The Rockefeller University
Electronic Effort Report Certification

PROCESS FLOW
FOR
KEY PERSONNEL
1. Certifier, Dr. Smith, receives an e-mail requesting him to e-certify effort for the current effort reporting cycle.

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**Joby Thomas**

From: Effort Coordinator <effortcoordinator@mail.rockefeller.edu>
Sent: Tuesday, December 11, 2012 9:05 AM
To: John Smith
Subject: Please Certify Effort for 01-Jan-2012 through 30-Jun-2012

Dear Smith, John,

Please review, update, and certify your effort certification for the period between **01-Jan-2012** and **30-Jun-2012**.

**Details:**
Step 1. - Click on the link below to launch the Start Effort Certification Process.
Step 2. - Review your Committed Effort and Payroll Distribution percentages.
Step 3. - Enter your Actual Effort in the column provided.
Step 4. - Electronically sign your effort by clicking on the Certify Effort button at the bottom of the report.

[Start Effort Certification Process]

Please contact Effort Coordinator at 7976, if you have any questions.

Thank you.
2. After Dr. Smith clicks on the link in the e-mail to start the electronic effort certification, his effort data input screen appears, as shown below (right):

![Effort Data Input Screen]

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**Joby Thomas**

From: Effort Coordinator <effort.coordinator@mail.rockefeller.edu>

Sent: Tuesday, December 11, 2012 9:05 AM

To: John Smith

Subject: Please Certify Effort for 01-Jan-2012 through 30-Jun-2012

Dear Smith, John,

Please review, update, and certify your effort certification for the period between 01-Jan-2012 and 30-Jun-2012.

Details:
- Step 1: Click on the link below to launch the Start Effort Certification Process.
- Step 2: Review your Actual Effort and Payroll Distribution percentages.
- Step 3: Enter your Actual Effort in the column provided.
- Step 4: Electronically sign your effort by clicking on the Certify Effort button at the bottom of the report.

**Start Effort Certification Process**

Please contact Effort Coordinator at 7976, if you have any questions.

Thank you.
3. Next, Dr. Smith enters his Actual Effort percentage(s), then checks the box to accept the certification language before he can select the “Certify Effort Report” button.

**The Rockefeller University**

Electronic Effort Certification System

Name: Smith, John  
Job: Professor Head of Laboratory  
Employee #: 111  
Office #: 111248 Smith Laboratory

Please review and enter the Actual Effort % and click on Certify Effort Report button to electronically sign the Effort Certification Report. Please use Save Effort button to permanently save your work in progress. 
Please contact helpdesk at 7917, if you have any questions.

**Effort Details for the Period: January 01, 2012 through June 30, 2012**

<table>
<thead>
<tr>
<th>Award Number</th>
<th>Award Description</th>
<th>Committed Effort %</th>
<th>Payroll Distribution(LD) %</th>
<th>NIH Cap</th>
<th>Actual Effort %</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCL001701</td>
<td>PHS GM01182-10</td>
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<td>0</td>
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</tr>
<tr>
<td>CCL001854</td>
<td>PHS GM057472-05</td>
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<td>23</td>
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<tr>
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<tr>
<td>CCN3700343</td>
<td>MSKCC - YR 4</td>
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<td>0</td>
<td>*</td>
<td>11</td>
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<tr>
<td><strong>Total Sponsored Project Activities</strong></td>
<td>75</td>
<td>45</td>
<td><strong>72</strong></td>
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<td></td>
</tr>
</tbody>
</table>

**Rockefeller Project Activities**

<table>
<thead>
<tr>
<th>Award Number</th>
<th>Award Description</th>
<th>Committed Effort %</th>
<th>Payroll Distribution(LD) %</th>
<th>NIH Cap</th>
<th>Actual Effort %</th>
</tr>
</thead>
<tbody>
<tr>
<td>F2011112-40</td>
<td>Dr. Smith</td>
<td>25</td>
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<td>25</td>
<td>25</td>
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<tr>
<td>Instruction &amp; Dept Research</td>
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<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laboratory Administration</td>
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<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Activities (Describe)</td>
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<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Rockefeller Project Activities</strong></td>
<td>25</td>
<td>25</td>
<td><strong>25</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td>100</td>
<td>100</td>
<td><strong>100</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Notes: If an asterisk (*) appears next to a specific payroll distribution %, this indicates the current NIH salary cap adjustment.

By selecting “Certify Effort Report”, I certify that I have suitable means of verifying that the compensation paid and the effort expended during the period shown above are reasonable in relation to actual work performed.

- Must check box before clicking “Certify Effort Report”
- Enter Actual Effort % (s) = 100%
- HOLs must devote a min. of 5% towards Lab Admin duties
Once the “Certify Effort Report” button is selected, Dr. Smith is prompted to click the “OK” button to continue the certification process.
Upon clicking the ‘OK’ button, Dr. Smith gets a web confirmation message that the certification is complete and on its way for acceptance (Finance).
6. Dr. Smith has the option to click on the link “Click Here” on the web confirmation page to see his effort report that was e-certified.
7. Once Dr. Smith’s effort report was reviewed and processed by Finance, Dr. Smith receives an e-mail confirmation that his effort report was accepted.

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From: Effort Coordinator <effortcoordinator@mail.rockefeller.edu>
Sent: Friday, December 07, 2012 2:03 PM
To: John Smith
Subject: FYI: Effort for 01-Jan-2012 through 30-Jun-2012 has been Accepted

Dear Smith, John,

Finance has Accepted your Effort Report for the period between **01-Jan-2012** and **30-Jun-2012**.

[Click Here to View your Accepted Effort Report](mailto:effortcoordinator@mail.rockefeller.edu)

Please contact Effort Coordinator at 7976, if you have any questions.

Thank you.
Questions

Any questions on the electronic effort certification process can be directed to Dion Brown at ext. 7976 or e-mail brownd@rockefeller.edu.