Principal Investigator

Purpose: This job aid provides step-by-step instructions for the Principal Investigator on how to confirm effort or adjust effort for the purposes of effort certification.

Effort Certification is performed on a semester basis. The AU Office of Sponsored Awards and Research Administration (OSARA) initiates the effort certification process within Workday ten days after the close of the previous semester period. All PI's who charge at least one dollar \$1 to a federal award during an effort certification period are required to certify effort for that period. PI's who are required to certify effort will receive a notification in their Workday Task Inbox. The below steps should be followed to certify that the effort correctly reflects the PI's allocation of work performed during the period.

EFFORT CERTIFICATION OVERVIEW



*Any corrections made will create a Payroll Accounting Adjustment (PAA) to adjust the dollar amounts charged to each grant based on the new percent

To Review and Certify Effort that is accurate and does not require a change.

1	Log into Workday
2	Navigate to the Task Inbox in the top right corner.
3	Select the Effort Certification task
4	Review the breakout of effort to ensure the proper percentage has been allocated to each grant correctly.
5	Hit Submit

To Review and Adjust Effort that has not been allocated correctly.

1	Log into Workday
2	Navigate to the Task Inbox in the top right corner.
3	Select the Effort Certification task



4 Review t	he bro	eakout of effo	ort to dete	rmine	which percei	ntage ad	ljustm	ents ai	re need	ed				
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Principal Investigator

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Principal Investigator

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Last Updated 10/21/24

1 6	Review the updated allocation of	effort							
1 8	To view your allocations in PDF (header of the Effort Certification V AU Effort Certification Type for Tor 01/01/2024 - 03/31/2024	this should be done b Window ■	oefore finalizing o	effort) select	the PDF icon	in the			
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1 7	Click Submit to certify effort								