Your responsibilities – in addition to reviewing and processing effort statements:

<table>
<thead>
<tr>
<th>Responsibility</th>
<th>What To Do</th>
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</table>
| 1. Determine whom you're responsible for            | Use the *Certification Status Lookup Screen*, available from the RSP Effort Home Page  
  ▪ CAUTION: Do not try to use the ECRT *Manage Departments* screen for this purpose!                                                                 |
| 2. Facilitate certification:                        | Options are:  
  ▪ Prior to departure: Print a hardcopy of the statement and ask the individual to sign it  
  ▪ Post-departure:  
    ▪ Ask the individual to certify electronically when the statement becomes available  
    ▪ Ask RSP to make the individual appear on the PI's Certify My Research Staff list  
    ▪ Print a hardcopy statement and fax or mail it to the individual                                                                 |
| a. For a person who has left the UW                 |  
  b. When an individual works on projects for multiple PIs  
    Any one PI with "suitable means" can certify all the effort, or each can certify the part that they know about. For information about how to do the latter, see the *Effort Coordinator's Guide*, page 63 |
| 3. Track progress toward certifying                 | Use the *Certification Status Lookup Screen*, available from the RSP Effort Home Page  
  ▪ CAUTION: Do not try to use the ECRT *Manage Departments* screen for this purpose!                                                                 |
| 4. Nudge people in the direction of certifying      |                                                                                                                                                                                                           |
| 5. Track progress toward completing the training    | Use the *Training Status Lookup Screen*, available from the RSP Effort Home Page                                                                                                                                 |
| 6. Nudge people in the direction of completing the training |                                                                                                                                                                                                       |
| 7. Reopen a statement for recertification           | Use the ECRT *Effort Recertification* screen – up to the last day of the certification period  
  (You cannot reopen a statement for recertification after the certification period has ended; only RSP can do that, and a written request is required) |
| 8. Coordinate the authorization for a designee      | Use the *Form for Requesting a Delegation of the PI's Certifying Authority* on the RSP Effort Page                                                                                                           |
| 9. Assist certifiers                                 | Answer questions, drawing on all the resources available to you:  
  ▪ The Effort Coordinator's Guide  
  ▪ The RSP Effort Home Page  
  ▪ effort@rsp.wisc.edu and ecrt@rsp.wisc.edu                                                                                                           |
| 10. Maintain documentation and copies of correspondence | Keep copies of email messages or anything else that pertains to commitments and certification                                                                                                                 |