

## Effort Certification Timeline – Semi-Annual 2

| Date                     | Action  |
|--------------------------|---|
| July 1 – December 31     | Effort Statements are building in eCRT.   |
| January 1 – January 10   | No Action. Waiting on payroll to roll on 10 <sup>th</sup> day after quarter end.  |
| January 11 – January 15  | Report open for Effort Coordinator review before release.   |
| January 16 (Day One)     | PI's and Certifiers are notified that they have effort reports to certify.  |
| January 30 (Day Fifteen) | PI's and Certifiers (uncertified) receive reminder to certify.  |
| February 14 (Day Thirty) | <p>PI's and Certifiers (uncertified) receive FINAL reminder to certify.</p> <p>Department Chair receives list of uncertified individuals.</p>   |
| March 1 (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>   |
| March 16 (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"> <li>-Office of Research Services (ORS) will not submit proposals or execute award agreements on behalf of faculty.</li> <li>-Sponsored Programs Accounting and Reporting (SPAR) will deactivate project funds for PI's.</li> </ul> |