Dear Research Administrators and Effort Certification Pre-reviewers,

The Effort Reporting period for July 2018 – December 2018 will begin Monday, March 18th.

Pre-reviewers will receive a system-generated email on Friday, March 15th, 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 April 17th, listing all of the employees that are ready for certification. Pls 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 May 17th. Delinquent emails sent to the Pls 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 Pls that the reports are ready for their certification. Pls will not know that the reports are ready for their action prior to April 17th, 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 Pls or pre-reviewers having problems accessing the system, please email maineffortrptng@unm.edu for Main campus or 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 is available thru Learning Central for Pre-reviewer training (for Account Administrators) and Certifier training (for Pls):

EOD 932 – Required Effort Certification Training for Pre-reviewers (Department Administrators): New pre-reviewers must complete the EOD 932 training and request the BAR role: “Department Effort Certification Reviewer”; this role is listed under the Contract & Grant Accounting roles.

EOD 931 – Effort Certification Training for Certifiers (Pls)*
*PI’s must complete this training in addition to taking the Securing Private Data Exam. Then the PI must submit the following BAR role: “Department Effort Certification Reviewer”. **This role will give the PI permanent access to the Effort Certification link in LoboWeb.**

Other Resources Available:

- **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.

- **MyReports FNRECDS Effort Certification Detail and Summary Report** is located in the Finance tab, F All Campus Reports folder. This report provides a detail of employees in the effort queue by pay period and account detail. This report will provide a detail of the employee’s effort distribution percent value by pay period which correspond to the percentages displayed on the effort certification reports.

Other resources and FAQs available at: [http://cgacct.unm.edu/effort-certification.html](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

HSC campus – HSC-Effort-Reporting@salud.unm.edu

Thank you,

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

Please consider the environment before printing this e-mail.