


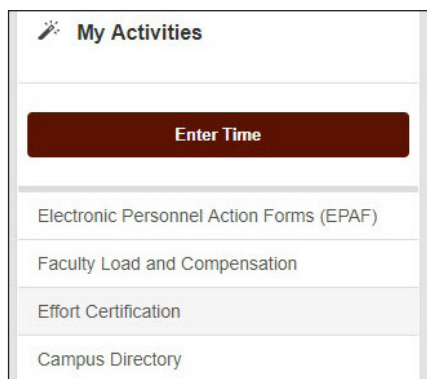
CERTIFIER

EFFORT CERTIFICATION

AUGUST 2019

Effort Certification

 The Banner Effort Certification system documents and verifies the portion of time (or effort) that university personnel devote to grants and sponsored projects, teaching, clinical practice, and other activities. You will receive a notification from your department or the Division of University Research if you need to certify your effort. There are three phases of the Effort Certification process – Pre-Review, Certify and Post Review, but not every grant or sponsored project follows all three phases. Check with the Division of University Research if you are not sure which schedule to follow.




LOG INTO BANNER SELF SERVICE

1. Log on to Banner Self Service (banner.rowan.edu)
2. Select the Employee tab and then Effort Certification*.

 *When Banner 9 Employee Profile goes live in Fall 2019, you will select Employee Dashboard instead. In Employee Dashboard, select Effort Certification

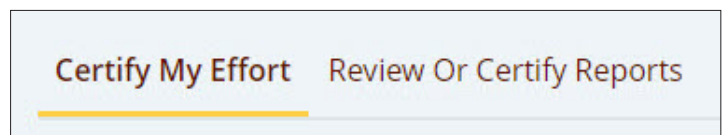
Goals of this Guide

 Certification is the second phase in the effort reporting process. In this phase, the personnel who received compensation from the grant or sponsored project (the Certifier) will go into the module and certify their own effort report. In some departments, the PI will certify the effort of the personnel working on their grant or sponsored program.

In this guide you will learn how to log into Effort Certification, certify your own effort and review.

SELECT EFFORT

1. Select the tab Certify My Effort.
2. The effort you need to certify will have a status of Awaiting Certification - Unlocked.
3. Select the effort by double clicking it.

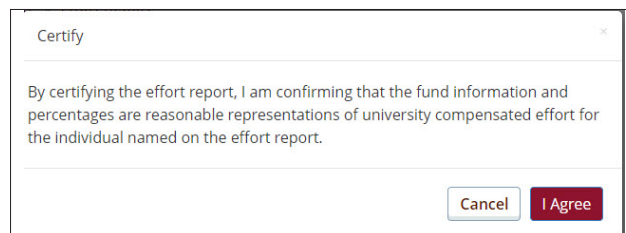


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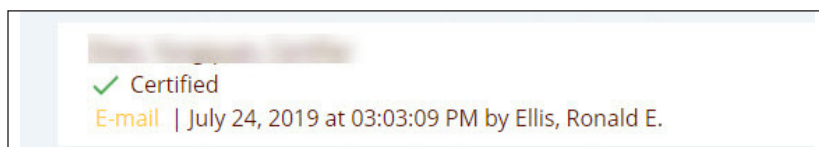
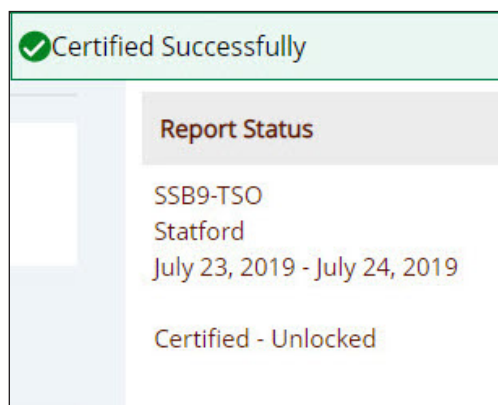
CERTIFY EFFORT

1. When the record opens, select Certify.
2. You will receive a notification to confirm the effort.
3. Select I Agree.



REVIEW

1. You will receive a green notification that the record was Certified Successfully.
2. The report status will change to Certified-Unlocked.
3. Select the Routing Queue tab.
4. Under your name you will see a green check next to Certified.
5. At the bottom of the page you will see the Add Member Button. Never choose that button.



ADDITIONAL INFORMATION

For more information on Effort Certification, including frequently asked questions, please see the Effort Certification web page at go.rowan.edu/effortcert. For assistance or if you have questions about the effort displayed, please contact the Division of University Research at (856) 256-5599.