

## Main Effort Reporting

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**From:** Financial Services Support Center  
**Sent:** Monday, February 20, 2017 10:41 AM  
**To:** effort-reportingaa-l@unm.edu  
**Cc:** Financial Services Support Center; Main Effort Reporting; HSC-Effort-Reporting  
**Subject:** Effort Reporting period for July 2016 – December 2016 will begin Monday, February 27th!

Dear Research Administrators and Effort Certification Pre-reviewers,

The Effort Reporting period for July 2016 – December 2016 will begin Monday, February 27<sup>th</sup>.

Pre-reviewers will receive a system-generated email on Friday, February 24<sup>th</sup>, indicating the pre-review period has begun. The pre-review period is to be completed within 30 days. Please process any necessary labor redistribution corrections during this time period. After the pre-review period is complete, the Principal Investigator (PI) will receive one email on March 29<sup>th</sup>, listing all of the employees that are ready for certification. PIs will begin to receive weekly updates listing all employees that are awaiting certification. We will continue to send reminder and delinquent emails to both the Pre-reviewers and the Certifiers to ensure all Effort Reports are certified by the due date of April 28<sup>th</sup>. Delinquent emails sent to the PIs will be copied to the Department Chair/Director.

**If you complete your pre-review ahead of the required 30 day timeframe, please communicate with your PIs that the reports are ready for their certification. PIs will not know that the reports are ready for their action prior to March 29<sup>th</sup>, unless they are notified.**

Refresher courses for both the Pre-reviewers and Certifiers can be arranged by contacting your respective Contract & Grant Accounting Office.

Pre-reviewer and Certifier on-line training and reports in ePrint and MyReports are available to assist with this process. Please see below for additional information.

For new Pre-reviewers accessing the system, please complete EOD 932 - Required Effort Certification Training for Pre-reviewers (Department Administrators) – available through Learning Central and request the BAR role: “Department Effort Certification Reviewer”, this role is listed under the Contract & Grant Accounting roles.

For PIs or pre-reviewers having problems accessing the system, please email [maineffortrptng@unm.edu](mailto:maineffortrptng@unm.edu) for Main campus or [HSC-Effort-Reporting@salud.unm.edu](mailto:HSC-Effort-Reporting@salud.unm.edu) for HSC campus and security access will be verified.

***Thank you for your continued support in meeting this semi-annual Federal requirement.***

### **On-line training available thru Learning Central for Pre-review training for Account Administrators and Certify training for PIs:**

EOD 932 – Required Effort Certification Training for Pre-reviewers (Department Administrators)

Please request: BAR role: “Department Effort Certification Reviewer”; this role is listed under the Contract & Grant Accounting roles.

EOD 931 – Optional Effort Certification Training for Certifiers (PIs)

**ePrint reports FRROEC02 and FRROEC02-HSC-Contract and Grant Accounting Effort Certification** are located in the fin\_banp repository. *These reports provide the effort distribution in dollar values which correspond to the percentages displayed on the effort certification reports.* The information displayed is by Org Code, PI, and Grant and is refreshed every week.

**MyReports FNRECRT Effort Certification Status Report** is located in the Finance tab, F All Campus Reports folder. *This report provides a list of employees in the effort queue by Status and State of the employee record and also allows departments to view any pending actions or actions taken by Organization code.*

Other resources and FAQs available at: <http://cgacct.unm.edu/effort-certification.html>

For more information on training or any questions please contact your respective Contract & Grant Accounting Office:

Main campus – [maineffortrptng@unm.edu](mailto:maineffortrptng@unm.edu)

HSC campus – [HSC-Effort-Reporting@salud.unm.edu](mailto:HSC-Effort-Reporting@salud.unm.edu)

Thank you,

UNM Effort Reporting  
Contract & Grant Accounting  
Main Campus - 277-4721  
HSC - 272-0163



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