Certifying an Effort Report with Multiple PIs

Overview: This quick guide provides step-by-step instructions for certifying effort reports where 2 or more Principal Investigators (PIs) are required to certify. This happens when individuals work on or are paid from projects with multiple PIs.

Faculty should certify their own effort reports as they are able to certify the entire report regardless of the PIs listed. That is, certification by the other PIs on faculty reports is not necessary as the faculty member is able to certify their effort on all projects listed on their report.

If you are already familiar with certifying an effort report, you can skip to Step 5 for information specific to reports with Multiple PIs.

For effort reports where only one PI is listed or you are certifying your own report, please use our simpler Certifying an Effort Report guide (http://s.uconn.edu/certify).

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.

For reports with multiple PIs, each of the PIs will receive an email when the report has been assigned to the PI Certification step.

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. For reports with multiple PIs, the reports will appear simultaneously in the worklist of all the PIs.

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

3. 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. You will only be certifying and adding effort to the projects of which you are the Principal Investigator (PI). These projects will be highlighted in green. The other PI(s) will receive notice of the effort report and certify their part(s), which are currently grayed out when you are in the report.

0% calculated effort may indicate that a commitment to the sponsor was not paid or cost shared. In these cases, review the Effort Report Details for the current commitment information and enter the effort actually worked.
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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 | 32% | 100% |

### 4 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 5**.

### 5 **You are only certifying the lines for projects which you are listed as the PI, they are highlighted in green.** Any projects that belong to another PI will be locked and grayed out.

For your projects, enter effort for each Sponsored Project line in the Actual Effort column (highlighted on the screen in green) 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.

The “All other sources” line (in blue) will automatically adjust non-sponsored activity effort so that the report always totals 100%; however, this value cannot be less than 0 when submitting your approval.

If the “All Other Sources” line is unable to accommodate your adjustment (it is a negative number) or if you disagree with a previously certified/locked effort amount from another PI, please return the report to your department administrator or Sponsored Program Services (SPS) for additional guidance. Choose “Return to Dept Admin” or “Return to SPS” in Step 7.

### 6 Click the "Submit" button below the project list to move the report forward or backward.
Select the appropriate "Action" from the drop down menu.

**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. You may enter a comment here that you “only approve Project XXXXX” if you wish but it is not necessary as your certification is only recorded on lines for your projects – as listed in the “Projects being certified” section.

**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.

Click the “Submit Action” button.

This report will now be automatically routed to the other PIs (if any remain) or to the Department Administrator for final review (if all PIs have certified the report). Any project for which you certified effort will be "locked out" so other PIs cannot adjust the number that you certified.

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

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.