect the work performed by (me) (this employee) during the period covered by this report, and represents a reasonable estimate of the effort (time.)

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information or the omission of any material fact, may be subject to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise.

<u>John Smith</u> Typed Name of Employee	<u>Signature</u> Signature of Employee	<u>Date</u> Date
<u>Beth Johnson</u> Typed Name of Grant Project Director	<u> </u> Signature of Grant Project Director	<u> </u> Date
<u> </u> Typed Name of Department Chair/Dean *	<u> </u> Signature of Department Chair/Dean *	<u> </u> Date

*If the employee is also the Grant Project Director, the department chair or college dean must sign.

11. If more signatures are required, repeat steps 9 and 10 to assign the signature and date for the next person that is required to sign. (If you are signing as both the employee and grant project director, be sure to assign yourself to both signature lines and dates).

12. Click **Send** (or **Sign, then Send** if you are signing the document first). The original sender and each recipient, along with the CC (pagrants@ccsu.edu) will receive a final signed document in their email.

Office of Post-Award Grants

Instructions for Time and Effort Activity Report using Adobe Fill & Sign

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John Smith
Typed Name of Employee

Signature bethjohnson@my.ccsu.edu

Signature of Employee Date

Beth Johnson
Typed Name of Grant Project Director

Signature Date
Signature of Grant Project Director Date

Typed Name of Department Chair/Dean *

Signature of Department Chair/Dean * Date

*If the employee is also the Grant Project Director, the department chair or college dean must sign.

Completed and signed time and effort report and research logs should be returned by the following dates:

<u>Semester</u>	<u>Due Date (no later than)</u>
07/01/2022-09/30/2022	Monday November 14, 2022
10/01/2022-12/31/2022	Monday February 13, 2023

Advanced editing off

Select a recipient to assign field

Signer
johnsmith@ccsu.edu

Signer
bethjohnson@my.ccsu.edu

Send