Forms (when appropriate)
- Complete the Effort coordinator Access form when requesting access for a new effort coordinator.
- Complete Minimum/Maximum Waiver when going below or above the Effort Cap.
- Complete Manual certification coversheet as first step of the manual certification process.
- Complete Manual Effort Statement signed by the appropriate person.
- Complete Effort Calculation Worksheet to compute certified effort percent on effort cards. (Highly recommended for Salary caps and cost sharing).

Pre-Review Period for Effort Coordinators
- Submit all Retro Active Personnel Actions before the certification period opens.
- Ensure that all payroll, computed, and certified effort is correct for faculty and support staff; make necessary changes as needed
- If certified effort is falling below payroll/computed effort, effort will need to be adjusted or a Retro PA will need to be processed.
- Make a note in the notes section for all cost sharing which will make a PI/Faculty member fall below committed effort.
- If there is no payroll or computed effort but there is certified effort on a project, state why in the effort notes.
- Put effort cards on hold when a retro is pending.
- Gather and submit Manual Certifications to effort@uth.tmc.edu. (These can be submitted during the pre-review period but will not process until the certification period opens.)
- Provide to effort@uth.tmc.edu a list of individuals for “No Certification Required” with Employee ID’s and justification. (This can be submitted during the pre-review period, but will not process until certification period opens.)

The checklist serves as a basic guide to assist in the certification of effort. This checklist is not a substitute for Departmental review.
Certification Period for PI’s/Faculty

☐ Review effort for accuracy and certify effort cards under “Certify My Effort.”

☐ Contact your departmental effort coordinator with any changes or adjustments to the effort statement.

☐ Certify your support staff under “Certify My Support Staff.”

Certification Period for Effort Coordinators

☐ Submit all Manual Certifications and No Certification Required emails to effort@uth.tmc.edu (if you haven’t done so already)

☐ Check your Manage Effort Tasks to see if any certified cards are in your Work List to process.

☐ Check to see if Retro PAs have been uploaded. Adjust the certified effort column if it did not adjust with the payroll upload.

☐ Journal entries and Cost Transfer Memos will be loaded to the effort card after approval from Post Award Finance.

☐ Certify all support staff that are under your “Certify my support staff”. (Effort Coordinators are responsible for certifying the non-sponsored accounts for non-faculty with sponsored project activities.)

☐ When putting a card on hold, provide justification in the effort card notes.

Tips to Consider

- Work with PI’s/Faculty on any outstanding effort cards during the certification period.
- Run the Certification status report to keep up with the status of your department.
- Submit an email to effort@uth.tmc.edu for any certified, processed cards that need to be re-opened.
- Notate any and all changes or justifications for changes in the notes section of the statement.

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