

**Office of Post-Award Grants**  
**Instructions for Time and Effort Activity Report using Adobe Fill & Sign**

The following information is a basic example of adding recipients and signatures via Adobe Acrobat DC for submitting Time & Effort Reports with signatures.

\*Adobe is available for faculty and staff for free via their Office365 account.

Click this link for more information. <https://ccsu.makekb.com/entry/117/>

**Each quarter will require its own Time & Effort PDF with signatures. Please do not combine multiple quarters in an Adobe binder or single document. Also, please do not password protect any documents.**

1. **Open** the Time & Effort Activity Report in Excel and **complete** the form. Required fields are explained in the Excel document on the tab labeled "Time and Effort Procedures".

Central Connecticut State University  
Time and Effort Activity Report  
Fiscal Year 2023-2024

For the Period (please check one)

07/01/2023-09/30/2023  10/01/2023-12/31/2023  01/01/2024-03/31/2024  04/01/2024-06/30/2024

Name: \_\_\_\_\_  
Position: \_\_\_\_\_  
Department: \_\_\_\_\_  
Prepared by: \_\_\_\_\_

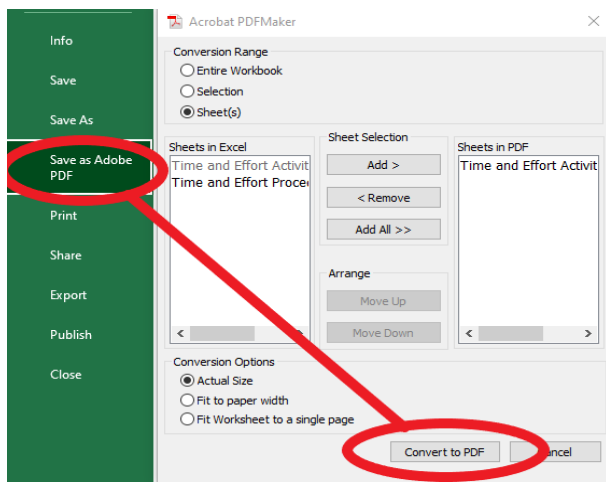
Banner Index	Grant Title

I certify that the submission of this time and effort form and the attached research log are based on records that accurately reflect the work performed by (me) (this employee) during the period covered by this report, and represents a reasonable estimate of the effort (time.)

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may be subject to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise.

Typed Name of Employee \_\_\_\_\_ Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

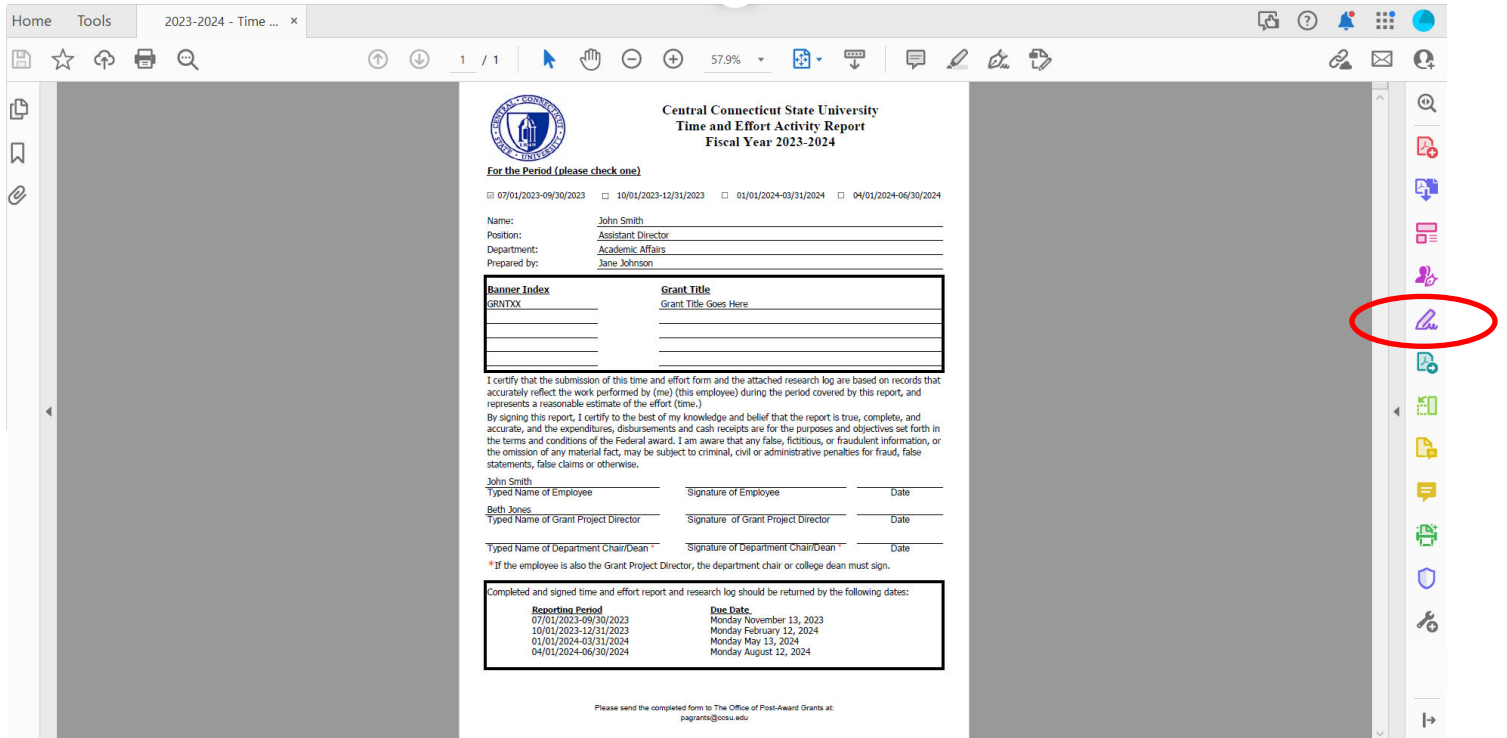
2. When the Time & Effort Activity Report form is completed, save it as a PDF. Click **File**. Click **Save as**. Click **convert to PDF**.



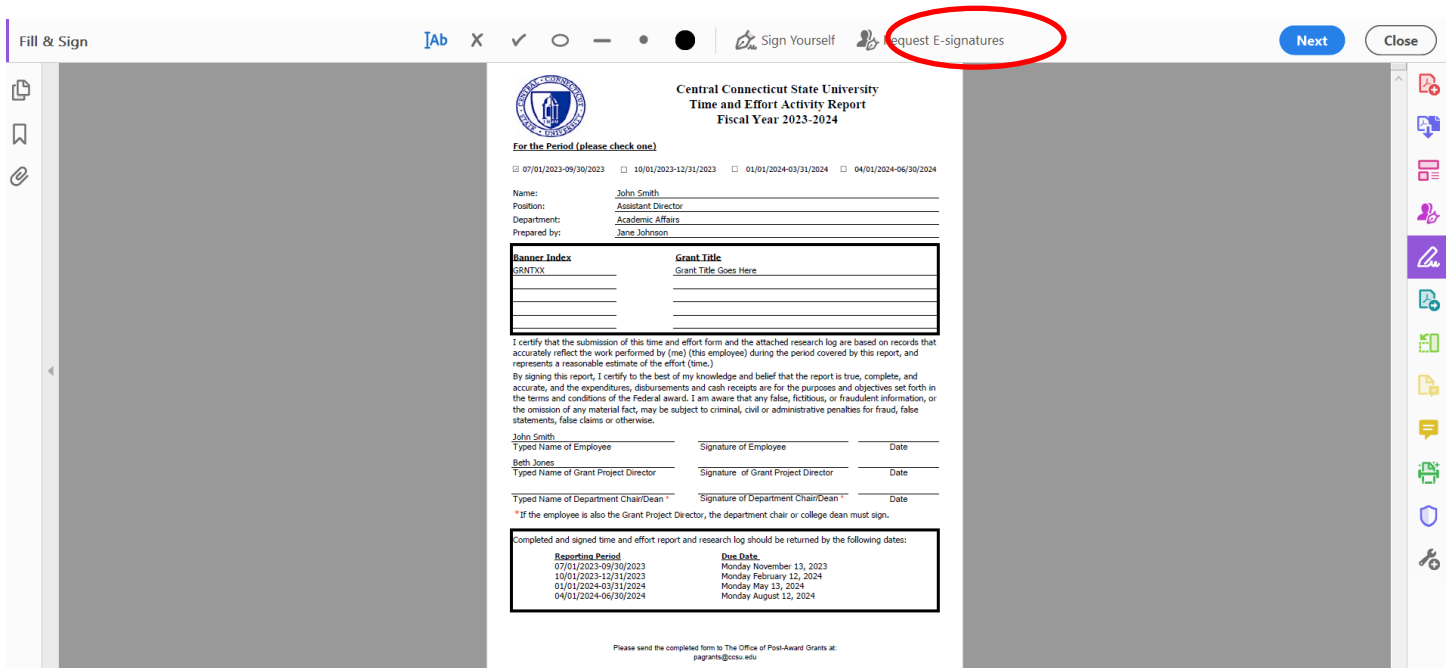
# Office of Post-Award Grants

## Instructions for Time and Effort Activity Report using Adobe Fill & Sign

Once the form is open in Adobe, click **Fill & Sign** from the right menu.

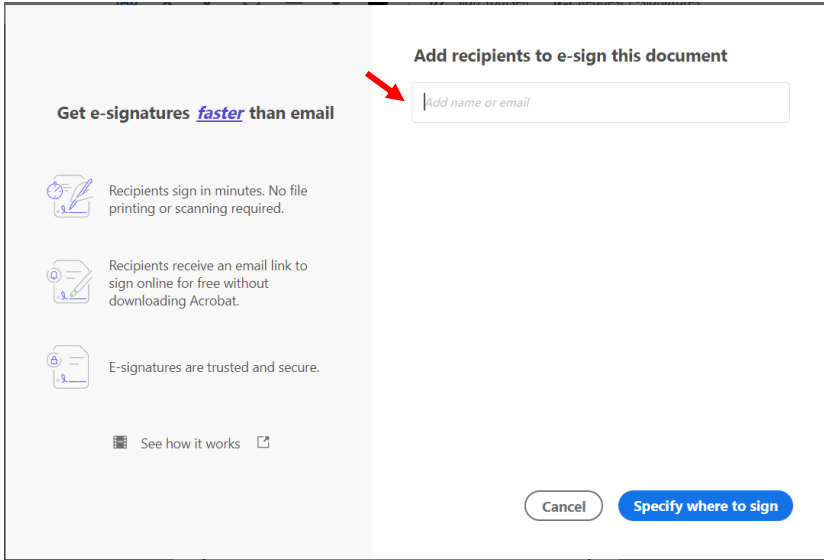


### 3. Click **Request E-signatures**



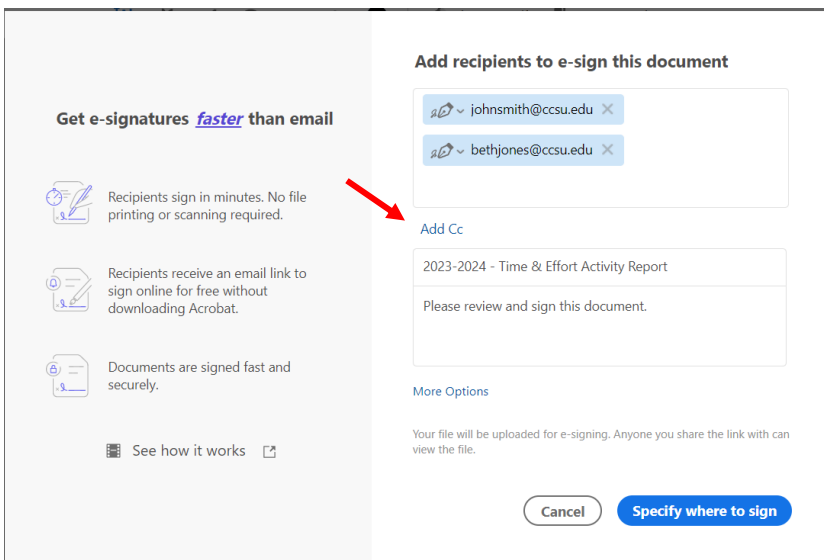
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4. Enter recipient email(s) in the **Add recipients to e-sign this document** field. Emails should be entered in the order that the document will be routed for signature, including your own email if you are signing the document.



The screenshot shows the Adobe Fill & Sign interface. On the left, there is a sidebar with the heading "Get e-signatures *faster* than email" and three bullet points: "Recipients sign in minutes. No file printing or scanning required.", "Recipients receive an email link to sign online for free without downloading Acrobat.", and "E-signatures are trusted and secure." Below these is a link "See how it works". The main area is titled "Add recipients to e-sign this document" and contains a text input field with the placeholder "Add name or email". A red arrow points to this input field. At the bottom right, there are two buttons: "Cancel" and "Specify where to sign".

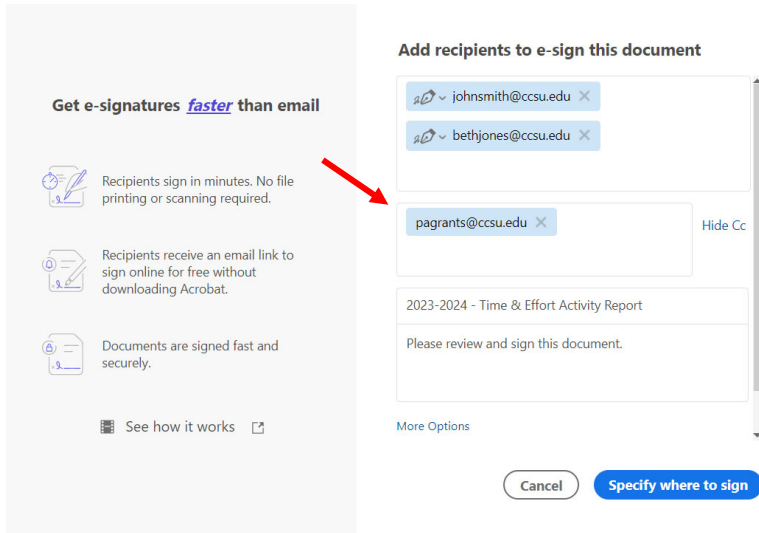
5. Click **Add CC**.



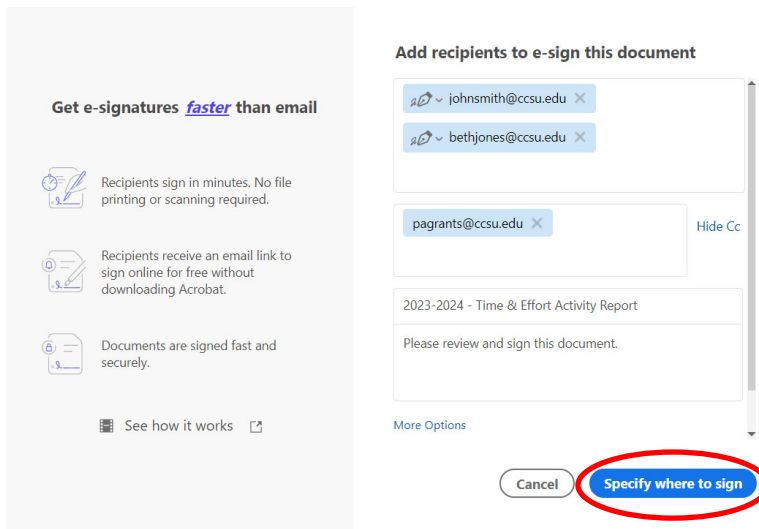
The screenshot shows the Adobe Fill & Sign interface after two email addresses have been added. The sidebar is the same as in the previous screenshot. The main area is titled "Add recipients to e-sign this document" and shows two email addresses: "johnsmith@ccsu.edu" and "bethjones@ccsu.edu". Below the input field is a button labeled "Add Cc". A red arrow points to this button. Below the "Add Cc" button, the document title "2023-2024 - Time & Effort Activity Report" and the text "Please review and sign this document." are visible. Below that is a link "More Options" and a small note: "Your file will be uploaded for e-signing. Anyone you share the link with can view the file." At the bottom right, there are two buttons: "Cancel" and "Specify where to sign".

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6. Enter **pagrants@ccsu.edu** as a CC email recipient. This will ensure that the final signed copy is submitted to the Office of Post-Award Grants and meets audit requirements for proper signatures.



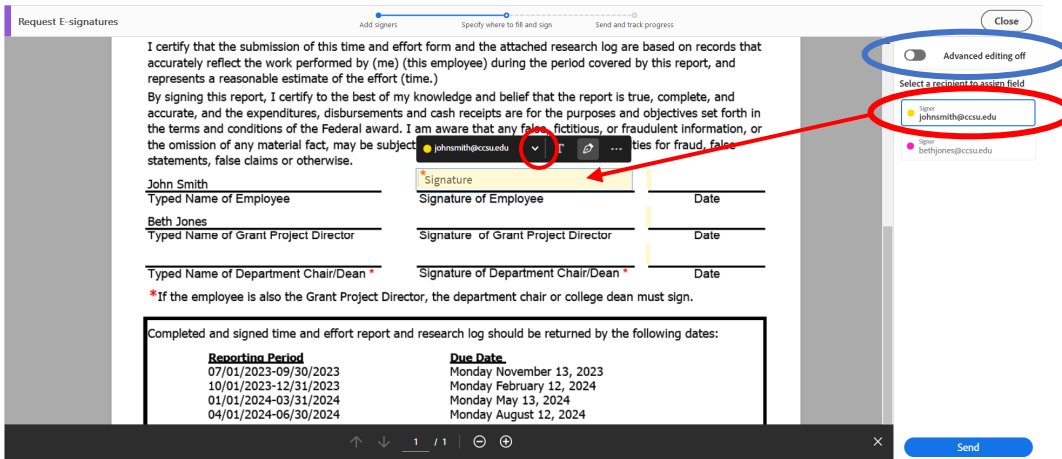
7. Click **Specify where to sign**.



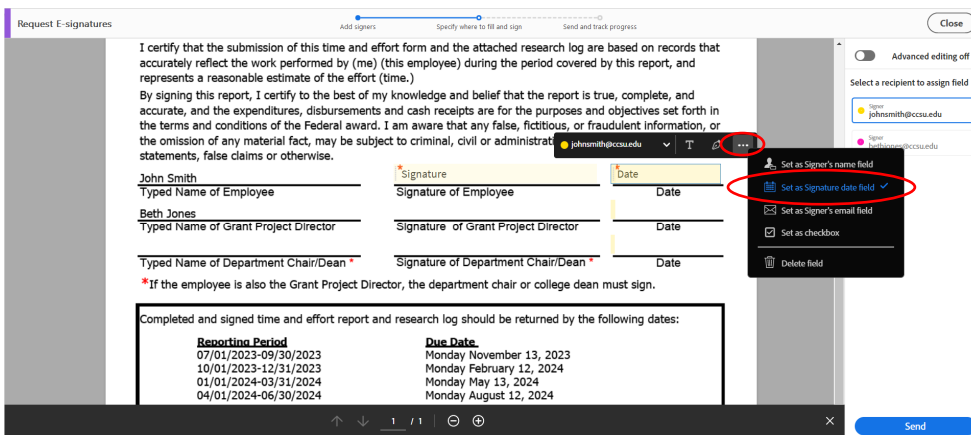
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- Verify that the **Advanced editing off** option is not selected. Click a recipient on the upper right in the **Select a recipient to assign field**. Then click in the appropriate signature box, click the **set as signature icon** to set as the signature field. Please be sure the signature text box is a reasonable size to allow room for a full signature.



- Click on the date field area and then click the three dots. Select **Set as Signature date field**.



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10. If more signatures are required, repeat steps 8 and 9 to assign the signature and date for the next person that is required to sign. (If you are signing as both the employee and grant project director, be sure to assign yourself to both signature lines and dates).

Request E-signatures

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John Smith  
Typed Name of Employee

Beth Jones  
Typed Name of Grant Project Director

Typed Name of Department Chair/Dean \*

\*If the employee is also the Grant Project Director, the department chair or college dean must sign.

Reporting Period	Due Date
07/01/2023-09/30/2023	Monday November 13, 2023
10/01/2023-12/31/2023	Monday February 12, 2024
01/01/2024-03/31/2024	Monday May 13, 2024
04/01/2024-06/30/2024	Monday August 12, 2024

Send

11. Click **Send** (or **Sign, then Send** if you are signing the document first). The original sender and each recipient, along with the CC (pagrants@ccsu.edu) will receive a final signed document in their email.

Request E-signatures

I certify that the submission of this time and effort form and the attached research log are based on records that accurately reflect the work performed by (me) (this employee) during the period covered by this report, and represents a reasonable estimate of the effort (time.)

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Send