EXHIBIT A

UNIVERSITY OF CALIFORNIA
PERSONNEL ACTIVITY REPORT

EMPLOYEE NAME: ____________________________  EMPLOYEE NUMBER: __________
TITLE: ____________________________  REPORT PERIOD: ____________________________
DEPARTMENT: ____________________________  CAMPUS: ____________________________
PAR NO.: ____________________________

TO BE COMPLETED BY EMPLOYEE OR RESPONSIBLE OFFICIAL
ESTIMATED DISTRIBUTION OF EFFORT FOR REPORT PERIOD:

<table>
<thead>
<tr>
<th>PERCENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Sponsored Projects</td>
</tr>
<tr>
<td>2. Sponsored Projects Administration*</td>
</tr>
<tr>
<td>3. General Administration</td>
</tr>
<tr>
<td>4. Instruction and Department Research/Other Institutional Activities</td>
</tr>
<tr>
<td>TOTAL 100%</td>
</tr>
</tbody>
</table>

NOTES

100%

*TO BE COMPLETED ONLY BY FACULTY AND OTHER PROFESSIONAL EMPLOYEES NOT ELIGIBLE FOR PREMIUM OVERTIME.

CONFIRMATION BY ___ EMPLOYEE ___ RESPONSIBLE OFFICIAL

I certify that this report is a reasonable estimate of the actual effort expended on each sponsored project and each category of effort for the period reported.

____________________________
Signature / Date

____________________________
Title

ORIGINAL COPY TO BE RETAINED BY DEPARTMENT