

CIVIL SERVICE EFFORT DISTRIBUTION FOR A-21

Accounting Services - Grant & Contract Accounting

SOUTHERN ILLINOIS UNIVERSITY CARBONDALE

Complete this form for all civil service employees supported on a multi-function account using the cost categories listed below. A multi-function account is an account that has been designated as having multiple function capabilities for indirect cost purposes. Definitions of the cost categories are accessible by clicking on the following link - [http://www.siu.edu/~granta/indirectcost.htm](#). If you have any questions about completing this form please call Grant & Contract Accounting at 536-2610.

Cost Categories

- | | |
|--|---|
| 01 Instruction and Departmental Research | 08 Other Institutional Activities |
| 02 Sponsored Instruction and Training | 09 Operation and Maintenance |
| 03 Sponsored Instruction and Training - Cost Sharing | 10 General Administration and General Expense |
| 04 Organized Research | 11 Departmental Administration |
| 05 Organized Research - Cost Sharing | 12 Sponsored Projects Administration |
| 06 Other Sponsored Activities | 13 Library |
| 07 Other Sponsored Activities – Cost Sharing | 14 Student Administration and Services |

Employee Name: _____
Last Name First Name Middle Name

Budget Purpose Number: _____

Account Title: _____

% of Effort Distribution - The effort of an employee may be split between categories but the total percentage of effort must equal 100%.

01	02	03	04	05	06	07
_____	_____	_____	_____	_____	_____	_____
08	09	10	11	12	13	14
_____	_____	_____	_____	_____	_____	_____

Prepared by: _____
Departmental Representative (signature) Date

<u>For Human Resource Use Only</u>			
SEQ <u>0 0 0</u>	FY _____	Budget Position _____	Pay Period _____
System Entry by (initials) _____		Date _____	