

# DIETETICS AND HUMAN NUTRITION

MARTIN-GATTON COLLEGE OF AGRICULTURE, FOOD AND ENVIRONMENT

# DISTRIBUTION OF EFFORT FORM

last updated 05.21.2025

All changes to distribution of effort must be submitted in writing to the departmental fiscal officer. Incomplete forms will be returned to the PI and no changes to cost distributions will be made until the completed form is received.

Employee Name: \_\_\_\_\_

Employee ID: \_\_\_\_\_ Position: \_\_\_\_\_

Dates		WBS/Cost Center	Percentage of Effort
Beginning	Ending		

Reason for Effort Change/Benefit to Project:

PI Name

PI Signature

Date

If PI is not the listed individual's supervisor, attach/include Supervisor & Department Chair approval prior to submission.

Department Chair Signature

Supervisor Signature

## For Business Office Use

New Plan entered on

Date

Signature

New Plan approved on

Date

Signature

Notes: