

How to Certify Effort Statements for your Staff

1. Click Certify > My Statements:

SUNY (RF				
	Home	Certify	Reports	Administration	Links
		My Statements			
Training	Work List fo	r Maria	ALC: NO. OF THE OWNER.		

- 2. Your effort statement will open.
- 3. The individuals whose effort statements you need to certify are listed in the **Work List** box in the upper left corner:

Work List							
 Active 		🔍 🏡 Le	e, Pham				
Lee, Pham	600 Computer Science and Engineering	▶ Stat ▼ Effo	tement Owner Int Statements 🕿				
Ruelas, Alisa	600 Computer Science and Engineering		Needing certification Base 8/3	* 1/2012	😽 Ready t	to be Certified	
Tan, Mary	600 Computer Science and Engineering		n progress Historical				
Recently Completion	eted						
Effort Statement for	Lee, Pham (600 SUNY-Monthly); Base effor	rt, from 01/01/	2012 to 05/24/2012,	due 8/31/2012; Status: F	leady to be Certified	d	
🌣 🔝 🔁						<u>\$ Value</u>	
Awards [-]			Salary Charges	Cost Share Charges	Total Charges	Certified Effort	Certify
Sponsored - Federa	I/Federal Flow-through		_		_		
42380 Roles of	NFI Genes in Mouse Lung Development						
42380 Role	s of NFI Genes in Mouse Lung Developmen	t	25.00%	0.00%	25.00%	25.00%	
		Award Total:	25.00%	0.00%	25.00%	25.00%	
Sponsored - Federa	I/Federal Flow-through Total:		25.00%	0.00%	25.00%	25.00%	
Sponsored - Non Fe	deral						
55104 Role of N	Nfix in neural stem cells and glioblastoma						
55104 Role	e of Nfix in neural stem cells and glioblastom	na	25.00%	0.00%	25.00%	25.00%	
		Award Total:	25.00%	0.00%	25.00%	25.00%	
58339 Western	New York Stem Cell Culture and Analysis C	enter					

4. Select all the individuals listed in the **Work List** box in the upper left corner by clicking the checkmark icon (

Work List						
✓ Active	⊡ ² ₂ ▼	4				
Legal Stant	550 Environmental and Forest Biology	* E	 Statement Owne Effort Statement 	?ſ S★		
within theme	550 Environmental and Forest Biology		Base	8/29/2013	Ready to be Certified	
Auto-Mildlerg, Samuel	550 Environmental Resources Engineering		✓ In progress ≠ Base	11/21/2013	Ruilding Not Ready for Certification	:
ad deliver	550 Environmental and Forest Biology		✓ Historical ★	0/46/0040		
Salas Anita/A	550 Natural Heritage Program	Ŧ	Base	11/22/2012	i Manual Certification, Processed	
Recently Completed			Pass	C10/0040	Contraction description processed	

- 5. The effort statements for the individuals you selected appear below.
- 6. Click the Check All button:

Work List				
▼ Active			🗞 Covered Individuals	
Longook Streaktor	550 Environmental and Forest Biology	*	Langande Burgalere Militaria annas	^
Andrea (general	550 Environmental and Forest Biology		Automations Samuel	
Annu Addition Station	550 Environmental Resources Engineering			E
Buff Indefense	550 Environmental and Forest Biology		Simula Refutation	
Summer Announces	550 Natural Heritage Program	Ŧ	Haran Affray 2	_
Recently Completed			Tana and the second	-
			Save All Check All Certify Ch	necked

7. Click the Certify Checked button.

Note: This will check all of the checkboxes that appear in the **Certify** column for each individual's effort statement. You may see additional activity that does not have a checkbox. This indicates that another PI is responsible for certifying that portion of the individual's effort.

8. The **Attestation** window will open with the list of individuals whose effort statements you are certifying:

Certifier	Statement Type	Period of Performance
Toronto I company - Starter	Base	01/01/2013 to 05/21/2013
300000 1000000	Base	08/20/2012 to 12/31/2012
AMPRICE (844) - 2010-1	Base	01/01/2013 to 05/31/2013
I confirm that I have firsthand knowledge of the activities reasonable.	performed by the above mentioned employee	e(s) and the distribution of the percent of salary is

TAgree Cancel

- 9. Read the attestation statement and click **I Agree** to affix your electronic signature to the effort statements for all individuals listed.
- 10. A pop-up window will appear with this message: "You have certified all checked activities for period [start and end dates of the effort reporting period of performance]. You will be sent back to the effort statement page when the process is complete. This can take up to 30 seconds to complete. Do not refresh this page."
- 11. Click **OK** to confirm.
- 12. The effort certification is now complete for all of the individuals whose effort statement you certified.
- 13. You can log off from ecrt by clicking Sign Out in the top right corner of the page