

**** **INSTRUCTIONS** ****

Summary: Start with the large gray box under **III. OUTREACH**

• Fill in the % of effort you devoted to Extension work--100% for most.

A. Federal or state paid sponsored effort: If a portion(s) of your salary was paid by a grant(s) or fund account, this row will show the account number and % of actual salary paid from the grant. This information comes directly from the university's payroll records.

- **Write the appropriate % of effort after EACH account.**
- Usually, actual effort should be the same as paid effort, if not more.
- **DO NOT ADD ACCOUNT NUMBERS TO THIS ROW.**

B. Cost Sharing:

• Go to Row D if nothing is printed.

If you have an account number listed under "% salary pledged, " **fill in under "% of actual effort" your estimate of the time you spent on EACH grant-supported project.** County administered grants with a mandatory cost share will show up as 930-30-XX (XX will relate to the county number).

C. Departmental outreach:

• Skip.

D. Extension funded outreach:

• Fill in the remaining "% of actual effort."

Note: The percentages in rows **A + B + C + D** should equal **100%**.

**** **CHECKLIST BEFORE RETURNING EASE FORMS** ****

- Hand-written percentage in the boxes across the top of the EASE form must total 100%.
- Hand-written percentages in a column should total the hand-written number in the box at the top of that column.
- Document each grant account separately. Write the appropriate percentage of effort after **EACH** account.
- If a person is no longer employed with ISU but worked in your department or area **AT ANY TIME** during the time period covered by the EASE form, a supervisor or someone who can verify the person's effort needs to complete the form.
- Sign & date in lower left-hand corner. **DO NOT RETURN UNSIGNED EASE FORMS!**