



EFFORT CERTIFICATION

Roles & Responsibilities

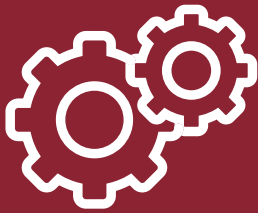
I'M A ...

Principle Investigator



As a principle investigator (PI), you are responsible for:

- Certifying your own effort **quarterly**.
- Coordinate with your grant staff to ensure they are certifying their effort



Staff Member (For example: Post-Docs, Graduate Research Assistants, etc.)

As a staff member, you are responsible for:

- Certifying your own effort **monthly**.

Department Administrators



As a department administrator (DA), you are responsible for:

- Onboarding and employee departure processes
- Reviewing the document "Open Effort Certification Report" to help identify open effort certifications
- Providing reminders to PIs.

Sponsored Projects Administration Staff



As a Sponsored Projects Administration (SPA) staff member, you are responsible for:

- Working with department administrators to gather necessary information to approve effort for employees who have left the University
- Keeping effort certification records up to date working with PIs, staff, and DAs

FIND MORE INFORMATION [HERE](#).