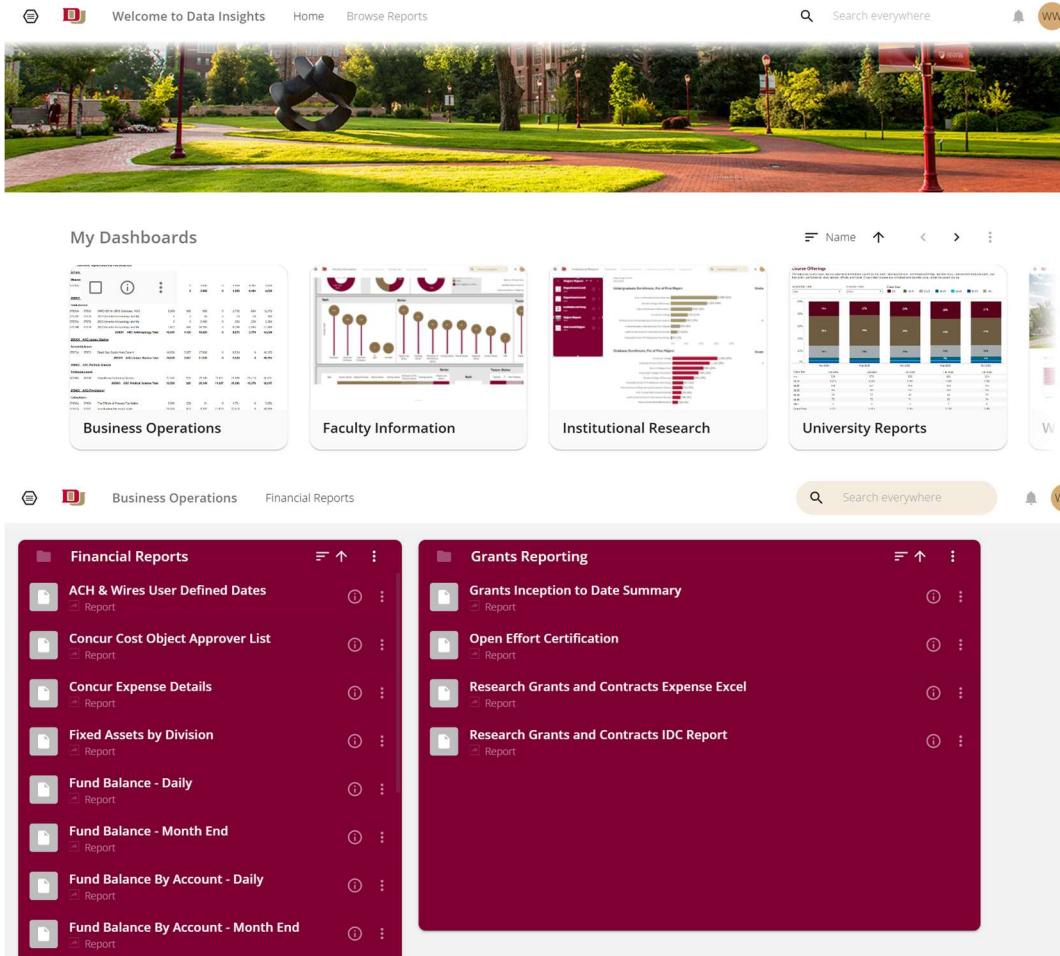
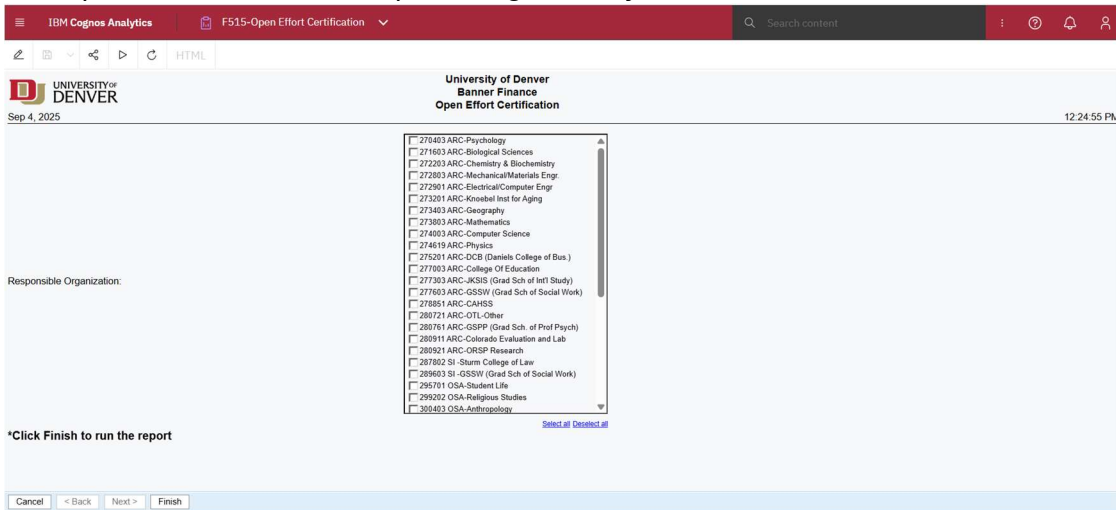


1. Log in to My.DU.Edu
2. Navigate to Data Insights > Business Operations > Grants Reporting > Open Effort Certification



The screenshot shows the My.DU.Edu dashboard. At the top, there's a navigation bar with "Welcome to Data Insights", "Home", and "Browse Reports". Below this is a banner image of a university campus. The "My Dashboards" section displays four main categories: Business Operations, Faculty Information, Institutional Research, and University Reports. The Business Operations dashboard is expanded, showing a list of reports including "ACH & Wires User Defined Dates", "Concur Cost Object Approver List", "Concur Expense Details", "Fixed Assets by Division", "Fund Balance - Daily", "Fund Balance - Month End", "Fund Balance By Account - Daily", and "Fund Balance By Account - Month End". The "Grants Reporting" section is also visible, showing reports like "Grants Inception to Date Summary", "Open Effort Certification", "Research Grants and Contracts Expense Excel", and "Research Grants and Contracts IDC Report".

3. The Open Effort Certification report is organized by ORG Access.



The screenshot shows the IBM Cognos Analytics interface. The top navigation bar includes "IBM Cognos Analytics" and "F515-Open Effort Certification". The main content area displays the "Open Effort Certification" report, which is organized by ORG Access. A list of organizations is shown, including "270403 ARC-Psychology", "271603 ARC-Biological Sciences", "272203 ARC-Chemistry & Biochemistry", "272803 ARC-Mechanical/Materials Eng", "272901 ARC-Electrical/Computer Eng", "273201 ARC-Knoebel Inst for Aging", "273403 ARC-Geography", "273803 ARC-Mathematics", "274003 ARC-Computer Science", "274619 ARC-Physics", "275201 ARC-OCB (Daniels College of Bus.)", "277003 ARC-College Of Education", "277303 ARC-JKSIS (Grad Sch of Int'l Study)", "277603 ARC-GSSW (Grad Sch of Social Work)", "278801 ARC-CAHRS", "280721 ARC-OTL-Other", "280761 ARC-GSPP (Grad Sch. of Prof Psych)", "280911 ARC-Coleado Evaluation and Lab", "280921 ARC-ORSP Research", "287802 SI - Sturm College of Law", "289603 SI - GSSW (Grad Sch of Social Work)", "295701 OSA-Student Life", "299202 OSA-Religious Studies", and "300403 OSA-Anthropology". A "Select all" button is visible at the bottom of the list. Below the list, there's a message: "\*Click Finish to run the report". At the bottom of the interface, there are buttons for "Cancel", "< Back", "Next >", and "Finish".