

Certifying an Effort Report

Overview: This quick guide provides step-by-step instructions for certifying effort reports.

1 You will receive an email from the ERC system when one or more reports has been assigned to you. Open the email and click the link to access the application OR access the application directly here: <http://apps.research.uconn.edu/erc>. Log in with your UConn NetID and password.

2 The link will take you into the “My Worklist” section of the ERC. All reports that are currently assigned to you for review and certification will appear here.

Click the icon or double-click anywhere in the row to open the report you want to review.

3 If a previous reviewer added comments to the report, a pop-up window listing all comments will open. Review the comments then click ok. All comments are also listed below the report in the “Approval Log” section, if you need to review them again.

4 The report will show the sponsored projects with the calculated effort (amount of paid and cost shared effort) devoted to each project for the reporting period. **0% calculated effort may indicate that a commitment to the sponsor was not paid or cost shared.**

InfoEd Proposal#	Project Title	Sponsor	PI Name	Calculated Effort	Actual Effort
1010				4%	<input type="text" value="0%"/>
1014				45%	<input type="text" value="0%"/>
1411				52%	<input type="text" value="0%"/>

Optional: click on the icon to see detailed account information.

The report will also show the amount of paid effort from all other non-sponsored sources.

All other sources associated with your appointment	0%	<input type="text" value="0%"/>
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5 Review the projects and the calculated effort listed on the effort report.

If the report needs corrections or further review by either your department administrator or Sponsored Program Services (SPS), proceed to **Step 7.**

Otherwise proceed to **Step 6.**

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6 Enter effort for each line in the Actual Effort column **or** if no changes from the “Calculated Effort” are needed, simply click the “Default to Calculated Effort” link and the ERC will populate the Actual Effort column to match the Calculated Effort Column.

Note: Effort must be entered as whole percentages from 0 to 100. Use the “Recalculate” link to view the total effort. The total effort must add to 100 to certify/approve a report.

↻ Recalculate Total 0%

→ Default to Calculated Effort	
Calculated Effort	Actual Effort
4%	0%
45%	0%
52%	0%
0%	0%

7 Click the “Submit” button below the project list to move the report forward or backward.

➔ Submit

8 Select the appropriate “Action” from the drop down menu.

Submit Approval

Please choose the appropriate Action from the list below. By default, the top Action in the list will advance the report forward. The other options allow you to redirect or return the report.

Action: Approve

Comments: Approve
Return to Dept Admin
Return to SPS

I certify that to the best of my knowledge the actual percentages recorded reasonably reflect my effort (or the effort of the individual shown) for these activities during the reporting period.

Approve: You approve the report and certify that the effort on the report reasonably reflects the effort devoted to the activities shown on the report (if Approve is not an option, the effort does not add to 100%).

Return to Dept Admin: The report will be routed back to your department administrator.

Return to SPS: The report will be routed back to SPS.

If you are routing the report back to either your department administrator or SPS, include a brief comment with the reason the report cannot be approved.

Comments: Enter a brief comment

9 Click the “Submit Action” button.

⬇ Submit Action ⊘ Cancel

10 You will be returned to the effort report screen and will see a confirmation that your action was processed.

↻ Back to Worklist

✔ Your action "ACTION" has been submitted.

⏪ Previous in list (2 of 9) : Summer 2013
Next in list (4 of 9) : Summer 2013 ⏩

If you have additional reports to review, you can click on the “Back to Worklist” link to review remaining reports requiring your certification or use the “Previous...” and “Next...” links to navigate through your reports.