



State Council of
Higher Education for Virginia

**GEAR UP Virginia (GUV) 2021-2028
PERSONNEL ACTIVITY REPORT FOR GUV MATCH**

Employee: _____ **Federal program:** _____

Title: _____ **Reporting Period:** _____

The individual Time and Effort form is for school personnel that give part of their time to the GUV students as an in-kind contribution. Individuals should use this form only if they are not compensated with GEAR UP funds or any other federal funds for donating their time to the GUV cohort.

Enter the number of hours associated with GUV tasks. All activities must equal total time/effort at bottom and should list the approximate number of hours expected in the implementation plan if applicable.

| Time/Effort Description: | Time (Hrs.) |
|--------------------------|-------------|
| | |
| | |
| | |
| | |
| | |
| TOTAL TIME/EFFORT | |

Total Hours _____ X Hourly Rate _____ = Total \$ _____ In-kind Match
(Please attach this to your school's payroll certification report)

I hereby certify this report is an after-the-fact determination of the total activity and actual effort expended for the period indicated. I spent 100% of my time and effort in my role as _____ funded with _____ funds. The hours above represent the time I spent working on GEAR UP Virginia.

Staff Member's Signature: _____ Date: _____

Supervisor/Finance Official Signature: _____ Date: _____