

# Research Workday Town Hall Agenda

December 19th, 2024

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- Welcome
- Security Role Update: Principal Investigator (Gifts and VUMC Endowments)
- Reporting Updates: Departmental Gifts Dashboard
- Importance of Peer Notifications
- Research Transaction Summary w/ Employee as Work tag
- New Effort Certification Cancellation process
- Effort Recertification
- Q&A

Security Role Update: Principal  
Investigator (Gifts & VUMC  
Endowments)

# Typical Gift Roles

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## Gift Manager

- Approval authority for financial business processes
- Primary manager for assigned gifts
- View access to financial reporting with payroll details

## Gift Financial Analyst

- No approval authority
- View access to financial reporting

## Principal Investigator (PI)

- No approval authority
- View access to financial reporting with payroll details
- Identifies who is 'responsible' for the gift

### **REMINDER**

- Includes spendable (current use) gifts
- Includes VUMC endowments
- Includes VUMC directorships
- Does NOT include VU endowments

# Populating the PI Role: Extract Gifts

- With the recent enhancements to the Principal Investigator Landing Page, the PI security role in gifts needs to be populated.
- Of the current 3,000 VUMC gifts and endowments, only 350 have PI assigned.

### Extract Gifts ×

[View Report Definition](#) ⋮

Company

Investment Pool

Gift Type

Gifts

As of Date

Worktag Type

Exclude Inactive (Y/N)

Primary Purpose

Alternate Purpose

Filter Name

Manage Filters

0 Saved Filters

# Extract Gifts Report

Extract Gifts ⋮ 🔍



As of Date 12/18/2024 Exclude Inactive (Y/N) No

Report of gifts and hierarchies

3047 items



Gift	Reference ID	Gift Classification	Status	Inactive	Alternate Name	Gift Company	Gift Type	Hierarchy (Gift Type)	Hierarchy (by Dept.)	Hierarchy (F&A Rate)	Date Gift Established	Allowe Type
GF00001 2018 SE LIPID RESEARCH (4042239675)	GF00001	Spendable	Approved	No		Vanderbilt University Medical Center	Gifts with Temporary Donor Restrictions	Gifts with Temporary Donor Restrictions	GFH CC03139 Vanderbilt Diabetes Center - AE Acad Grants Gifts	15% F&A Hierarchy		FD001 FD002 Fund
GF00002 2019 PHONAK GIFT (4047809632)	GF00002	Spendable	Approved	No		Vanderbilt University Medical Center	Gifts with Temporary Donor Restrictions	Gifts with Temporary Donor Restrictions	GFH CC01893 Hearing & Speech - CD Acad Grants Gifts	15% F&A Hierarchy		FD001 FD002 Fund
GF00003 3-D PRINT ORAL SURGERY (4047359672)	GF00003	Spendable	Approved	No		Vanderbilt University Medical Center	Gifts with Temporary Donor Restrictions	Gifts with Temporary Donor Restrictions	GFH CC03104 Surgical Sciences - Oral Maxillofacial Dept - Oral Surgery Div - CD Acad Grants Gifts	15% F&A Hierarchy		FD001 FD002 Fund
GF00004 404-231-6262;-7842 (4042316272)	GF00004	Spendable	Approved	No		Vanderbilt University Medical Center	Gifts Without donor Restrictions	Gifts Without Donor Restrictions	GFH CC03161 Vanderbilt-Ingram Cancer Center - AE Acad Grants Gifts	15% F&A Hierarchy		FD001
GF00006 Sunset Endowment: A J JOYCE FUND CANCER RESEARCH ENDOWMENT FUND (4043797812)	GF00006	Spendable	Approved	No		Vanderbilt University Medical Center	Gifts Without donor Restrictions	Gifts Without Donor Restrictions	GFH CC02871 Medicine - Hematology/Oncology Div - CD Acad Grants Gifts	0% F&A Hierarchy		FD001
GF00007 A J JOYCE FUND CANCER RESEARCH ENDOWMENT FUND*NEW VUMC (4043797819) (6043797813)	GF00007	Non-Pooled Investment	Approved	No		Vanderbilt University Medical Center	Internally Funded Endowments	Internally Funded Endowments	GFH CC02871 Medicine - Hematology/Oncology Div - CD Acad Grants Gifts			FD001
GF00008 A.B. KLIEFOTH III, MD RSRCH FUND (4044097822) (6044097822)	GF00008	Non-Pooled Investment	Approved	No		Vanderbilt University Medical Center	Donor Endowments	Donor Endowments	GFH CC02905 Neurology - Movements Disorders Div - CD Acad Grants Gifts			FD001 FD002 Fund FD003 Fund



# Populating the PI Role: Submit Pegasus Request

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The upload file will only need two fields/columns included:

- 1) Gift ID
- 2) PI employee ID (not name)

(In the initially downloaded file from Workday, Gift ID is column **B**, and PI is column **S**.)

Once upload file is complete with PIs added, submit Pegasus ticket, and attach file.

[Departmental Security Request](#)

Submissions can begin on January 1, with targeted deadline of March 1.



# Principal Investigators Landing Page Enhancement List



## Personal Effort

- Expand access to Effort Trend to allow PIs to see 100% of their own effort



## Gift Reporting

- Develop and enable PI security to financial reporting with payroll details on gifts
- Add Departmental Gifts reporting to the landing page



## Programmatic and Residual Funds

- Security
- Reporting format



# Principal Investigator Landing Page Enhancement

The screenshot shows a web application interface for 'Principal Investigators'. At the top, there is a search bar containing 'principal invest' and a navigation menu. Below the search bar, there are three tabs: 'Grant Portfolio' (selected), 'Detail by Grant', and 'Detail for VU Grants'. A search filter is set to 'Principal Investigator' and the period is 'FY24 - Feb'. The main content area features a 'Status Summary by PI - workbook version' table and a 'Placeholder' sidebar with links for 'Effort Trend' and 'CR Fin - Research Transaction Summary'.

Award	Grant	Principal Investigator	Grant From Date	Grant To Date	Budget	Actuals	Remaining Balance	Commitments	Obligations
			01/01/2021	06/30/2024	\$951,948.00	\$309,205.93	\$642,742.07	\$0.00	\$16,954.85
			01/01/2018	12/31/2023	\$949,463.00	\$994,046.12	(\$44,583.12)	\$0.00	\$90.00

Current Reports

- Status Summary by PI – workbook version
- VU Grant – workbook version
- Effort Trend for Principal Investigators
- CR Fin – Budget vs Actual for Grant or Award
- CR Fin – Budget vs Actual for VU Grant

Proposed Additions

- CR Fin Spendable Gifts
- CR Fin Endowment Gifts





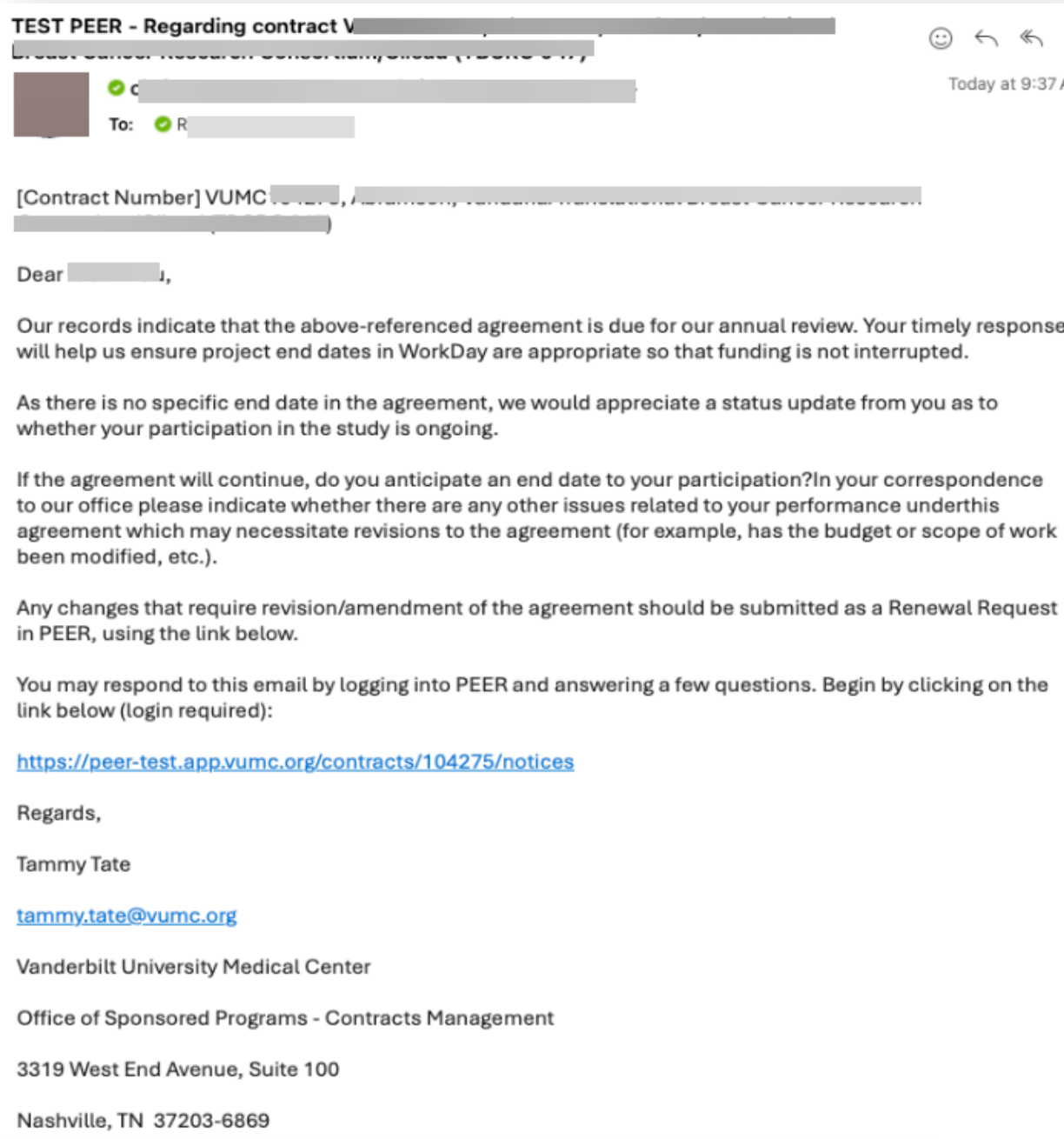
# Reporting Updates: Departmental Gifts

## Departmental Gifts Dashboard

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- Shows VUMC Spendable Gifts and Endowment Gifts with GF prefix; does not include VU Grant Endowments with GR prefix
- Spendable Gifts report updated to more closely resemble the 'Fund Balance by Worktags – Activity' report; includes new column for Capital Purchases
- Should be ran without Cost Center (CC) restriction
- Quick Reference Guide (QRG) has also been updated [Gift Accounting QRG](#)

# Importance of Peer Contract Extension Notifications



# Communication to the Department

For each contract, the department primary contact will receive an email.

## Fixed Term with an end date:

The department will receive an email from PEER 60 days prior to the end date. These require a contract amendment.

## Continuous contracts with no end date:

The department will receive an email from PEER 60 days prior to the anniversary date of the agreement start date.



# For Continuous Contracts, the link in the email will take the department contact to a confirmation screen

**FEER** Home Admin Grants Contracts Action Requests Messages 4 Help

## Contract Annual Review Response

**INSTRUCTIONS:** To proceed, choose either **Expire** or **Continue**. You will be able to return to this screen from either choice.

**Contract General Info** [ [Detailed View](#) ]

Contract Number

Current End Date

Principal Investigator or Project Responsible Person

Lead Department

Project Title

External Party to the Agreement:

Prime Sponsor

**This agreement should/will:**

**Expire** Select if contract should be terminated due to end of project/study.

**Continue** Select to indicate agreement will continue with no changes, or to request an amendment to add funds, modify the terms or scope of agreement or change the Principal Investigator.

After clicking **Continue to extend the Contract**, the department contact will answer a few questions.

**FEER** | Home | Admin | Grants | Contracts | Action Requests | Messages 4 | Help

### [Back](#) > Confirm Continuation

#### Contract General Info [\[ Detailed View \]](#)

Contract Number: [Redacted]

Current End Date: Continuous

Principal Investigator or Project Responsible Person: [Redacted]

Lead Department: [Redacted]

Project Title: [Redacted]

External Party to the Agreement: [Redacted]

Prime Sponsor: [Redacted]

**INSTRUCTIONS:** You have indicated this agreement will continue. Answer the questions below. Based on your responses, the agreement will either be renewed or up to process an amendment.

#### Continuous Agreement Annual Review Questionnaire

Will the Principal Investigator/ Project Responsible Person change on the project? Select one... [v]

Will there be any new money provided for in the project? Select one... [v]

We have [Redacted] as the contact person for [Redacted]. Is this still the correct person for us to contact? Select one... [v]

Are there any changes to the project scope of work/protocol? Select one... [v]

Please provide any additional comments: [Text Area]

Your Name: [Redacted]

Date: 12-19-2024

[Confirm Continuation](#)

PEER examines the Coeus dates and creates an OSP Awards Team ticket to extend the contract in both Coeus and WD as needed. Departments can see Tickets in PEER under **View My Tickets**.

The screenshot shows the PEER dashboard home page with a navigation bar at the top containing links for Home, Grants, Contracts, Action Requests, Messages, and Help. The main content area is titled 'Home' and features several widgets:

- My COIs & PI Assurances**: My incomplete Conflict of Interest and PI Assurance certifications for pending proposals. Includes links for Pending COIs & Assurances, My Completed COIs, and My Completed PI Assurances.
- My Approvals**: All other pending approvals (grants, contracts) requiring my action. Includes a link for Pending Approvals.
- OSP Proposal Management**: Submit & view Coeus Proposal Logs and other pre-award requests to OSP Grants Management. Includes a link for My OSP Contacts.
- OSP Awards Management**: View pending post-award activity with OSP Awards Management, including WorkDay-Related requests. Includes links for Submit a Ticket and View My Tickets (highlighted with a red box).
- All Contracts**: Find the correct office to submit, or search all PEER contracts to find an existing agreement. Includes links for Where do I submit my contract? and Search All PEER Contracts.
- Action Requests**: Various Requests for central office action on PEER, Coeus, proposals and contracts. Includes links for Submit New Request and View All Requests.
- OSP Specialist Dashboard**: Specialist Inboxes and workflow management for OSP.
- My Departments**: View Departments and Department Contacts. Includes links for View Departments and Find a Contact.
- Help**: New to PEER? Visit the online guide for instructions on the most common tasks. Includes links for View the Knowledge Base/FAQs, Where do I submit my contract?, and Submit a PEER Help Ticket.

Tickets are displayed in the OSP Awards Management Tickets and can be opened by clicking the **Ticket ID**.

OSP - Award Management [Create Ticket \(OSP Only\)](#) [New Ticket Menu](#) [Metrics](#)

[Home](#) > **OSP Awards Management Tickets** [Save this Search](#) [MC3 - Create Date](#) [Clear Default](#) [New Item](#) [Export](#) [Clear Search](#)

Items per page: 50 3 item(s) / 1 pages

	Ticket ID	Created	Start Date	Next Action	Type	VUMC#	Tracking Type	WD Award ID	Coeus Prop. #	Inst Prop Num	Coeus Award #	PI	Project Title	Sponsor	Dept	Dept Contact	Worked By	Status
<input type="checkbox"/>	<a href="#">216597</a>	2024-12-03 10:41 AM	2024-01-08	2024-12-03	Contract Extend Award	<a href="#">120776</a>	ORIGK		M0066812	M2302236	M30503-001	Knollmann, Bjorn	Role of SR-mitochondria interp...	University of Florida	Med Clinical Pharmacology	Jibria James	Lauren Erickson	Received
<input type="checkbox"/>	<a href="#">216920</a>	2024-12-18 02:43 PM	2020-01-08	2024-12-18	Contract Extend Award	<a href="#">65610</a>	AMEND				M24413-001	Crispens, Marta Ann	A Phase I/II Study of Olaparib...	AstraZeneca	Clinical Trial Shared Resources (CTSR)	Paul Bates	Daniel Quimby	Received
<input type="checkbox"/>	<a href="#">216916</a>	2024-12-18 12:55 PM	2024-01-01	2024-12-18	Contract Extend Award	<a href="#">79773</a>	AMEND		M0072971	M2500900	M25528-001	Young, Jessica	Improving Outcomes for Pregnan...	State of Tennessee	Pediatrics-Neonatology	Gail Gabhart	John Baunach	Received





[Home](#) > [OSP Award Management Tickets](#) > [Find Institute Proposal](#) > Ticket 216597

**Ticket Main** | [Status History](#) | [Change Log](#)

Item Type:

PI:  [Find](#)

Sponsor:  [Find](#)

Prime:  [Find](#)

Unit:  [Find](#)  
[View OSP/Unit Contacts for this Unit](#)

Unit Contact:  [Find](#)

Project Title:   
334 character(s) left

Contract Number:  [Go to Contract](#) Tracking # 239153

WorkDay Award ID:

Coeus Proposal Dev Number:  [View in Coeus Web](#) (login required)

Coeus Institute Proposal Number:

Coeus Award Number:

Sponsor Award Number:

PEER Grant Item Number:

IRB or IACUC Number:

Has Specialist Viewed Item?:

Item Status:

Worked By:

Next Action Date:  (format: YYYY-MM-DD)

Created: 2024-12-03 10:41 AM

Last Modified: 2024-12-19 09:17 AM

**Attachments**

Uploads: The following file types are allowed: Word, Excel, PDF, PowerPoint, txt, rich text, png & jpeg.

Choose or Drop a file in the field below.

File (choose or drop)  
 No file selected.

Description (optional)

No attachments found for this item.

**New Contract Tracking Budget Estimate**

Direct Cost	\$50169
Indirect Cost	\$37627
Total Cost	\$87796
IDC Rate	75%
Has been Verified by Dept?	No
Date Last Notice Sent	never
Number of Notices Sent	0

[Send Request for Budget Update](#)
[Go to Budget Update form](#)

[Comments Log](#) 0 [View](#)

**Ticket Details** include contacts, reference numbers, and status fields. Departments can review these details and notify their OSP Award contact of any necessary corrections.



Home ▾ Grants ▾ Contracts ▾ Action Requests Messages Help @ Michael

Management Save Create Ticket All Tickets

OSP Award Management Tickets > Find Institute Proposal > Ticket 216597

History Change Log

Contract Extend Award ▾

Bjorn Knollmann Find

University of Florida Find

National Heart, Lung, and Blood Institute Find

Med Clinical Pharmacology Find  
[ View OSP/Unit Contacts for this Unit ]

Jibria James Find

Role of SR-mitochondria interplay in calcium-dependent arrhythmias  
434 character(s) left

VUMC 120776 Go to Contract Tracking # 239153

AWD008241

M0066812 View in Coeus Web (login required)

M2302236

M30503-001

VUMC120776(R01HL166169)

G

No ▾

Received ▾

Erickson, Lauren ▾

2024-12-03 (format: YYYY-MM-DD)

2024-12-03 10:41 AM

2024-12-19 09:17 AM

**Attachments**  
Uploads: The following file types are allowed: Word, Excel, PDF, PowerPoint, txt, rich text, png & jpeg.  
Choose or Drop a file in the field below.  
File (choose or drop) Browse... No file selected.  
Description (optional) description of file  
No attachments found for this item.

**New Contract Tracking Budget Estimate**

Direct Cost 6501.00

Indirect Cost 0.00

Total 6501.00

IDC Rate 0.00

Has Budget 0

Date 12/19/2024

Num 0

Send

**Comments Log 0**

The contents of this tab are visible to all users. Use this tab to communicate between Central Office and Departmental Contact Person.

Comment By	Date	Comment
There are no entries in the comments Log		

Pre-Defined Comments ▾

Type your comments here

1000 character(s) left

Click here to send email notice of this comment on save.

Save

## Comments Log

If you have a question or comment about the ticket, click on the comments in the bottom right corner. This will allow you to view any prior communication and add a comment for your OSP Award Analyst.

# PEER Communication Summary

1. Departments must **respond** to questions about continuing or expiring contracts
2. Answering PEER questions ensure Worktags are **extended** without additional back-and-forth communication
3. The PEER system allows OSP to manage thousands of contracts with **minimal administrative burden** on all parties

Reporting Update: Research Transaction  
Summary w/ Employee as Worktag

# Research Transaction Summary w/ Employee as Worktag

## New Prompt Set allows for user to run this report:

- By Award
- Using a Grant LTD prompt (do not need to enter individual fiscal years)

### Important Reminders

- *Report output is limited to FD004 transactions and represents LTD expense for the grant or award.*
- *Use Department Transaction Summary for gifts, programs, cost centers.*

Research Transaction Summary w/ Employee as Worktag ✕

[View Report Definition](#) ⋮

Company \*  ⋮

Organization  ⋮

Award  ⋮

? Period \*  ⋮

? Time Period \*  ⋮

? Worktags  ⋮

Filter Name

Manage Filters

0 Saved Filters

# Research Transaction Summary w/ Employee as Worktag

**Employee as Worktag** is now an available drill option in this report

**Research Transaction Summary w/ Employee as Worktag**

Criteria View by: Employee as Worktag and then by: Select a Field... Refresh

Company Vanderbilt University Medical Center

Award [REDACTED] Research Into Visual Endpoints and RB Health Outco 08/03/2018 (version 0)

17 items

May - FY23	Jun - FY23	Jul - FY24	Aug - FY24	Sep - FY24	Oct - FY24
7,300.94	1,203.54	3,749.57	1,884.50	808.46	3,026.05

3 items

Employee as Worktag	Transaction Amount
[REDACTED] (0140857)	[REDACTED]
[REDACTED] (0161366)	[REDACTED]
<b>Total</b>	<b>\$1,769.76</b>

Oct - FY25 1,769.76

**Research Transaction Summary w/ Employee as Worktag**

Company Vanderbilt University Medical Center

Award [REDACTED] Research Into Visual Endpoints and RB Health Outco 08/03/2018 (version 0)

Period FY25 - Dec

Time Period Grant Life to Date (VUMC Fiscal Schedule)


17 items

May - FY23	Jun - FY23	Jul - FY24	Aug - FY24	Sep - FY24	Oct - FY24	Nov - FY24	Dec - FY24	Jan - FY25	Feb - FY25	Mar - FY25	Apr - FY25	May - FY25	Jun - FY25	Jul - FY25	Aug - FY25	Sep - FY25	Oct - FY25	Nov - FY25	Dec - FY25	
7,300.94	1,203.54	3,749.57	1,884.50	808.46	3,026.05	3,884.38	3,884.38	4,030.04	3,495.72	3,495.72	3,584.78	3,584.79	913.20	2,694.26	(1,758.35)	1,803.74	1,769.76	(833.87)	0	421,526.16
0	0	0	0	1,190.44	1,272.25	1,321.08	1,545.82	1,556.08	1,453.26	1,553.65	1,040.58	1,024.18							0	17,009.80
5,156.75	3,348.73	7,710.66	9,124.64	5,236.15	4,882.65	5,412.91	5,412.90	5,503.22	5,638.25	5,638.25	5,638.25	5,638.24							0	317,057.27
2,842.37	776.61	2,343.30	2,011.46	1,761.29	2,122.55	2,444.73	2,507.22	2,570.23	2,414.12	2,442.02	2,324.16	2,319.60							0.00	167,730.92
0	0	0	3,276.00	120.00	0	0	0	0	0	0	0	0							0	31,570.95

View By: Assignee, Budget Date, Cost Center, **Employee as Worktag**, Fund

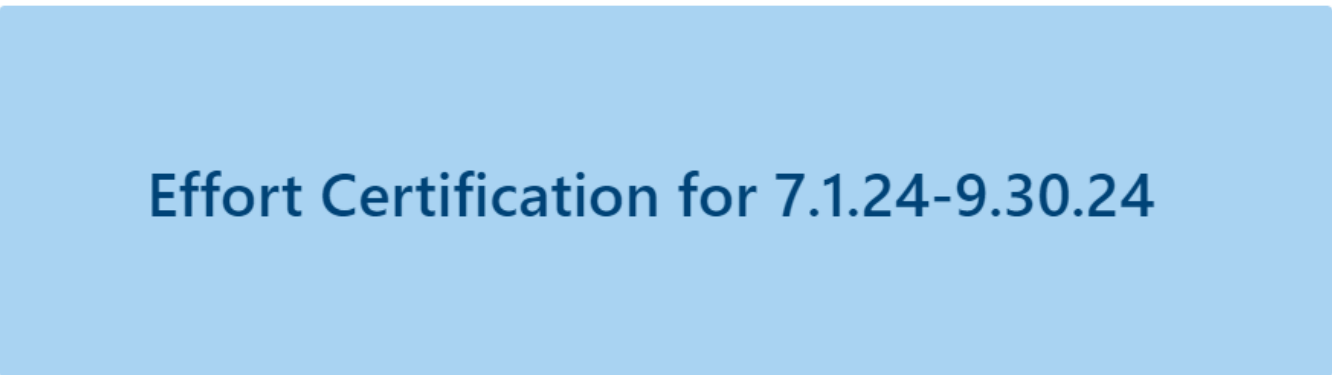


# Effort Certification Updates and New Effort Certification Cancellation process

 Start a new post

[Post](#) [Announcement](#)

 Garcia-Taylor, Tesha D Monday 8:20 PM 



**IMPORTANT!**  
[Effort Certification Reviewers](#) The effort certification for the period 7.1.24 to 9.30.24 was issued Monday, December 16, 2024.

- **Due Date: January 31, 2025.** Aim to have all Administrative Reviews complete by mid-January in order to meet the deadline of all certifications complete by January 31, 2025.
- **Process Improvement:** Effort changes identified in the certification should follow the process discussed in last week's meeting. Initiate process by completing this form <https://redcap.link/RequestEffortCertCancellation> and follow the steps.
- **Office Hours: 1:00-1:30pm daily** office hours for the remainder of the year beginning Wednesday, December 18.
- **"New" Effort Certification Reviewers Required Meeting** - Wednesday, December 18 from 2-3pm



 Reply


 Garcia-Taylor, Tesha D 11/5 12:16 PM 

### Salary over the Cap Basis - DO NOT USE

[Effort Certification Reviewers](#) On Friday, November 1, a service update introduced visibility of the "Salary over the Cap Basis" worktag. We cannot hide these worktags; however, we are working with IT to have the naming include DO NOT USE. Please do not select or approve the




#### In this channel




People



[See all](#)

Description  
 This team is for those assigned the Effort Certification Reviewer role in Workday.  
[Edit description](#)

- Pinned
-  Effort Certification for 7.1.24-9.30.24  
Garcia-Taylor, Tesha D, Monday 8:20 PM
  -  Daily 1:00PM Effort Certification Office Hours  
Garcia-Taylor, Tesha D, Monday 8:23 PM
  -  Salary over the Cap Basis - DO NOT USE  
Garcia-Taylor, Tesha D, 11/5 12:16 PM

- [See all](#)
- Options
-  Find in channel
  -  Manage channel
  -  Channel notifications

- Updates
- Thomas, Myressa joined the team.
  - Thomas, Myressa was removed from the team.
  - Misch, Heather D joined the team.
- [See all](#)



# Effort Certification Process Updates

PREPARE FOR THE NEXT EFFORT CERTIFICATION EVERY DAY

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- Effort Certification for pay periods **July 1 to September 30, 2024** was issued December 16, 2024
- **Due Date: January 31, 2025.** Aim to have all Administrative Reviews complete by mid-January in order to meet the deadline of all certifications complete by January 31, 2025,
- **Office Hours: 1:00-1:30pm daily** office hours for the remainder of the year beginning Wednesday, December 18, link in Effort Certification Reviewers Teams Channel
- **"New" Effort Certification Reviewers** Required Meeting was held Wednesday, December 18 from 2-3pm (recording in the Teams channel – please review before completing any effort certifications).



# Effort Certification Process IMPROVEMENT

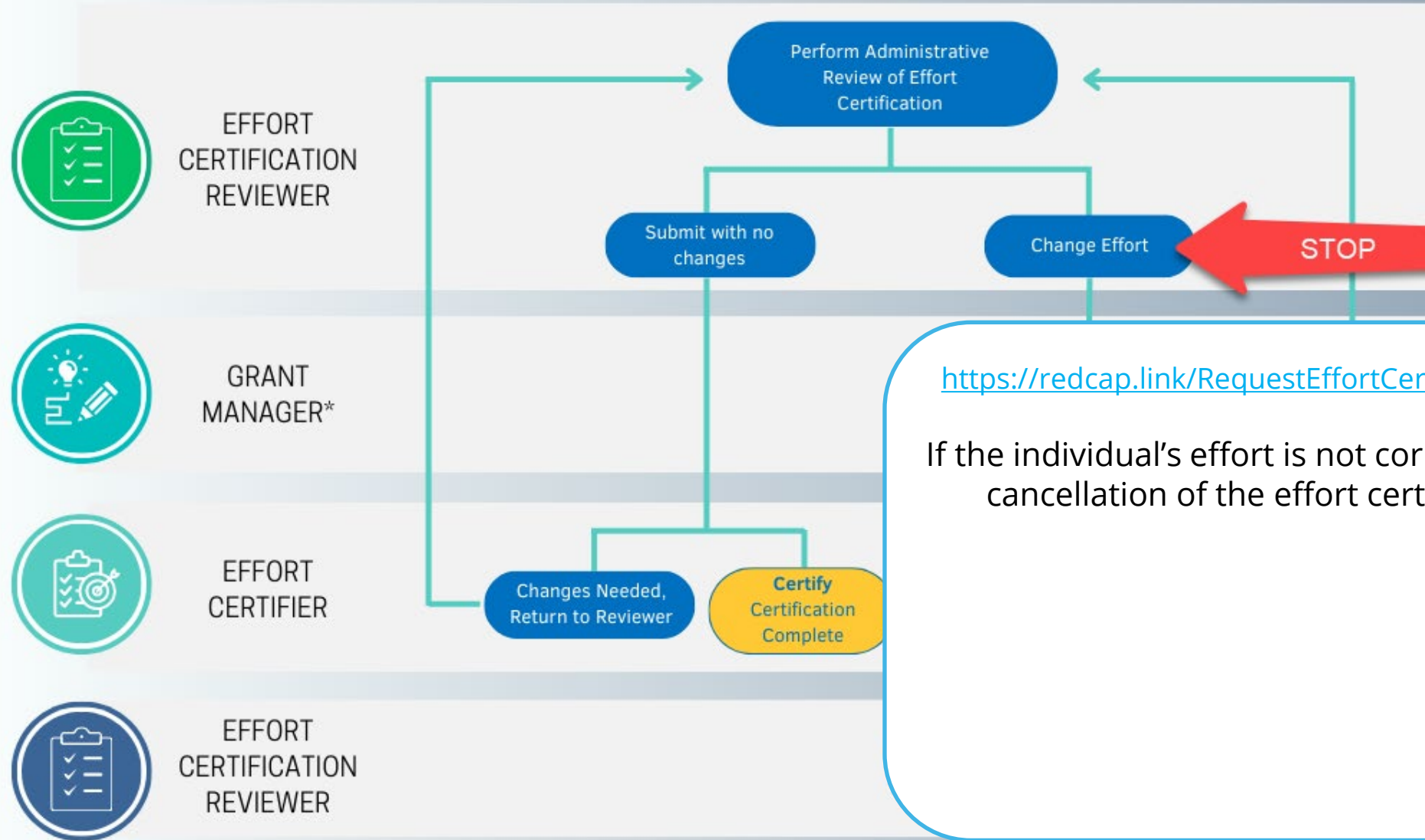
PREPARE **NOW** FOR THE NEXT EFFORT CERTIFICATION

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- **Process Improvement:** Effort changes identified in the certification should follow the process discussed in the December 11 required meeting for Effort Certification Reviewers (recording in the Teams Channel – please review before completing any effort certifications for this period). Initiate process by completing this form <https://redcap.link/RequestEffortCertCancellation> and follow the steps.
  - Effort Certification Reviewers will request cancellation of the effort certification and enter a PAA for corrections, this will route according to normal workflow approvals to Grant Managers and require Cost Transfer justification.



# EFFORT CERTIFICATION ROLES\* AND RESPONSIBILITIES



<https://redcap.link/RequestEffortCertCancellation>

If the individual's effort is not correct, request cancellation of the effort certification.

\*These are Workday Roles, not job titles/descriptions.

Item 1 of 85  
Created: 12/16/2024 | Due: 12/22/2024

### Administrative Review

Details

Effort Certification Status  
In Progress

Changed Status  
Unchanged

- Aggregate
- Details
- Positions
- Organizations
- Process History

13 items

Award	Sponsor Award Reference Number	Sponsor	Grant	07/01/2024 - 07/31/2024 (US Monthly)	08/01/2024 - 08/31/2024 (US Monthly)	09/01/2024 - 09/30/2024 (US Monthly)
				Effort Certification Percent Estimated	Effort Certification Percent Estimated	Effort Certification Percent Estimated
AWD000148: Vanderbilt-Ingram Cancer Center SPORE in Gastroint 07/09/2019 (version 0)	3P50CA236733-05S2	National Cancer Institute	GR020076 Coffey,Robert J; Vanderbilt-Ingram Cancer Center SPORE in Gastrointestinal Ca 3P50CA236733-05S2 (2024-06-01) Supplement 2- Admin	10.00%	10.00%	10.00%
AWD000148: Vanderbilt-Ingram Cancer Center SPORE in Gastroint 07/09/2019 (version 0)	3P50CA236733-05S2	National Cancer Institute	GR020245 Coffey,Robert J; Vanderbilt-Ingram Cancer Center SPORE in Gastrointestinal Ca 3P50CA236733-05S2 (2024-06-01) Supplement 2- Project 1	10.00%	10.00%	10.00%
AWD000662: Integrative Single-Cell Atlas of Host and Microenv 09/20/2018 (version 0)	3U2CCA233291-01S2	National Cancer Institute	GR008016 4042491641 UCA233291-01 INTEGRATIVE SINGLE-CELL ATLAS: CHARACTERIZATION	2.00%	2.00%	0.00%
AWD001930: exRNA in CRC: Biogenesis and Function (Projects 1, 01/01/2020 (version 0)	VUMC82497(P01CA2 29123)	Vanderbilt University	GR005967 4043550173 PCA229123-01A1:EXRNA IN CRC: BIOGENESIS AND FU COFFEY PROJ3	3.00%	3.00%	3.00%
AWD004550: Shaping of the Microenvironment in Colonic Pre-Can 09/15/2022 (version 0)	5U54CA274367-03	National Cancer Institute	GR017573 Shrubsole,Martha J; Shaping of the Microenvironment in Colonic Pre-Cancer by Epi 5U54CA274367-02 Project 1 - Coffey (2023-09-01)	15.00%	15.00%	0.00%
AWD004550: Shaping of the Microenvironment in Colonic Pre-Can 09/15/2022 (version 0)	5U54CA274367-03	National Cancer Institute	GR018301 Shrubsole,Martha J; Shaping of the Microenvironment in Colonic Pre-Cancer by Epi 5U54CA274367-02 (2023-09-01) : Coffey Restricted Funds	5.00%	5.00%	0.00%
AWD004550: Shaping of the Microenvironment in Colonic Pre-	5U54CA274367-03	National Cancer Institute	GR019990 Shrubsole,Martha J; Shaping of the Microenvironment in Colonic Pre-Cancer by Epi 5U54CA274367-03 (2024-09-01) Project 1 Coffey	0.00%	0.00%	15.00%

- Submit
- Change Effort
- Save for Later



AWDU00148: Vanderbilt-Ingram Cancer Center SPORE in Gastroint 07/09/2019 (version 0)	3P50CA236733-05S2	National Cancer Institute		10.00%	10.00%	10.00%
AWD000662: Integrative Single-Cell Atlas of Host and Microenv 09/20/2018 (version 0)	3U2CCA233291-01S2	National Cancer Institute		2.00%	2.00%	0.00%
AWD001930: exRNA in CRC: Biogenesis and Function (Projects 1, 01/01/2020 (version 0)	VUMC82497(P01CA229123)	Vanderbilt University		3.00%	3.00%	3.00%
AWD004550: Shaping of the Microenvironment in Colonic Pre-Can 09/15/2022 (version 0)	5U54CA274367-03	National Cancer Institute		15.00%	15.00%	0.00%
AWD004550: Shaping of the Microenvironment in Colonic Pre-Can 09/15/2022 (version 0)	5U54CA274367-03	National Cancer Institute		5.00%	5.00%	0.00%
AWD004550: Shaping of the Microenvironment in Colonic Pre-Can 09/15/2022 (version 0)	5U54CA274367-03	National Cancer Institute		0.00%	0.00%	15.00%
AWD004550: Shaping of the Microenvironment in Colonic Pre-Can 09/15/2022 (version 0)	5U54CA274367-03	National Cancer Institute		0.00%	0.00%	2.00%
AWD008432: Early to Late Events in Colorectal Neoplasia: Basi 07/01/2024 (version 0)	2R35CA197570-08	National Cancer Institute		30.00%	30.00%	30.00%
AWD008446: Overcoming Immune Exclusion in Microsatellite Stab 07/01/2024 (version 0)	000	Kleberg Foundation		3.00%	3.00%	4.00%
AWD008767: A Multimodal 3D Atlas of Colorectal Cancer Across 09/01/2024 (version 0)	VUMC128400(U01CA294527)	Vanderbilt University		0.00%	0.00%	4.00%
(Blank)		(Blank)	(Blank)	22.00%	22.00%	22.00%
<b>Total</b>				<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>

enter your comment

Comment input field with a red asterisk on the right side.

Process History

Tesha Garcia-Taylor (0066409)  
Effort Certification - Step Completed

3 days ago

Submit

Change Effort

Save for Later

Due 12/22/2024



AWD000148: Vanderbilt-Ingram Cancer Center SPORE in Gastroint 07/09/2019 (version 0)	3P50CA236733-05S2	National Cancer Institute		10.00%	10.00%	10.00%
AWD000662: Integrative Single-Cell Atlas of Host and Microenv 09/20/2018 (version 0)	3U2CCA233291-01S2	National Cancer Institute		2.00%	2.00%	0.00%
AWD001930: exRNA in CRC: Biogenesis and Function (Projects 1, 01/01/2020 (version 0)	VUMC82497(P01CA2 29123)	Vanderbilt University		3.00%	3.00%	3.00%
AWD004550: Shaping of the Microenvironment in Colonic Pre-Can 09/15/2022 (version 0)	5U54CA274367-03	National Cancer Institute		15.00%	15.00%	0.00%
AWD004550: Shaping of the Microenvironment in Colonic Pre-Can 09/15/2022 (version 0)	5U54CA274367-03	National Cancer Institute		5.00%	5.00%	0.00%
AWD004550: Shaping of the Microenvironment in Colonic Pre-Can 09/15/2022 (version 0)	5U54CA274367-03	National Cancer Institute		0.00%	0.00%	15.00%
AWD004550: Shaping of the Microenvironment in Colonic Pre-Can 09/15/2022 (version 0)	5U54CA274367-03	National Cancer Institute		0.00%	0.00%	2.00%
AWD008432: Early to Late Events in Colorectal Neoplasia: Basi 07/01/2024 (version 0)	2R35CA197570-08	National Cancer Institute		30.00%	30.00%	30.00%
AWD008446: Overcoming Immune Exclusion in Microsatellite Stab 07/01/2024 (version 0)	000	Kleberg Foundation		3.00%	3.00%	4.00%
AWD008767: A Multimodal 3D Atlas of Colorectal Cancer Across 09/01/2024 (version 0)	VUMC128400(U01CA 294527)	Vanderbilt University		0.00%	0.00%	4.00%
(Blank)		(Blank)		22.00%	22.00%	22.00%
<b>Total</b>				<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>

**Cancel Effort Certification Request Form** ✕

Please use the form below to request cancellation of an outstanding effort certification. When we have processed your cancellation request, you will receive an email with instructions to request re-issue when all PAAs are through workflow.

<https://redcap.link/RequestEffortCertCancellation>

Step 1/1 Done

enter your comment

**Process History**

 **Tesha Garcia-Taylor (0066409)** 3 days ago  
 Effort Certification – Step Completed

Due 12/22/2024

Submit
Change Effort
Save for Later



VANDERBILT

Sign On

Please sign in to pre-fill survey information.

VUNet ID

garciat1

Password

.....

Sign On

## Cancel Effort Certification Request Form

AAA




Please use the form below to request cancellation of an outstanding effort certification. When we have processed your cancellation request, you will receive an email with instructions to request re-issue when all PAAs are through workflow.

Your information has been auto-filled using your VUMC ID. Communications related to this request to cancel an effort certification will be sent to the email address below.

Requestor First Name

Requestor Last Name

Requestor Email

Request Date   Today M-D-Y

Please complete the information below for the effort certification you would like to cancel.

Certifier Full Name   
\* must provide value First Last

Certifier Employee ID   
\* must provide value 7 characters remaining  
Please enter the full 7 digit EID

Effort Certification Period to Cancel   
\* must provide value

[Submit to VUMC Finance](#)



## Cancel Effort Certification Request Form

AAA




Please use the form below to request cancellation of an outstanding effort certification. When we have processed your cancellation request, you will receive an email with instructions to request re-issue when all PAAs are through workflow.

Your information has been auto-filled using your VUMC ID. Communications related to this request to cancel an effort certification will be sent to the email address below.

Requestor First Name

Requestor Last Name

Requestor Email

Request Date   Today M-D-Y

Please complete the information below for the effort certification you would like to cancel.

Certifier Full Name   
\* must provide value First Last

Certifier Employee ID   
\* must provide value 0 characters remaining  
Please enter the full 7 digit EID

Effort Certification Period to Cancel  \* must provide value

[Submit to VUMC Finance](#)

VUMC Finance has received your request.

**Next steps:**

1. We will cancel the effort certification in Workday.
2. You will receive a confirmation email that we cancelled the effort certification. **\*\*SAVE THAT EMAIL! It contains a link you'll need later.\*\***
3. Complete all necessary PAAs, ensure they are through workflow, then check the pro-forma effort report for accuracy.
4. Use the **unique** link provided in the confirmation email you received in step #2 to let us know the effort certification for Clark Kent Federally Funded 7.1.24-9.30.24 is ready to be re-issued.
5. We will re-issue the effort certification in Workday.
6. You will receive an email that the re-issued effort certification for Clark Kent Federally Funded 7.1.24-9.30.24 is now available in your effort certification work area.

As always, contact [vumc.effort@vumc.org](mailto:vumc.effort@vumc.org) if you have questions or problems.

Thanks,

VUMC Finance Effort Team

Close survey

## Effort Certification Cancelled: Clark Kent Federally Funded 7.1.24-9.30.24



VUMC Effort &lt;vumc.effort@vumc.org&gt;

To Garcia-Taylor, Tesha D

Thu 12/19/2024 9:55 AM

Hi Tesha - we have processed your request to cancel the effort certification for:

- **Certifier Name:** Clark Kent
- **Effort Certification Period:** Federally Funded 7.1.24-9.30.24
- **Date of Your Request:** 12-19-2024

**Next steps:****1. SAVE THIS EMAIL. YOU'LL NEED THE LINK IN STEP #3 LATER.**

2. Complete all necessary PAAs, ensure they are through workflow, then check the pro-forma effort report for accuracy ([How to Run the Pro-Forma Effort Certification Report](#)).
3. Use the unique link [Re-Issue Effort Certification Request Form](#) to let us know the effort certification for Clark Kent Federally Funded 7.1.24-9.30.24 is ready to be re-issued. This link is unique to this effort certification. You will receive a separate email and link for each cancellation request.
4. We will re-issue the effort certification in Workday.
5. You will receive an email that the re-issued effort certification for Clark Kent Federally Funded 7.1.24-9.30.24 is now available in your effort certification work area.

*If the link above does not work, try copying the link below into your web browser:*

<https://redcap.vumc.org/surveys/?s=SuvzHw9MfqfTCWml>.

Thank you,

VUMC Finance Effort Team

[vumc.effort@vumc.org](mailto:vumc.effort@vumc.org)

## Re-Issue Effort Certification Request Form

AAA  
+ -

Please complete the form below to request re-issue of the effort certification listed below after all related PAAs are through workflow.

Please do not submit this form until all three responses below are "yes", otherwise, we cannot re-issue the effort certification.

**This form is to ONLY be used for Clark Kent Federally Funded 7.1.24-9.30.24 effort certification.**

### Effort Certification Re-Issue Request For:

Certifier Name: Clark Kent

Certifier EID: 0345678

Effort Certification Period: Federally Funded 7.1.24-9.30.24

I have completed all necessary PAAs in Workday related to the effort certification period above.

- Yes  
 No

\* must provide value

reset

Optional notes related to this effort certification.

Expand

**Submit to VUMC Finance**

# Re-Issue Effort Certification Request Form

AAA  
+ -

Please complete the form below to request re-issue of the effort certification listed below after all related PAAs are through workflow.

Please do not submit this form until all three responses below are "yes", otherwise, we cannot re-issue the effort certification.

**This form is to ONLY be used for Clark Kent Federally Funded 7.1.24-9.30.24 effort certification.**

## Effort Certification Re-Issue Request For:

Certifier Name: Clark Kent

Certifier EID: 0345678

Effort Certification Period: Federally Funded 7.1.24-9.30.24

I have completed all necessary PAAs in Workday related to the effort certification period above.

Yes  
 No

\* must provide value

reset

All PAAs are through workflow and I have reviewed the Pro Forma Effort Certification in Workday for Clark Kent Federally Funded 7.1.24-9.30.24.

Yes  
 No

\* must provide value

reset

**Optional notes related to this effort certification.**

Expand

## Re-Issue Effort Certification Request Form

AAA  
+ -

Please complete the form below to request re-issue of the effort certification listed below after all related PAAs are through workflow.

Please do not submit this form until all three responses below are "yes", otherwise, we cannot re-issue the effort certification.

**This form is to ONLY be used for Clark Kent Federally Funded 7.1.24-9.30.24 effort certification.**

### Effort Certification Re-Issue Request For:

Certifier Name: Clark Kent

Certifier EID: 0345678

Effort Certification Period: Federally Funded 7.1.24-9.30.24

I have completed all necessary PAAs in Workday related to the effort certification period above.

- Yes  
 No

\* must provide value

reset

All PAAs are through workflow and I have reviewed the Pro Forma Effort Certification in Workday for Clark Kent Federally Funded 7.1.24-9.30.24.

- Yes  
 No

\* must provide value

reset

I would like VUMC Finance to re-issue the Federally Funded 7.1.24-9.30.24 effort certification for Clark Kent.

- Yes  
 No

\* must provide value

reset

Optional notes related to this effort certification.

certification.

This form is to ONLY be used for Clark Kent Federally Funded 7.1.24-9.30.24 effort certification.

**Effort Certification Re-Issue Request For:**

Certifier Name: Clark Kent

Certifier EID: 0345678

Effort Certification Period: Federally Funded 7.1.24-9.30.24

I have completed all necessary PAAs in Workday related to the effort certification period above.

\* must provide value

Yes

No

reset

All PAAs are through workflow and I have reviewed the Pro Forma Effort Certification in Workday for Clark Kent Federally Funded 7.1.24-9.30.24.

\* must provide value

Yes

No

reset

I would like VUMC Finance to re-issue the Federally Funded 7.1.24-9.30.24 effort certification for Clark Kent.

\* must provide value

Yes

No


reset

**Optional notes related to this effort certification.**

Expand

**Submit to VUMC Finance**

Effort Certification Re-Issued: Clark Kent Federally Funded 7.1.24-9.30.24

 VUMC Effort <vumc.effort@vumc.org>  
To Garcia-Taylor, Tesha D

😊 Reply Reply All Forward ...  
Thu 12/19/2024 9:59 AM

Hi Tesha - per your request, VUMC Finance has re-issued the effort certification for:

- **Certifier Name: Clark Kent**
- **Certifier EID: 0345678**
- **Effort Certification Period: Federally Funded 7.1.24-9.30.24**

It should now be available in your effort certification work area. Please contact [vumc.effort@vumc.org](mailto:vumc.effort@vumc.org) if you encounter any problems.

Thank you,

VUMC Finance Effort Team

[vumc.effort@vumc.org](mailto:vumc.effort@vumc.org)



# Effort Recertification

# What is 'Recertification' of Effort?

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- When changes have been made to a previously certified effort period, recertification of that same effort period is required
  - Every effort should be made to ensure that the original certified Effort Report is correct
  - To minimize the need to recertify, the original Effort Report should be carefully reviewed before it is certified by the employee
  - Yes, that point was repeated twice...
- Recertifications, if required, will begin arriving in your Effort Certification Work Area and Inbox in the next few weeks
- You will see warning during PAA entry, "Effort has already been certified, recertification may be required if this change impacts a federal award."



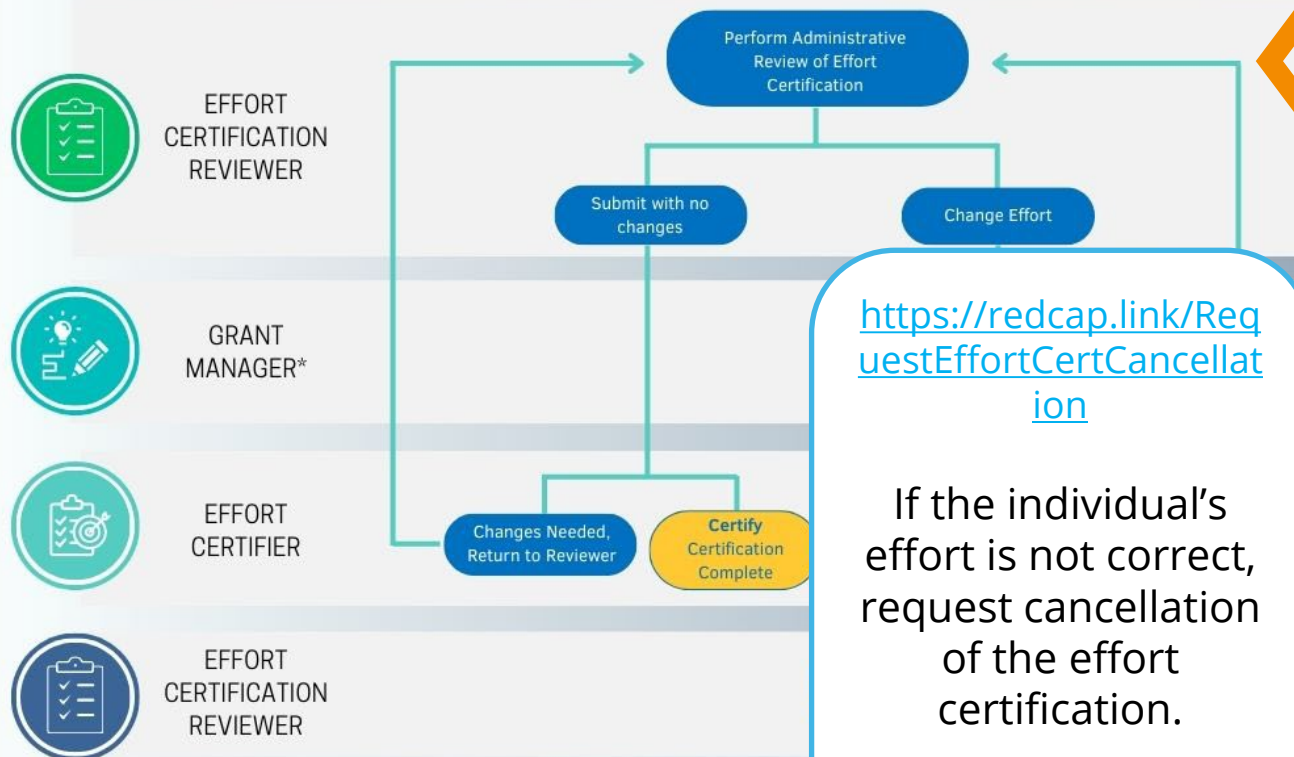
## **Institutional practice and expectation:**

Although it is sometimes necessary, making changes to previously certified effort periods is not a best practice.

Getting effort correct, actual effort worked and charged, the first time is the best practice.

# When is 'Recertification' of Effort?

## EFFORT CERTIFICATION ROLES\* AND RESPONSIBILITIES



\*These are Workday Roles, not job titles/descriptions.



<https://redcap.link/RequestEffortCertCancellation>

If the individual's effort is not correct, request cancellation of the effort certification.

For the recertification process, the first step is the Effort Certification Reviewer's Workday inbox for the Administrative Review step (same as the Effort Certification process).

These will likely trickle in in batches this week and next as each one has to be manually initiated. You will also find them in your Effort Certification Work Area.

# 'Created by Recertify' Column in Status Report


MENU   16 224 

## Effort Certification Status Report

> Details

18 items

Effort Certification	Employee	Type	Start Date	End Date	Status	Awaiting Persons	Due Date	Days Past Due	Has Costed Changes	Is Effort Certification Change Multi-Company	Has Supplemental Attachments	Created By Recertify
Federally Funded for [redacted] for 03/26/2023 - 09/30/2023	[redacted]	Federally Funded	03/26/2023	09/30/2023	In Progress	Douglas McCoy Douglas Smith Dylan Ford Jennifer Martellotti John Hedberg + More (2)			No	No	No	Yes
Federally Funded for [redacted] for 03/26/2023 - 09/30/2023	[redacted]	Federally Funded	03/26/2023	09/30/2023	In Progress	Douglas Smith Robert Dow Theresa Sberna			No	No	No	
Federally Funded for [redacted] for 03/26/2023 - 09/30/2023	[redacted]	Federally Funded	03/26/2023	09/30/2023	In Progress	Benjamin Asbury			No	No	No	
Federally Funded for [redacted] for 03/26/2023 - 09/30/2023	[redacted]	Federally Funded	03/26/2023	09/30/2023	In Progress	Russell Rothman			No	No	No	
Federally Funded for [redacted] for 03/26/2023 - 09/30/2023	[redacted]	Federally Funded	03/26/2023	09/30/2023	In Progress	Christy Hinkle Christy Nichols Douglas Smith Robert Dow			No	No	No	
Federally Funded for [redacted] for 03/26/2023 - 09/30/2023	[redacted]	Federally Funded	03/26/2023	09/30/2023	In Progress	David McIlroy			No	No	No	
Federally Funded for [redacted] for 03/26/2023 - 09/30/2023	[redacted]	Federally Funded	03/26/2023	09/30/2023	In Progress	Candice Stevens			No	No	No	



**Next Research Town Hall: Jan 16th**



Questions?