

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.

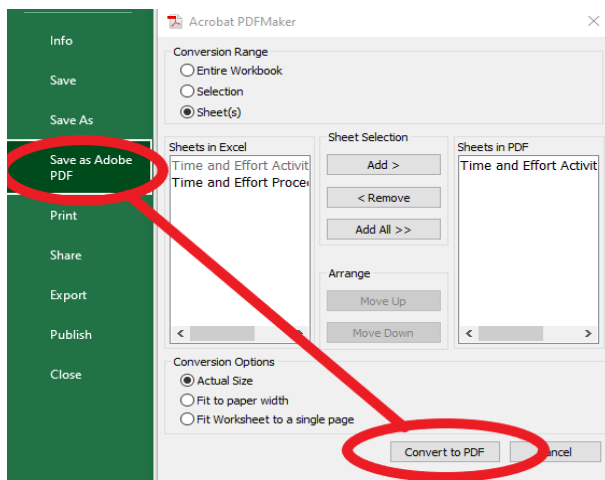
Click this link for more information. <https://ccsu.makekb.com/entry/117/>

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".

The screenshot shows the Adobe Acrobat Pro interface with a PDF form titled "Central Connecticut State University Time and Effort Activity Report Fiscal Year 2025-2026". The form includes a header with the university logo and name. Below the header, there is a section for "For the Period (please check one)" with four radio button options: 07/01/2025-09/30/2025, 10/01/2025-12/31/2025, 01/01/2026-03/31/2026, and 04/01/2026-06/30/2026. The form also has fields for Name, Position, Department, and Prepared by. A table with two columns, "Banner Index" and "Grant Title", is present. Below the table, there is a certification statement and a signature block with fields for Typed Name, Signature, and Date for the Employee, Grant Project Director, and Department Chair/Dean. A footer section contains reporting periods and due dates. The right sidebar shows various tools like Create PDF, Combine Files, Edit PDF, etc.

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



Office of Post-Award Grants

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

2025-2026 - Time & Effort Activity Report.pdf - Adobe Acrobat Pro (64-bit)

Home Tools 2025-2026 - Time ... x

Central Connecticut State University
Time and Effort Activity Report
Fiscal Year 2025-2026

For the Period (please check one)

☐ 07/01/2025-06/30/2025 ☐ 10/01/2025-12/31/2025 ☐ 01/01/2026-03/31/2026 ☐ 04/01/2026-06/30/2026

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.

Typed Name of Employee _____ Signature of Employee _____ Date _____
Typed Name of Grant Project Director _____ 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.

Reporting Period	Reports are due no later than:
07/01/2025-06/30/2025	Monday November 10, 2025
10/01/2025-12/31/2025	Monday February 9, 2026
01/01/2026-03/31/2026	Monday May 11, 2026
04/01/2026-06/30/2026	Monday August 10, 2026

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

Please send the completed form to The Office of Post-Award Grants at: postaward@ccsu.edu

3 of 24 - Clipboard item collected.

3. Click **Request E-signatures**

2025-2026 - Time & Effort Activity Report.pdf - Adobe Acrobat Pro (64-bit)

Home Tools 2025-2026 - Time ... x

Central Connecticut State University
Time and Effort Activity Report
Fiscal Year 2025-2026

For the Period (please check one)

☐ 07/01/2025-06/30/2025 ☐ 10/01/2025-12/31/2025 ☐ 01/01/2026-03/31/2026 ☐ 04/01/2026-06/30/2026

Name: _____
Position: _____
Department: _____
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Banner Index	Grant Title

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Typed Name of Department Chair/Dean _____ Signature of Department Chair/Dean _____ Date _____
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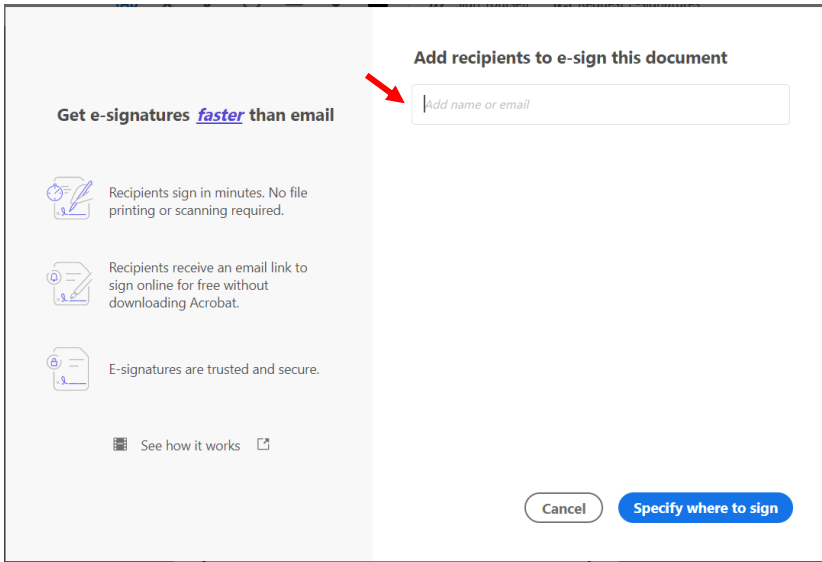
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3 of 24 - Clipboard item collected.

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4. 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.



Get e-signatures *faster* than email

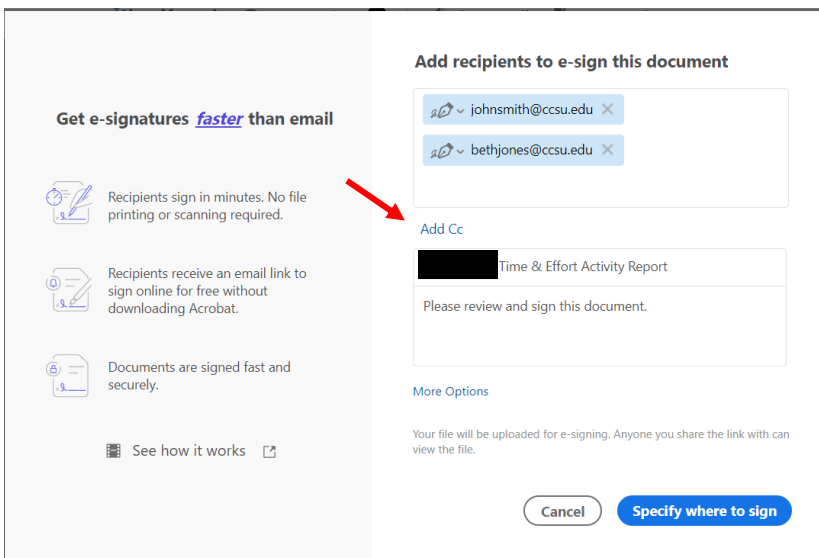
- Recipients sign in minutes. No file printing or scanning required.
- Recipients receive an email link to sign online for free without downloading Acrobat.
- E-signatures are trusted and secure.

[See how it works](#)

Add recipients to e-sign this document

[Cancel](#) [Specify where to sign](#)

5. Click **Add CC**.



Get e-signatures *faster* than email

- Recipients sign in minutes. No file printing or scanning required.
- Recipients receive an email link to sign online for free without downloading Acrobat.
- Documents are signed fast and securely.

[See how it works](#)

Add recipients to e-sign this document

[Add Cc](#)

Please review and sign this document.

[More Options](#)

Your file will be uploaded for e-signing. Anyone you share the link with can view the file.

[Cancel](#) [Specify where to sign](#)

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

6. 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.

Get e-signatures *faster* than email

- Recipients sign in minutes. No file printing or scanning required.
- Recipients receive an email link to sign online for free without downloading Acrobat.
- Documents are signed fast and securely.

[See how it works](#)

Add recipients to e-sign this document

johnsmith@ccsu.edu X

bethjones@ccsu.edu X

pagrants@ccsu.edu X

Hide Cc

Time & Effort Activity Report

Please review and sign this document.

[More Options](#)

Cancel Specify where to sign

7. Click **Specify where to sign**.

Get e-signatures *faster* than email

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Time & Effort Activity Report

Please review and sign this document.

[More Options](#)

Cancel Specify where to sign

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8. 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.

Request E-signatures

Advanced editing off

Select a recipient to assign field

John Smith
johnsmith@ccsu.edu

Beth Jones
bethjones@ccsu.edu

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.)

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John Smith
Typed Name of Employee

Beth Jones
Typed Name of Grant Project Director

Signature of Employee

Signature of Grant Project Director

Date

Date

Completed and signed time and effort reports should be returned by the following dates:

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Pay periods: 09/22/2025-12/28/2025	Monday February 9, 2026
Pay periods: 12/29/2025-03/21/2026	Monday May 11, 2026
Pay periods: 03/22/2026-06/30/2026	Monday August 10, 2026

Send

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

Request E-signatures

Advanced editing off

Select a recipient to assign field

John Smith
johnsmith@ccsu.edu

Beth Jones
bethjones@ccsu.edu

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John Smith
Typed Name of Employee

Beth Jones
Typed Name of Grant Project Director

Signature of Employee

Signature of Grant Project Director

Date

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.

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Send

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10. If more signatures are required, repeat steps 8 and 9 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).

Request E-signatures

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John Smith
Typed Name of Employee

Beth Jones
Typed Name of Grant Project Director

Signature of Employee **Signature of Grant Project Director** **Date**

Signature of Department Chair/Dean **Date**

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

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Send

11. 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.

Request E-signatures

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Typed Name of Employee

Beth Jones
Typed Name of Grant Project Director

Signature of Employee **Signature of Grant Project Director** **Date**

Signature of Department Chair/Dean **Date**

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Send