HOW TO CERTIFY EFFORT REPORTING SYSTEM (ERS)
Revised July 15, 2019

1. Go to UCLA ERS http://efm.research.ucla.edu/ers-system-access/

2. Sign in using your UCLA Login ID or Mednet Username/Password.
   - If you do not have one, go to https://logon.ucla.edu or click here to establish one.
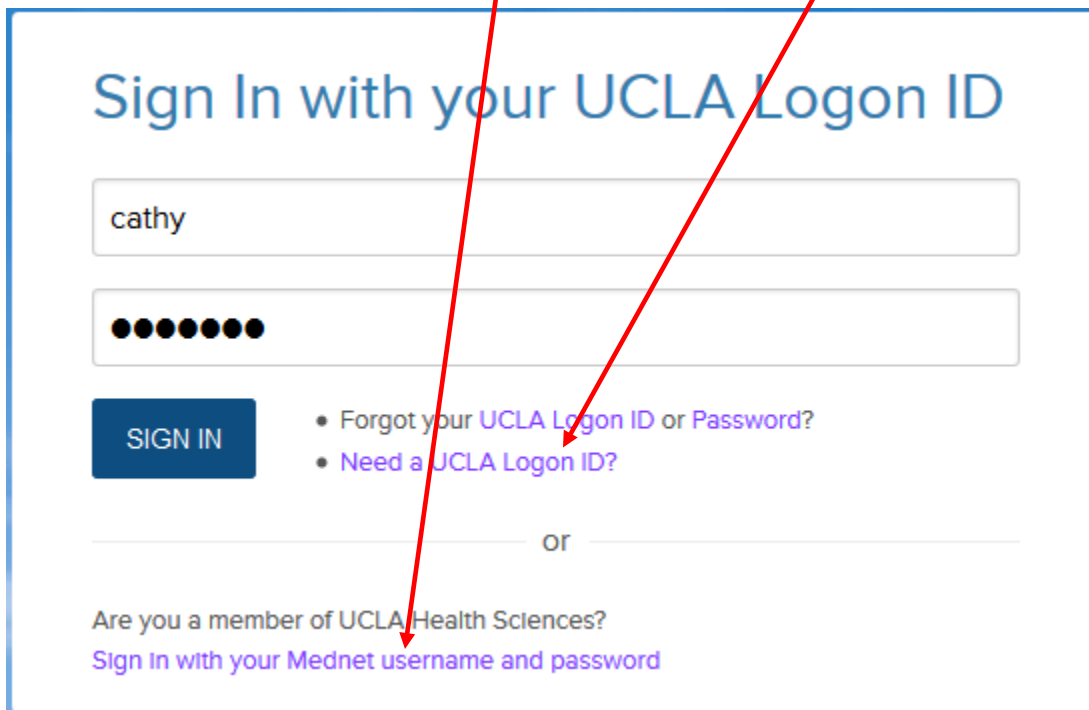
3. Choose "Show Status: ALL-Open".
   - Make sure "Reporting Periods: All" & "Display Saved Search: My Projects" are selected.

4. Click on period/name of personnel you wish to certify. The below screen will pull up.
   - To obtain more grant information, place cursor over account number/name.
   - "Report Options" – if "Report requires multiple certifications" is pre-checked, it means that staff person is paid from multiple PIs' Sponsored Projects, only certify the projects that you have first hand knowledge by checking the box next to those projects.

5. Click on "Comment Log" tab to ensure the appropriate administrative person has reviewed & verified the ERS for correctness.
    - If you have any questions/concerns, contact your administrative contact person *before* moving to step 6.

6. Click "Certify Effort Report" if *all* % efforts are correct. Click "Save" if ERS requires multiple certifications*.
    - **PLEASE ONLY CERTIFY THOSE PERSONNEL YOU HAVE FIRST HAND KNOWLEDGE OF THE ACTIVITY REFLECTED ON THE REPORT.**
    - All Faculty/Academic personnel must self certify.
    - *If staff member require multiple certifications, and you only have first hand knowledge of a couple, make sure only those projects are checked.

7. You will receive a confirmation screen like below. Read statement and click "Confirm." It will automatically bring up the screen for the next person/period on your list of ERS.
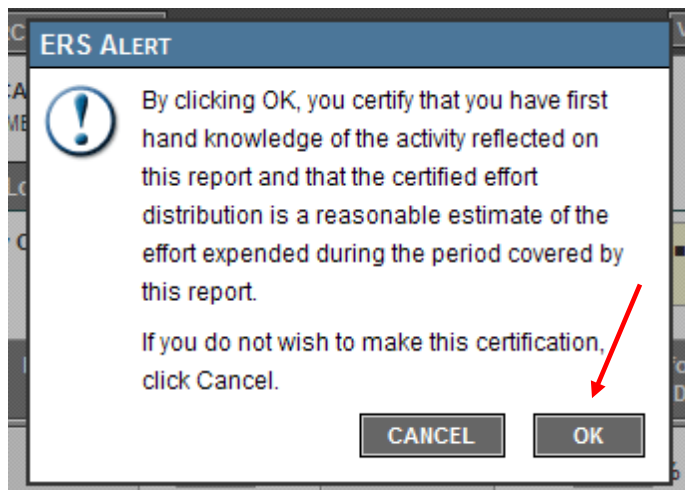
8. To skip to the next person you are *authorized* to verify, either click the ⇨ to advance one person/period at a time or click "Report List" to go back to the Main Menu to select next person/period you wish to certify.
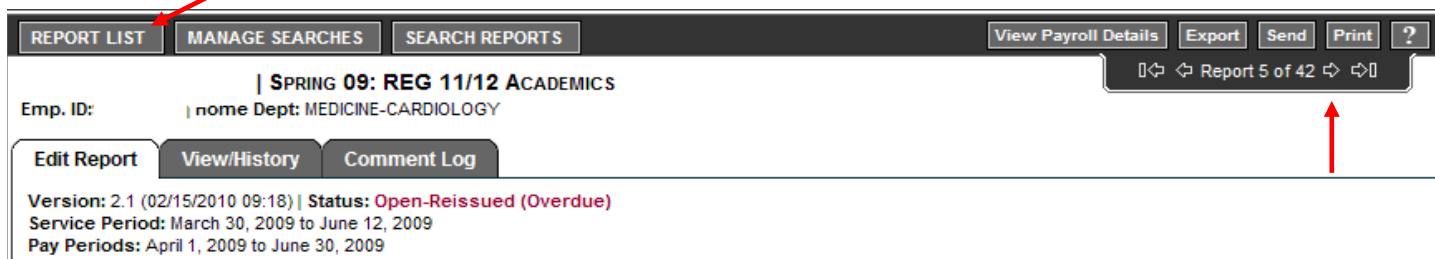
<u>NOTES and HINTS & TIPS:</u> (see screen shot on next page)
1. Do NOT certify any yellow highlighted personnel in your list of "My Projects", unless it is your own effort report. Faculty/Academics are all highlighted yellow and must SELF certify.
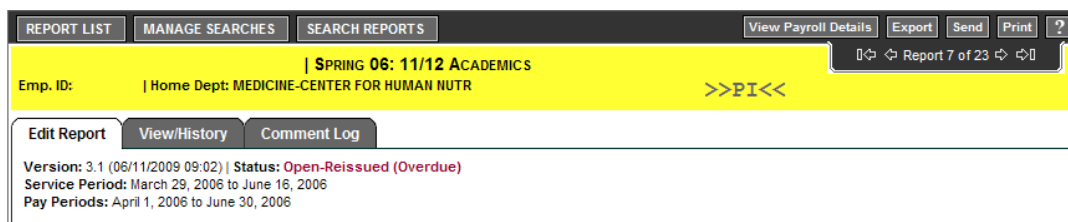
2. Do NOT certify if you see a pink "Report Under Preliminary Review" box in the upper right hand corner and a check mark in the Report options: Report is under preliminary review. Your fund manager is still working on this ERS report. Skip to the next applicable ERS report.

In the below example, the individual was paid 52% of her salary (Adjusted Payroll % column) from the one Federal contract or grant. She gave 3% in-kind effort *without* salary (Adjusted Cost Share % column). Therefore her total effort off the Federal contract or grant is 55% (Adjusted Total % column).

For Senior/Key Personnel
NIH Budgeted % = Total Effort % to Certify (F) $\geq$ Paid Effort % to Certify (B)

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Emp. ID: | Home Dept: MEDICINE-DEPT ADMINISTRATION   >>PI<<

Edit Report   View/History   Comment Log   2   Report Under Preliminary Review

Version: 1.0 (12/02/2011 06:16) | Status: Open
Service Period: March 28, 2011 to June 10, 2011
Pay Periods: April 1, 2011 to June 30, 2011

	A	B	C	D	E (A+C)	F (B+D)
Federal and Federal Flow-Through Sponsored Projects	Payroll % [A]	Paid Effort % to Certify [B]	N/A to UCLA [C]	Cost Share Effort % to Certify [D]	Total % [A+C]	Total Effort % to Certify [B+D]
4-441357- - FDP-NIH HL030568 3/12 54%	14% 🔍	14 %		16 %	14%	30%
				ADD ADDITIONAL SPONSORED PROJECT		
Total Federal and Federal Flow-Through Sponsored Projects *requiring certification*	14%	14%		16%	14%	30%
Other Sponsored Projects	0% 🔍	0 %		+ 0 %	0%	0%
Non-Sponsored Activities	86% 🔍	86 %		− 16 %	86%	70%
Total Other Effort *not requiring certification*	86%	86%		-16%	86%	70%
Grand Total	100%	100%		0%	100%	100%

UPDATE CALCULATION

Report options:
☐ Report requires multiple certifications.
☐ Report allows for Cost Sharing Offset Against Other Sponsored Projects.
☑ Report is under preliminary review

Add a comment:
[   ]
Comments can be up to 255 characters long. (Total characters: 0)

VIEW PAYROLL DETAILS   REVERT   SAVE   CERTIFY EFFORT REPORT

A - Payroll % [A]
Reflects actual % **PAID**. Percent of effort calculated from Payroll ledgers.

B - Paid Effort % to Certify [B]
Reflects changes to the Original Payroll % due to retro transfers of salary to adjust % **PAID**.

C - N/A to UCLA [C]
% of Committed Cost Sharing as imported from cost sharing systems. Not applicable to UCLA.

D - Cost Share Effort % to Certify [D]
Reflects **EFFORT** *without* salary, a.k.a. in-kind effort.

E - Total % [A+C]
Total of Original Payroll % & Original Cost Sharing %.

F – Total Effort % to Certify [B+D]
Total of Adjusted Payroll % & Adjusted Cost Sharing %.
Reflects total amount of **EFFORT**, whether or not salary was paid for then entire % effort.