

Office of The Comptroller

Northern Kentucky University



Northern Kentucky University is required to keep on file a record of time and effort spent on each project for which it receives grant money.

Please complete the Time and Effort Record included with this letter. Your total time and effort of 100% should be divided into percentages spent monthly on the five activities listed on the form. Total effort equals 100%.

Please cover the time period designated by the Comptroller's Office.

If you have questions concerning how to complete this form please contact Barb Smith or Karen Mefford in the Comptroller's office at x6456.

Thank you for your prompt attention to this matter.