# How to review and process an effort statement

## Eight simple steps:

<table>
<thead>
<tr>
<th>Step</th>
<th>What To Do</th>
</tr>
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<tbody>
<tr>
<td>1. View</td>
<td>Use the Manage Effort Tasks 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? |
| 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  
- Document a change in the 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) |