

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.

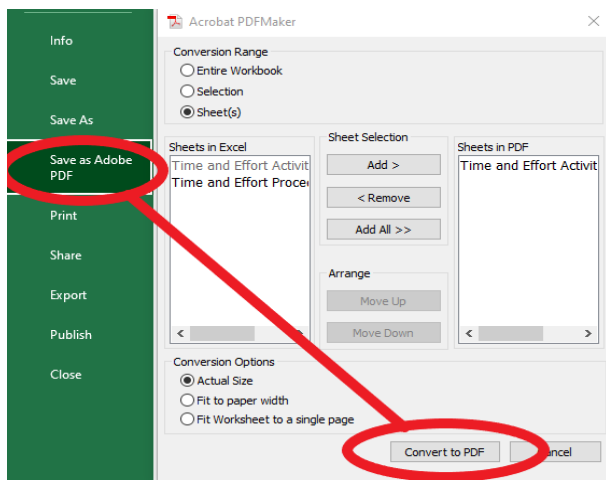
Click this link for more information. <https://ccsu.makekb.com/entry/117/>

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 the employee, grant project director, and department chair/dean. At the bottom, there is a section for "Completed and signed time and effort report and research log should be returned by the following dates:" with two columns: "Reporting Period" and "Reports are due no later than:". The reporting periods are 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 due dates are Monday November 10, 2025, Monday February 9, 2026, Monday May 11, 2026, and Monday August 10, 2026. The form is displayed in a multi-page view with a sidebar on the right showing various tools like Create PDF, Combine Files, Edit PDF, Request E-signatures, Fill & Sign, Export PDF, Organize Pages, Protect, Redact, and More Tools.

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

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

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

2026-2027 - Time & Effort Activity Report.pdf - Adobe Acrobat (64-bit)

File Edit View E-Sign Window Help

Home Tools 2026-2027 - Time ... x

Search tools

- Create PDF
- Combine Files
- Edit PDF
- Request E-signatures**
- Fill & Sign**
- Export PDF
- Organize Pages
- Send for Comments
- Comment
- Scan & OCR
- Protect
- Redact
- Certificates
- More Tools

Get e-signatures fast
Send PDFs for signing.
Recipients sign online for free.
[Request E-signatures](#)

Central Connecticut State University
Time and Effort Activity Report
Fiscal Year 2026-2027

For the Period (please check one)

☐ 07/01/2026-09/30/2026 ☐ 10/01/2026-12/31/2026 ☐ 01/01/2027-03/31/2027 ☐ 04/01/2027-06/30/2027

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.

Completed and signed time and effort report and research log should be returned by the following dates:	
Reporting Period	Reports are due no later than:
07/01/2026-09/30/2026	Monday November 9, 2026
10/01/2026-12/31/2026	Monday February 8, 2027
01/01/2027-03/31/2027	Monday May 10, 2027
04/01/2027-06/30/2027	Monday August 9, 2027

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

3. Click **Request E-signatures**

2026-2027 - Time & Effort Activity Report.pdf - Adobe Acrobat (64-bit)

File Edit View E-Sign Window Help

Home Tools 2026-2027 - Time ... x

Search tools

- Create PDF
- Combine Files
- Edit PDF
- Request E-signatures**
- Fill & Sign
- Export PDF
- Organize Pages
- Send for Comments
- Comment
- Scan & OCR
- Protect
- Redact
- Certificates
- More Tools

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Recipients sign online for free.
[Request E-signatures](#)

Central Connecticut State University
Time and Effort Activity Report
Fiscal Year 2026-2027

For the Period (please check one)

☐ 07/01/2026-09/30/2026 ☐ 10/01/2026-12/31/2026 ☐ 01/01/2027-03/31/2027 ☐ 04/01/2027-06/30/2027

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

Banner Index	Grant Title

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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.

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pagrants@ccsu.edu

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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.

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- 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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- Recipients receive an email link to sign online for free without downloading Acrobat.
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Hide Cc

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.

The screenshot shows the 'Request E-signatures' form. On the right side, there is a panel with a toggle for 'Advanced editing off' (which is turned off) and a section titled 'Select a recipient to assign field'. Below this, there are two recipients listed: 'John Smith' (johnsmith@ccsu.edu) and 'Beth Jones' (bethjones@ccsu.edu). A red circle highlights the 'Set as signature icon' (a person icon) in the dropdown menu for John Smith. A red arrow points from this icon to the 'Signature' field for John Smith in the main form area. The form also includes a 'Date' field for each recipient and a 'Send' button at the bottom right.

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

The screenshot shows the 'Request E-signatures' form. On the right side, there is a panel with a toggle for 'Advanced editing off' (which is turned off) and a section titled 'Select a recipient to assign field'. Below this, there are two recipients listed: 'John Smith' (johnsmith@ccsu.edu) and 'Beth Jones' (bethjones@ccsu.edu). A red circle highlights the 'Set as Signature date field' option (a calendar icon) in the dropdown menu for John Smith. A red arrow points from this option to the 'Date' field for John Smith in the main form area. The form also includes a 'Send' button at the bottom right.

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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

Add signers Specify where to fill and sign Send and track progress

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.

John Smith
Typed Name of Employee
Signature of Employee
Signature of Employee

Beth Jones
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.

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

Close

Advanced editing off

Select a recipient to assign field

Signer johnsmith@ccsu.edu

Signer bethjones@ccsu.edu

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

Add signers Specify where to fill and sign Send and track progress

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John Smith
Typed Name of Employee
Signature of Employee
Signature of Employee

Beth Jones
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.

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Close

Advanced editing off

Select a recipient to assign field

Signer johnsmith@ccsu.edu

Signer bethjones@ccsu.edu

Send