# How to review and process an effort statement

## Nine simple steps:

<table>
<thead>
<tr>
<th>Step</th>
<th>What To Do</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. View</strong></td>
<td>Use the <em>Manage Effort Tasks</em> screen</td>
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</table>
| **2. Think** | Consider three questions:  
  - Was the effort certified by the correct person?  
  - Does the certified effort look plausible?  
  - Where the certified effort differs from the pre-printed number, do we know why?  
  - Is the certified effort significantly less than the commitment the individual made to the project? |
| **3. Ask** | Gather input if you are unsure about the answers to any of the above |
| **4. Document** | Write a note on the statement to explain a difference between the pre-printed effort percentage and the certified effort percentage |
| **5. Edit** | (The notes, not the numbers!!)  
Make sure that notes written by the certifier are coherent and appropriate |
| **6. Initiate follow-up** | If necessary, you might need to:  
  - Initiate a salary cost transfer – a reminder will be created in the Cost Transfer Notice list for statements that need salary cost transfers  
  - Document a change in the commitment level – a reminder will be created in the Sponsor Notice list for individuals who require a change in commitment level  
  - Document an increase in cost sharing  
  - Obtain the sponsor's approval for a change in commitment level  
  - Notify RSP of a change in PI |
| **7. Approve or disapprove** | Some possible reasons to disapprove:  
  - Effort was not certified by the correct person  
  - A PI certifies 0% effort on an active project  
  - 100% sponsored effort is certified for an individual who writes grant proposals or has other non-sponsored activities |
| **8. Communicate** |  
  - Inform the certifier if you are disapproving the certification  
  - Contact RSP if the individual's primary department should be changed (or for any other reason) |
| **9. Review Outstanding Tasks** |  
  - Cost Transfer and Sponsor Notice lists will remind you of statements that need additional action  
  - Use the red “X” to delete the reminder when you have completed the necessary actions |