



## Effort Certification Key Points for Effort Certifiers

The Finance policy, [Effort Reporting and Certification](#), states, “A certification of effort is required for those individuals whose salary is being charged directly or cost shared on any federal or federal flow-through sponsored programs.”

Before an Effort Certifier completes their certification, an Administrative Review is completed by the Workday Effort Certification Reviewer. Once complete, it then moves forward to the Effort Certifier. If a terminated employee’s effort requires certification, it will be routed first to the Reviewer, then to the PI(s) to act as Certifier.

### 1. View Effort Certification

Open your Effort Certification either by navigating to your **Inbox** or selecting your Effort Certification from your Workday home screen under items **Awaiting Your Action**. Look for “**Effort Certification: Federally funded for ...**”



### 2. Effort Certification Expectations

Upon opening the certification, select the **Aggregate** tab. Review the percentages and dollars on the Aggregate tab for each pay period to verify that your effort distributions are correct. Comments added by the Effort Certification Reviewer (at bottom of page) will provide guidance on next steps. Comments will indicate if changes were or were not needed.

Summary	Aggregate	Details	Positions	Organizations	Process History			
15 items								
Award	Sponsor Award Reference Number	Sponsor	Grant	Fund				
AWD000153: Vanderbilt O'Brien Kidney Center (07/01/2021) 09/08/2017 (version 0)	5P30DK105	National Institute of Diabetes & Digestive & Kidney Disease	GR010637 4043751451 PDK114809-05 VANDERBILT O'BRIEN KIDNEY CENTER-FOGO	FD004 Sponsored Program Fund				
AWD000332: Mechanisms of EGFR Activation and Signaling in Kid 01/01/2021	5R01DK026	National Institute of Diabetes & Digestive & Kidney Disease	GR006783 4043751371 RDK051265-25A1	FD004 Sponsored Program Fund				
04/01/2023 - 04/30/2023 (US Monthly)								
	Effort Certification Percent Estimated	Effort Certification Amount Estimated	Effort Certification Percent Estimated	Effort Certification Amount Estimated	Effort Certification Percent Estimated	Effort Certification Amount Estimated	Total Certified Percentage Estimated	Total Certified Amount Estimated
GR01063	8.60%	3,000.00	8.60%	3,000.00	7.70%	2,700.00	8.27%	8,700.00
GR00678	10.00%	3,506.13	10.00%	3,506.14	10.00%	3,506.14	10.00%	10,518.41
GR00462	10.00%	3,506.13	10.00%	3,506.14	10.00%	3,506.14	10.00%	10,518.41

Note: Effort listed as **(Blank)** on the Effort Certification is not associated with an award. Hover over the % (20% here) and select the arrow to view the details of the allocation.

04/01/2023 - 04/30/2023 (US Monthly)			
Award	Grant	Effort Certification Amount Estimated	Effort Certification Percent Estimated
(Blank)	(Blank)	3,123.75	20.00%

### 3. Submit or Send Back

If your effort is correct, scroll to the bottom of the page and select **Submit** to Certify your effort. Your effort certification is complete. No further actions are needed.

If changes are needed, communicate with your Effort Certification Reviewer and choose **Send Back**. This will return your certification to the Reviewer for Administrative Review and corrections. *Do not select Change Effort.*

