



--> Usually this ADR report is sent out by the end of August

ACTIVITY DISTRIBUTION REPORT

DEPARTMENT -

DIVISION -

QUARTER ENDING -

SALARY %

that the salary wage represents out of the annual IBS

**Annual Effort
Average**

* is covered by the salary wage \$ amount + cost sharing \$ amount on that same line
* should match what is indicated in the grant, in ETS and in the COF

NAME / TITLE :

Fund	WBS Element	Grant	Start & End Dates	Description	Salary Wage FYTD	%age	Cost Sharing	Adj %age
<----- These columns of data are fed by SAP ----->							<----- Should be entered by the administrator in the department ----->	
Totals:								

--> In that situation 98% effort of Dr Fantastico is covered by 3 NIH grants, and the 3 cost sharing \$ amounts come from the same discretionary fund

Annual IBS

100%

Total Cost Sharing amount

these values should add up to 100%

I HEREBY CERTIFY THAT DISTRIBUTION OF ACTIVITY REFLECTED ON THIS REPORT REPRESENT A REASONABLE ESTIMATE OF THE ACTUAL WORK PERFORMED DURING THIS PERIOD.

SIGNATURE

DATE

NOTE (1) Insert effort expended on awards

(2) Insert data for accounts for which salary was not requested

--> Should be signed by the PI at the latest 3 months after it has been received by the Department from Finance