Welcome to Effort Reporting System (*ERS*)

Certifier Instructions

University of Pennsylvania | Office of Research Services

Effort Reporting Rules

- 1). When the review of the effort report is complete by the Business Admin, Effort Reporting System sends a notification e-mail to the Certifier that the form is ready for review and certification.
- 2). Certifiers should review the effort report form, communicate any significant changes in effort and add notes as applicable.
- 3). If it is correct, read the certification statement and Certify.

Additional effort reporting resources and reference materials: http://www.upenn.edu/researchservices/effortreportingA.html

Log on:

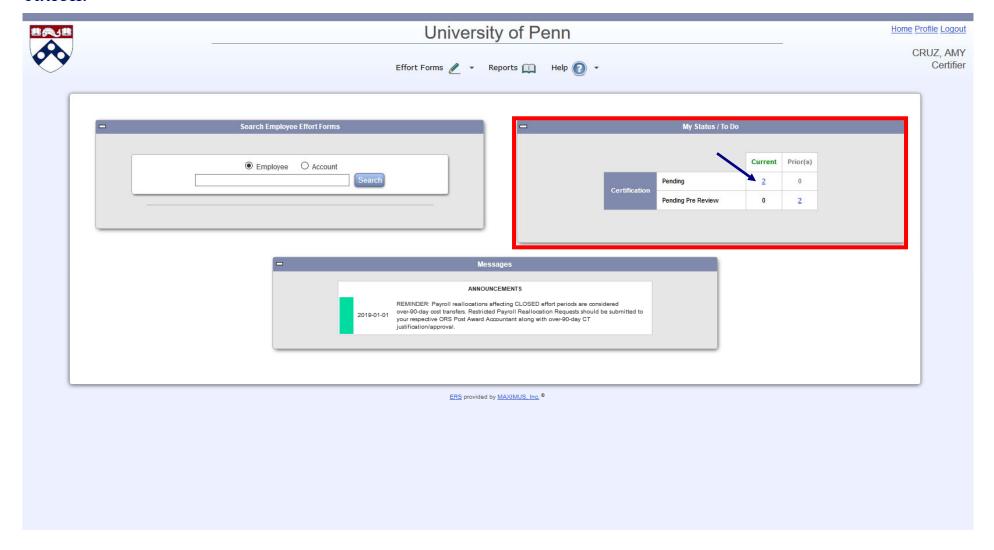
Upon receipt of e-mail notification from the Effort Reporting System follow the to login using PennKey and Password. The Effort Reporting System can also be accessed by going to https://penners.isc-seo.upenn.edu/GenericERS/



Welcome to the Effort Reporting System

Effort report forms that have been assigned to a certifier will be reflected on the certifier's home page in the My Status/To Do box. Effort reports pending your certification are categorized into:

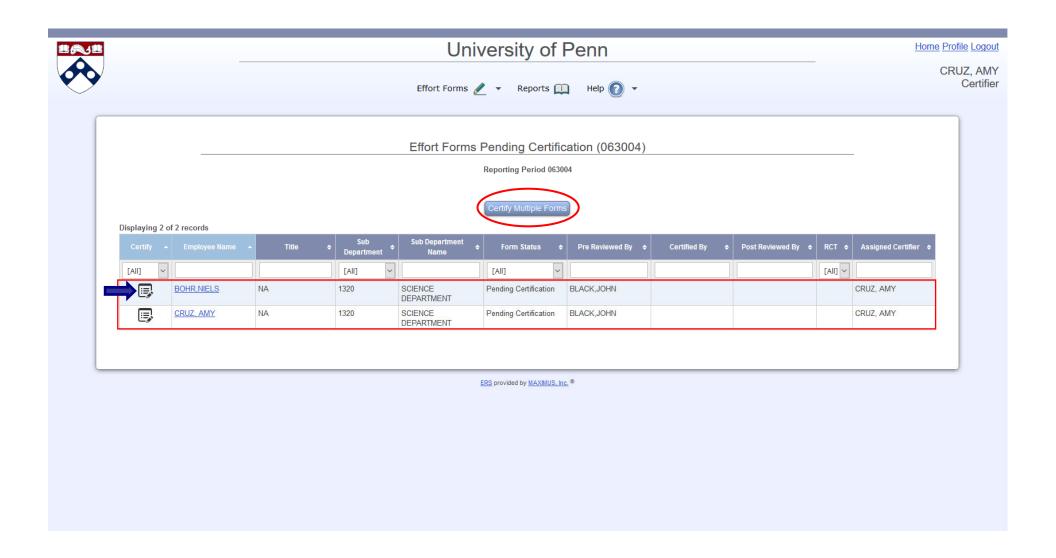
1). Reports for Current Period, and 2). Report from Prior Period. Click either link to begin certification.



Select an Effort Report to Certify

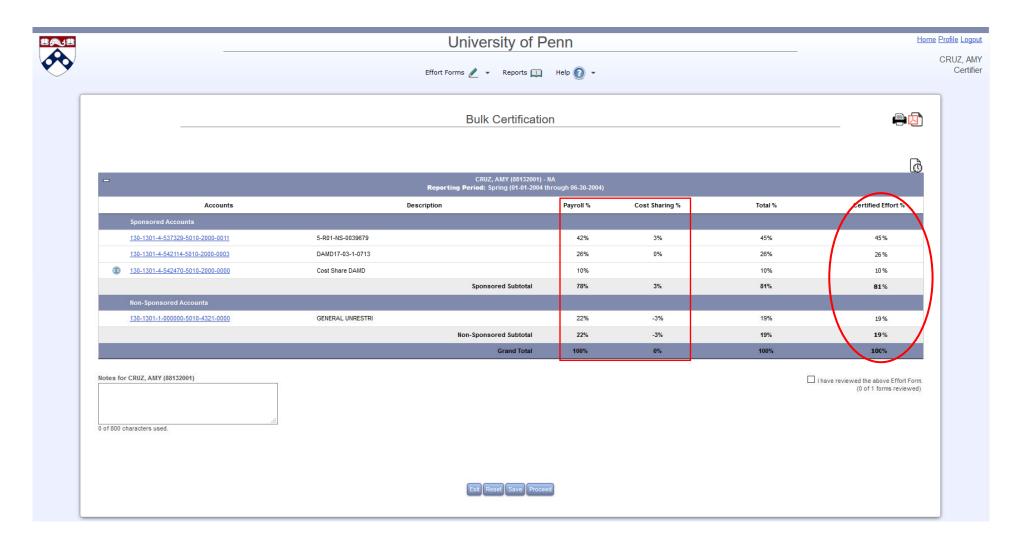
To begin, click on the icon next to the name of the effort from you want to certify.

Note: Certifier can choose to click on the icon to certify each individual form or click "Certify Multiple Forms" to certify forms as a batch.



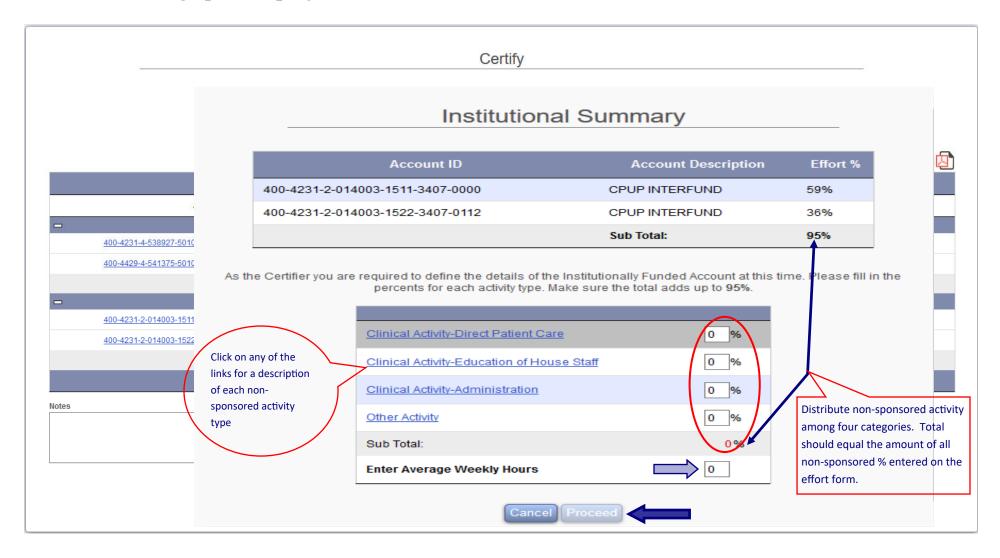
Review and Confirm % Effort

After selecting a report, review the % effort on each award in the Certified Effort % column. If this is a reasonable estimate of actual effort (charged and cost-shared) expended on each project, no changes are needed; if actual effort differs from the report, contact your Pre-Reviewer to discuss. Total Certified Effort % must equal 100%.



Complete the Institutional Summary (if applicable)

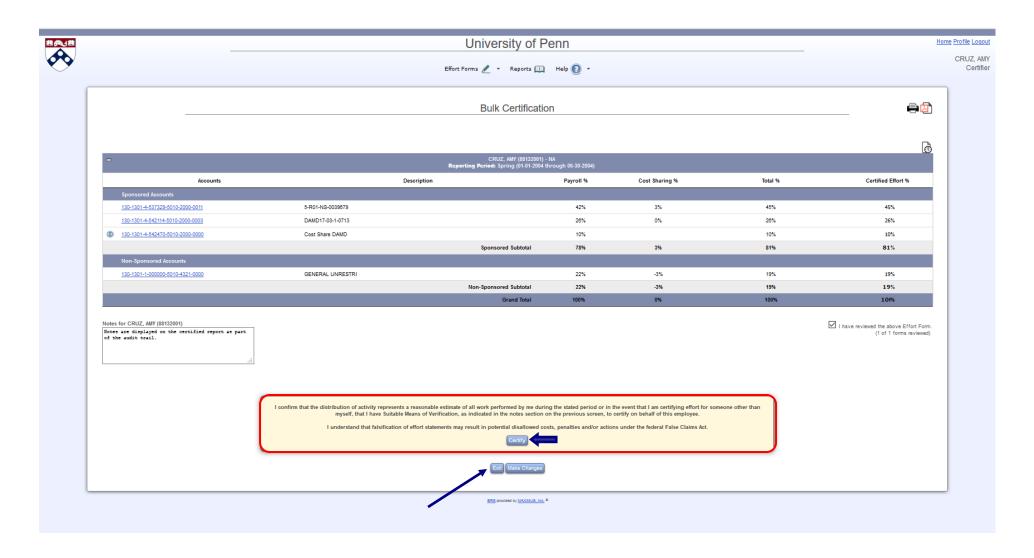
Clinicians and faculty compensated on CPUP accounts, are required to complete the Institutional Summary to account for the non-sponsored activities. This sub-total should equal the sum of non-sponsored effort reported in the previous screen. Enter number of average weekly hours for all activities including sponsor projects and click "Proceed" when finished.



Finalize Certification

Review the summary of Certified Effort % + institutional summary and notes, if applicable. Click "Certify" to attest to and finalize the certification.

Exit the report to return to the Worklist.



View Worklist Status

If you have additional reports to certify, continue certifying reports in the same manner. When you are finished certifying reports, click Logout in the top right corner to exit the system, or Home to work on reports from a different period.

