

Effort Certification Timeline – Semi-Annual 1

Date	Action
January 1 – June 30	Effort Statements are building in eCRT.
July 1 – July 10	No Action. Waiting on payroll to roll on 10 th day after quarter end.
July 11 – July 15	Report open for Effort Coordinator review before release.
July 16 (Day One)	PI's and Certifiers are notified that they have effort reports to certify.
July 30 (Day Fifteen)	PI's and Certifiers (uncertified) receive reminder to certify.
August 14 (Day Thirty)	<p>PI's and Certifiers (uncertified) receive FINAL reminder to certify.</p> <p>Department Chair receives list of uncertified individuals.</p>
August 29 (Day Forty-Five)	<p>PI's and Certifiers receive notice that the matter will be escalated to the Deans Office.</p> <p>Deans received list of uncertified individuals.</p>
September 13 (Day Sixty)	<p>Vice President for Research and Provost receive list of uncertified individuals.</p> <p><u>Possible consequences for failure to certify:</u></p> <ul style="list-style-type: none"> -Office of Research Services (ORS) will not submit proposals or execute award agreements on behalf of faculty. -Sponsored Programs Accounting and Reporting (SPAR) will deactivate project funds for PI's.