

## How to Certify Effort Statements for your Staff

1. Click Certify > My Statements:

SUNY	RF				
	Home	Certify	Reports	Administration	Links
		My Statements			
Training	Work List for	ALCONTROL VIEW	110000		

- 2. Your effort statement will open.
- 3. The individuals whose effort statements you need to certify are listed in the **Work List** box in the upper left corner:

Work List									
- Active	D 🖓	T	🔍 🐜 Le	e, Pham					
Lee, Pham		600 Computer Science and Engineering	🛨 Effor	ement Owner rt Statements 🖈					
Ruelas, Alisa		600 Computer Science and Engineering			★ 1/2012	🔏 Ready t	o be Certi	ified	
Tan, Mary		600 Computer Science and Engineering		n progress listorical					
Recently Completed									
Effort Statement for Lee,	Dham (600 8						-		
		SUNY-Monthly); Base effo	ort, from 01/01/.	2012 to 05/24/2012,	due 8/31/2012; Status: F	leady to be Certified	1		
* 11 12 12 12 12 12 12 12 12 12 12 12 12	Pilain (000 3	SUNY-Monthly); Base effo	ort, from 01/01/	2012 to 05/24/2012,	, due 8/31/2012; Status: F	leady to be Certified		alue	
	Pilain (000 3	SUNY-Monthly); Base effo	ort, from 01/01/	2012 to 05/24/2012, Salary Charges	due 8/31/2012; Status: F Cost Share Charges	eady to be Certified Total Charges	<u>\$ Va</u> Ce	<u>alue</u> ertified Effort	Certif
🌵 📑 🔁			5rt, from 01/01/	Salary		Total	<u>\$ Va</u> Ce	ertified	Certif
<ul> <li>Awards [-]</li> <li>Sponsored - Federal/Feder</li></ul>	eral Flow-thro		סיר, דיסה טזעטיי.	Salary		Total	<u>\$ Va</u> Ce	ertified	Certif
<ul> <li>Wards [-]</li> <li>Sponsored - Federal/Federal</li> <li>42380 Roles of NFI G</li> </ul>	eral Flow-thro Genes in Mou	ough		Salary		Total	<u>\$ Va</u> Ce	ertified	Certif
<ul> <li>Awards [-]</li> <li>Sponsored - Federal/Federal</li> <li>42380 Roles of NFI G</li> </ul>	eral Flow-thro Genes in Mou	ough ise Lung Development		Salary Charges	Cost Share Charges	Total Charges	<u>\$ Va</u> Ce E	ertified Effort	Certif
Awards [-]  Sponsored - Federal/Feder  42380 Roles of NFI G	eral Flow-thro Genes in Mou IFI Genes in I	ough ise Lung Development Mouse Lung Developmer	nt	Salary Charges 25.00%	Cost Share Charges	Total Charges 25.00%	<u>\$ Va</u> Ce E	entified Effort 25.00%	
Awards [-]  Sponsored - Federal/Fede  42380 Roles of NFI G  42380 Roles of N	eral Flow-thro Genes in Mou IFI Genes in I	ough ise Lung Development Mouse Lung Developmer	nt	Salary Charges 25.00% 25.00%	Cost Share Charges 0.00% 0.00%	Total Charges 25.00% 25.00%	<u>\$ Va</u> Ce E	entified Effort 25.00% 25.00%	
Awards [-]  Sponsored - Federal/Fede 42380 Roles of NFI G 42380 Roles of N  Sponsored - Federal/Fede	eral Flow-thro Genes in Mou IFI Genes in I eral Flow-thro	ough ise Lung Development Mouse Lung Developmer	nt	Salary Charges 25.00% 25.00%	Cost Share Charges 0.00% 0.00%	Total Charges 25.00% 25.00%	<u>\$ Va</u> Ce E	entified Effort 25.00% 25.00%	
Awards [-]  Sponsored - Federal/Fede  Sponsored - Federal/Fede  Sponsored - Non Federal	eral Flow-thro Senes in Mou IFI Genes in I eral Flow-thro	ough ise Lung Development Mouse Lung Developmer	nt	Salary Charges 25.00% 25.00%	Cost Share Charges 0.00% 0.00%	Total Charges 25.00% 25.00%	<u>\$ Va</u> Ce E	entified Effort 25.00% 25.00%	
Awards [-]  Sponsored - Federal/Fede  42380 Roles of NFI G  42380 Roles of N  Sponsored - Federal/Fede  Sponsored - Non Federal  55104 Role of Nfix in	eral Flow-thro Senes in Mou IFI Genes in I eral Flow-thro neural stem	ough ise Lung Development Mouse Lung Developmer ough Totat:	nt Award Total:	Salary Charges 25.00% 25.00%	Cost Share Charges 0.00% 0.00%	Total Charges 25.00% 25.00%	<u>\$ Va</u> Ce E	entified Effort 25.00% 25.00%	
Awards [-]      Sponsored - Federal/Fede      42380 Roles of NFI G      42380 Roles of N      Sponsored - Federal/Fede      Sponsored - Non Federal      55104 Role of Nfix In	eral Flow-thro Senes in Mou IFI Genes in I eral Flow-thro neural stem	ough ise Lung Development Mouse Lung Developmen ough Total: cells and glioblastoma	nt Award Total:	Salary Charges 25.00% 25.00% 25.00%	Cost Share Charges 0.00% 0.00% 0.00%	Total Charges 25.00% 25.00% 25.00%	<u>\$. √</u> 2 Ce E	ertified Effort 25.00% 25.00% 25.00%	

4. Select all the individuals listed in the **Work List** box in the upper left corner by clicking the checkmark icon (

Work List		1					
✓ Active	r.	₽ <mark>z</mark> ▼	4	💫			
Legal Boak-		550 Environmental and Forest Biology 550 Environmental and	* E	<ul> <li>Statemen</li> <li>Effort Statemen</li> <li>Needing</li> </ul>			•
verifient varies		Forest Biology		Base	8/29/2013	d Ready to be Certified	
Associations issue		550 Environmental Resources Engineering		<ul> <li>In prog Base</li> </ul>	gress 🖈 11/21/2013	Building, Not Ready for Certification	
Buff Halfings		550 Environmental and Forest Biology			cal 🖄		
Ballos Antra/A		550 Natural Heritage Program	Ŧ	Base Base	8/16/2012 11/22/2012	annual Certification, Processed 🖓 Manual Certification, Processed	
Recently Completed				Pasa	C101004.0	() ()	*

- 5. The effort statements for the individuals you selected appear below.
- 6. Click the Check All button:

Work List			
🔻 Active		-	💑 Covered Individuals
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Arigon, Ameri	550 Environmental and Forest Biology		Auto supring, Sanat
Anna Alberta Samuel	550 Environmental Resources Engineering		Constant de la constant de
Buff Intelligence	550 Environmental and Forest Biology		Estimation (Network) (Netw
Station / Antibac / Br	550 Natural Heritage Program	-	Exemple Adding 5
Recently Completed			and det and a
			Save All Check All Certify Checked

7. Click the Certify Checked button.

**Note**: This will check all of the checkboxes that appear in the **Certify** column for each individual's effort statement. You may see additional activity that does not have a checkbox. This indicates that another PI is responsible for certifying that portion of the individual's effort.

8. The **Attestation** window will open with the list of individuals whose effort statements you are certifying:

Certifier	Statement Type	Period of Performance
terrate i unantés i la re-	Base	01/01/2013 to 05/21/2013
Sanak Lungank - 33790	Base	08/20/2012 to 12/31/2012
Addition (Bull - House	Base	01/01/2013 to 05/31/2013
I confirm that I have firsthand knowledge reasonable.	of the activities performed by the above mention	oned employee(s) and the distribution of the percent of salary i

[Agree] Cancel
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- 9. Read the attestation statement and click **I Agree** to affix your electronic signature to the effort statements for all individuals listed.
- 10. A pop-up window will appear with this message: "You have certified all checked activities for period [start and end dates of the effort reporting period of performance]. You will be sent back to the effort statement page when the process is complete. This can take up to 30 seconds to complete. Do not refresh this page."
- 11. Click **OK** to confirm.
- 12. The effort certification is now complete for all of the individuals whose effort statement you certified.
- 13. You can log off from ecrt by clicking Sign Out in the top right corner of the page