

Effort Reporting Best Practices - Department Coordinators

- At the start of every Effort Reporting Period (before pre-reviewing begins) review and update individual effort from assignments. Pay particular attention to NEW Employees with Effort Forms.
- Notify Pre-Reviewers when assignments have been reviewed and forms are ready for Pre Review.
- When the reports have been pre reviewed, work with your PIs and other certifiers to certify the effort reports.
- Notify Certifiers when effort reports are available and when they are due.
- Ensure, whenever possible, that all effort forms are certified by the individual performing the work
- Monitor the status and the progress of the reports. Run the “Comprehensive Status Report” periodically throughout the reporting period to identify Pre-Reviewers and Certifiers who may need reminders or help with ERS tasks.