



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 **My Tasks** or selecting your Effort Certification from your Workday home screen under items **Awaiting Your Action**. Look for "**Effort Certification: Federally funded for ...**"

1 Effort Certification: Federally Funded 01.1.24-3.31.24 for Holly Wood (0001234) for 01/01/2024 - 03/31/2024
Due: 05/31/2024 04/30/2024

2. Effort Certification Expectations

Upon opening the certification, the **Aggregate** tab is displayed. Review the percentages 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 needed.

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Aggregate	Details	Positions	Organizations	Process History	01/01/2024 - 01/31/2024 (US Monthly)	02/01/2024 - 02/29/2024 (US Monthly)	03/01/2024 - 03/31/2024 (US Monthly)
Award	Sponsor Award Reference Number	Sponsor	Grant	Effort Certification Percent Estimated	Effort Certification Percent Estimated	Effort Certification Percent Estimated	
AWD009999: Salt, Blood Pressure, and Inflammation (01/01/2021 (version 0))	5R01HL154321-02	National Heart, Lung, and Blood Institute	GR008788 4043654897 RHL154321-02: SALT, BLOOD PRESSURE AND INFLAMMATION	15.00%	15.00%	15.00%	
AWD006655: Systematically mapping variant effects for cardiov 08/25/2022 (version 0)	5R01HL164675-03	National Heart, Lung, and Blood Institute	GR012997 Cupp, Stanley; Systematically mapping variant effects for cardiovascular ge	20.00%	20.00%	20.00%	
(Blank)		(Blank)	(Blank)	65.00%	65.00%	65.00%	
Total				100.00%	100.00%	100.00%	

Note: Effort listed as **(Blank)** on the Effort Certification is not associated with an award. Hover over the % (65% here) and select the arrow to view the details of the allocation.

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.*

