

# 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.



**Joby Thomas**

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**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):

### 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:

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[Start Effort Certification Process](#)

Please contact [Effort Coordinator](#) at 7976, if you have any questions.

Thank you.

### The Rockefeller University Electronic Effort Certification System

Name: <b>Smith, John</b>	Job: <b>Professor Head of Laboratory</b>
Employee # <b>111</b>	Lab: <b>111240 Smith Laboratory</b>

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 [Dion Brown](#) at 7976, if you have any questions.

Effort Details for the Period: <b>January 01, 2012 through June 30, 2012</b>					
Award Number	Award Description	Committed Effort %	Payroll Distribution(LD)%	NIH Cap	Actual Effort %
<b>Sponsored Project Activities</b>					
CCL3001701	PHS GM011822-10	17	0		0
CCL3001854	PHS GM057472-05	20	23		0
CCL3002270	PHS GM094915-02	1	0		0
CCN3600038	W81XYZ-10-2-0018	20	20		0
CCN3700342	MSKCC - YR 3	6	3		0
CCN3700343	MSKCC - YR 4	11	0	*	0
<b>Total Sponsored Project Activities</b>		<b>75</b>	<b>45</b>		<b>0</b>
<b>Rockefeller Project Activities</b>					
F121111240	DR SMITH	25	55		0
	Instruction & Dept Research	0	0		0
	Laboratory Administration	0	0		0
<b>Other Activities (Describe)</b>					
		0	0		0
		0	0		0
<b>Total Rockefeller Project Activities</b>		<b>25</b>	<b>55</b>		<b>0</b>
<b>TOTALS</b>		<b>100</b>	<b>100</b>		<b>0</b>

Note: 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.

Certify Effort Report

Save Effort

Cancel

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: <b>Smith, John</b>	Job: <b>Professor Head of Laboratory</b>
Employee # <b>111</b>	Lab: <b>111240 Smith Laboratory</b>

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 [Dion Brown](#) at 7976, if you have any questions.

Effort Details for the Period: <b>January 01, 2012 through June 30, 2012</b>					
Award Number	Award Description	Committed Effort %	Payroll Distribution(LD)%	NIH Cap	Actual Effort %
<b>Sponsored Project Activities</b>					
CCL3001701	PHS GM011822-10	17	0		17
CCL3001854	PHS GM057472-05	20	23		23
CCL3002270	PHS GM094915-02	1	0		0
CCN3600038	W81XYZ-10-2-0018	20	20		20
CCN3700342	MSKCC - YR 3	6	3		6
CCN3700343	MSKCC - YR 4	11	0	*	11
<b>Total Sponsored Project Activities</b>		<b>75</b>	<b>45</b>		<b>77</b>
<b>Rockefeller Project Activities</b>					
F121111240	DR SMITH	25	55		23
	Instruction & Dept Research	0	0		13
	Laboratory Administration	0	0		10
<b>Other Activities (Describe)</b>					
		0	0		0
		0	0		0
<b>Total Rockefeller Project Activities</b>		<b>25</b>	<b>55</b>		<b>23</b>
<b>TOTALS</b>		<b>100</b>	<b>100</b>		<b>100</b>

Note: 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.

Certify Effort Report

Save Effort

Cancel

Must check box  
before clicking  
“Certify Effort  
Report”

Enter Actual  
Effort %(s) =  
100%

HOLs must  
devote a min.  
of 5% towards  
Lab Admin  
duties

4. Once the “Certify Effort Report “ button is selected, Dr. Smith is prompted to click the “OK” button to continue the certification process.



The Effort Report will be processed. Please click "OK" button to continue.

OK

Cancel

5. Upon clicking the 'OK' button, Dr. Smith gets a web confirmation message that the certification is complete and on its way for acceptance (Finance).



**The Rockefeller University**  
Electronic Effort Certification System

Name: <b>Smith, John</b>	Job: <b>Professor Head of Laboratory</b>
Employee # <b>111</b>	Lab: <b>111240 Smith Laboratory</b>

**Your Effort Report Certification for the Current Effort Period is Complete and sent for acceptance.**

[Click Here](#) to View your Certified Effort Report

Please contact [Dion Brown](#) at 7976, if you have any questions.

Effort Details for the Period: <b>January 01, 2012 through June 30, 2012</b>					
Award Number	Award Description	Committed Effort %	Payroll Distribution(LD)%	NIH Cap	Actual Effort %
<b>Sponsored Project Activities</b>					
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		0	0		0
		0	0		0
<b>Total Rockefeller Project Activities</b>		<b>25</b>	<b>55</b>		<b>23</b>
<b>TOTALS</b>		<b>100</b>	<b>100</b>		<b>100</b>

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

[Click Here](#) to View your Certified Effort Report

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.



**The Rockefeller University**  
Electronic Effort Certification System

Name: Smith, John	Job: Professor Head of Laboratory
Employee # 111	Lab: 111240 Smith Laboratory

Your Effort Report Certification for the Current Effort Period is Complete and sent for acceptance.

[Click Here](#) to View your Certified Effort Report.

Please contact [Don Brown](#) at 7976, if you have any questions.

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

Award Number	Award Description	Committed Effort %	Payroll Distribution(LD)%	NIH Cap	Actual Effort %
<b>Sponsored Project Activities</b>					
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<b>Total Rockefeller Project Activities</b>		<b>25</b>	<b>55</b>		<b>23</b>
<b>TOTALS</b>		<b>100</b>	<b>100</b>		<b>100</b>

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

[Click Here](#) to View your Certified Effort Report

**THE ROCKEFELLER UNIVERSITY**  
**EFFORT CERTIFICATION REPORT**

January 01, 2012 through June 30, 2012

Laboratory: 111240 Smith Laboratory  
Name: Smith, John  
Position: Professor Head of Laboratory

Employee #: 111

**I Project Activities**

Sponsored Project Activities		Committed Effort %	Payroll Distribution(LD)%	Actual Effort %
CCL3001701	PHS GM011822-10	17%	0%	17%
CCL3001854	PHS GM057472-05	20%	23%	23%
CCL3002270	PHS GM094915-02	1%	0%	0%
CCN3600038	W81XYZ-10-2-0018	20%	20%	20%
CCN3700342	MSKCC - YR 3	6%	3%	6%
CCN3700343	MSKCC - YR 4	11%	0% *	11%
<b>Total Sponsored Project Activities</b>		<b>75%</b>	<b>45%</b>	<b>77%</b>

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

**Rockefeller Project Activities**

F121111240	DR SMITH	25%	55%	
	Instruction & Dept Research			13%
	Laboratory Administration			10%
<b>Total Rockefeller Project Activities</b>		<b>25%</b>	<b>55%</b>	<b>23%</b>

<b>TOTALS</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
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**II Certification**

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.

07-Dec-2012 01:59:29 PM Smith, John

12/07/2012

Signature

Date

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.



**Joby Thomas**

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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](#)

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](mailto:brownd@rockefeller.edu).