



## How to access ERS and certify your Effort report(s)

**Applicable Role:** Certifier (Principal Investigator or the designated responsible official who has suitable means of verification to certify the Effort form)

### 1. Accessing the ERS home page

Go to <https://ersweb.itsc.northwestern.edu/GenericERS> and log onto ERS using your NetID and password. To access ERS, a valid NU NetID and password are required. Contact 1-4357 if your NetID is inactive or if you do not remember the password for your NU email account.

Note: the URL is case sensitive.

### 2. Logging on to ERS

Once logged on, the following screen will be displayed. If the purple CEM tab is active and you cannot see the STATUS/MY TO DO list on the main screen, click on the blue CERT tab.

Click on the CERT tab

STATUS / MY TO DO		
	Certification	
	Pending	Pending Pre Review
Current Period (1Q2009)	1	0
Prior Periods	0	0



### 3. Selecting an Effort form to certify effort

To directly access the effort reports requiring your certification, click the link under *Pending Certification* in the STATUS/MY TO DO table. This link will take you to the individual report(s) ready for certification.

The screenshot shows the user interface for a Certifier. The user is logged in as Emily King. A navigation menu on the left includes 'CEM' and 'CERT' buttons, with 'Certify' selected. The main content area displays a 'STATUS / MY TO DO' table with a 'Certification' sub-table. The 'Certification' table has columns for 'Pending' and 'Pending Pre-Review'. The 'Current Period (1Q2009)' row shows 1 report pending and 0 pending pre-review. The 'Prior Periods' row shows 0 reports in both categories. Callouts provide instructions: one points to the 'Certify' button, another to the 'Pending' cell, and a third to the 'Pending Pre-Review' cell.

Shortcut to access effort reports pending certification for the Current reporting period

Shortcut to access effort reports pending certification for the previous reporting periods

Effort reports pending the administrator review and not ready for you to certify

STATUS / MY TO DO		
Certification		
	Pending	Pending Pre-Review
Current Period (1Q2009)	1	0
Prior Periods	0	0

ERS Effort Reporting System



4. Name pick list

The following screen displays the individual(s) whose effort report has been pre reviewed by the business administrator and is now ready for you to certify. Click the name to start.

The screenshot shows the "Certification" page of the Effort Reporting System. The page header includes the Northwestern University logo and the word "Certification". Below the header is a navigation bar with links for Home, My Profile, Tutorial, Help, About, and Log Off. The main content area is titled "Effort Forms Pending Certification for Current Reporting Period". On the left side, there are buttons for "CEM" and "CERT", and a "Certify" button. The main content area contains a table with the following data:

Name	RP Code	Sub Dept	Title Code	Pre Reviewed?	Certified?	Post Reviewed?
<a href="#">King, Emily</a>	1Q2009	888111	100022	Y	N	N

Below the table is a link: [Return to Home](#)



5. Certifying the Effort form

Enter the percentage of effort for the work performed per account. The adjusted % distributions, including required or planned cost sharing %, are completed by the administrator and the results are displayed under “Total %”. Review the percentage of the *Certified Effort*. The total should net to 100%. Enter your comments in the Notes field as needed. Your notes will be displayed on the certified effort report as part of the audit trail. Click the *Proceed* button to continue after reviewing your input.

Starting 1Q2009, PS chart strings will be displayed on the Effort form instead of CUFs numbers. To review the details of a sponsored project (i.e. award title), click on the link of the PS chart string.

Click on the link to review the sponsored project details.

Adjusted % distributions completed by the Business administrator

Enter the effort under Certified Effort %. The total should net to 100%.

Northwestern University  
Reporting Period: 1Q2009 (09/01/2008 - 11/30/2009)

**Certify Effort Form**

Name: King, Emily      Employee ID: 8888102      Title: Pr  
SubDept: 888111      Division: 8880001      Title Code: 22

Plan	Accounts		Payroll %	Cost Sharing %	Total %	Certified Effort %
<b>Sponsored Accounts</b>						
30%	<a href="#">610-5249999-60012345</a>	CHEMO RESEARCH	29%	1%	30%	<input type="text" value="30"/> %
29%	<a href="#">610-5991234-60099999</a>	STEM CELL RESEARCH	29%	0%	29%	<input type="text" value="0"/> %
8%	<a href="#">650-5246000-60016972</a>	SLEEP DRUG STUDY	8%	0%	8%	<input type="text" value="0"/> %
67%	<b>Total Sponsored Accounts:</b>		66%	1%	67%	30%
<b>Non-Sponsored Accounts</b>						
	160-1234567	DEPT ACCT	11%	-1%	10%	<input type="text" value="0"/> %
	710-1234567-99991234	NU MED FACULTY	23%	0%	23%	<input type="text" value="0"/> %
0%	<b>Total Non-Sponsored Accounts:</b>		34%	-1%	33%	0%
33%	<b>Unassigned Effort</b>					
100%	<b>Grand Total:</b>		100%	0%	100%	30%

Notes   
Maximum 800 characters

If changes are made to this form, please select **Proceed** or **Save Form** to preserve the changes.

Please determine if the percentages are correct. If they are not correct, select the **Notify** button to notify your Pre Reviewer. If the percentages are correct, click on **Proceed** button to continue.



6. University (Non-sponsored) activities

The following screen will be displayed if you have effort on non-sponsored accounts. The sum of non-sponsored (university activity) effort should be further distributed per the university activity. Enter the effort percentages among the seven university activities. The total effort should be the same as the sum of total non-sponsored (university activity) effort. Click the *Proceed* button when you are finished.

**University Funded Accounts Summary**

Name: King, Emily      Employee ID: 8888102      Title: Professor  
SubDept: 888111      Division: 8880001      Title Code: 100022

You have indicated that **King, Emily** spent a total of 33% on University Funded Accounts.

160-1234567	DEPT ACCT	10%
710-1234567-99991234	NU MED FACULTY	23%

If this is correct, please distribute 33% among the following. If a percentage is already present, the PreReviewer has already populated the fields. Please verify that the correct percentages were entered. Click **Proceed** to certify your effort or **Cancel** to return to the Effort Form. For more information click **Help**.

Enter Positive Integers only for the following fields.

	CERT	CEM
<a href="#">Instruction</a>	<input type="text"/> %	0%
<a href="#">Departmental Research</a>	10 %	0%
<a href="#">Administration</a>	<input type="text"/> %	0%
<a href="#">Other Institutional Activity</a>	<input type="text"/> %	0%
<a href="#">University-funded NMH/NMFF Activity</a>	<input type="text"/> %	0%
<a href="#">University Medical Faculty Foundation Activity</a>	23 %	0%
<a href="#">Industry-Sponsored Clinical Trials</a>	<input type="text"/> %	0%
<b>Total:</b>	<b>0%</b>	

**Total non-sponsored (university activity) effort**

**Click any of the links to see the definitions of the university activities**

**Enter effort distribution among the seven activities**



7. Attesting to your Effort certification

Click the *Certify* button to complete the certification. If the information does not reflect your Effort, do not certify the report. Click the *Notify* link to email your Effort Administrator.

If the certified Effort %s are the same as the %s under “Total %”, the Effort form does not require additional reconciliation by the administrator in Post Review. If the %s are different, ERS will send an auto email to the administrator and notify him/her that the Effort form requires reconciliation.

Northwestern University Reporting Period: 1Q2009 (09/01/2008 - 11/30/2008)					
Certify Effort Form					
Name: King, Emily SubDept: 888111	Employee ID: 8888102 Division: 8880001	Title: Professor Title Code: 100022			
Accounts	Payroll %	Cost Sharing %	Total %	Certified Effort %	
<b>Sponsored Accounts</b>					
610-5249999-60012345	CHEMO RESEARCH	29%	1%	30%	30%
610-5981234-60099999	STEM CELL RESEARCH	29%	0%	29%	29%
650-5246000-60016972	SLEEP DRUG STUDY	8%	0%	8%	8%
<b>Total Sponsored Accounts:</b>		<b>66%</b>	<b>1%</b>	<b>67%</b>	<b>67%</b>
<b>Non-Sponsored Accounts</b>					
160-1234567	DEPT ACCT	11%	-1%	10%	10%
710-1234567-99991234	NU MED FACULTY	23%	0%	23%	23%
<b>Total Non-Sponsored Accounts:</b>		<b>34%</b>	<b>-1%</b>	<b>33%</b>	<b>33%</b>
<b>Grand Total:</b>		<b>100%</b>	<b>0%</b>	<b>100%</b>	<b>100%</b>
<b>University Summary</b>				<b>(Non-Sponsored by Activity)</b>	
				Instruction	0%
				Departmental Research	10%
				Administration	0%
				Other Institutional Activity	0%
				University-funded NMH/MFF Activity	0%
				University Medical Faculty Foundation Activity	23%
				Industry-Sponsored Clinical Trials	0%
If all information above is correct, please click on <b>Certify</b> . Click on <b>Return</b> to return to the initial form. Click on <b>Exit Form</b> to return to the list.					
<div style="border: 1px solid black; padding: 5px;"> <p>I certify that allocation of activity for the individual shown above is a fair representation for the period noted.</p> <p style="text-align: center;"><input type="button" value="Certify"/></p> </div>					
If the information above does not reflect your Effort, Do Not Certify. Click on <a href="#">Notify</a> to email your Effort Administrator.					
<input type="button" value="Exit Form"/> <input type="button" value="Return"/> <input type="button" value="Help"/>					

Attestation statement



8. Certified Effort form

The certified effort statement is displayed on the final certification screen as shown below. If you have finished certifying all of the effort reports for this reporting period, click the *Exit Form* button. To certify effort for other individuals you are responsible, click *Next Form* or *Previous Form* to continue.

Save a PDF version of the certified Effort report

**Certified Effort Statement**

Name: King, Emily      Employee ID: 8888102      Title: Professor  
 SubDept: 888111      Division: 8880001      Title Code: 100022

[View Previously Certified Effort Statements](#)

Accounts	Payroll %	Cost Sharing %	Total %	Certified Effort %
<b>Sponsored Accounts</b>				
<a href="#">610-5249999-60012345</a>	CHEMO RESEARCH	29%	1%	30%
<a href="#">610-5991234-60099999</a>	STEM CELL RESEARCH	29%	0%	29%
<a href="#">650-5246000-60016972</a>	SLEEP DRUG STUDY	8%	0%	8%
<b>Total Sponsored Accounts:</b>		<b>66%</b>	<b>1%</b>	<b>67%</b>
<b>Non-Sponsored Accounts</b>				
180-1234567	DEPT ACCT	11%	-1%	10%
710-1234567-99991234	NU MED FACULTY	23%	0%	23%
<b>Total Non-Sponsored Accounts:</b>		<b>34%</b>	<b>-1%</b>	<b>33%</b>
<b>Grand Total:</b>		<b>100%</b>	<b>0%</b>	<b>100%</b>

  

University Summary	(Non-Sponsored by Activity)
Instruction	0%
Departmental Research	10%
Administration	0%
Other Institutional Activity	0%
University-funded NIH/NMFF Activity	0%
University Medical Faculty Foundation Activity	23%
Industry-Sponsored Clinical Trials	0%

**Notes:**  
N/A

I certify that allocation of activity for the individual shown above is a fair representation for the period noted.

Form Certified By:	King, Emily
Form Certified On:	01/18/2009

**This Effort Form has been successfully Certified.** If you would like a hard copy of the effort form, press the printer icon in the top right corner. Press the PDF icon to download a PDF version of this effort form.

Print the effort report

Time stamp

Exit the Effort form

9. Updated Certification status

The Certification flag has been updated to "Y". Click on "Return to Home" to go back to the main screen or click on "Log Off" on the top navigation bar to exit the system.

## Certification

[Home](#)   [My Profile](#)   [Tutorial](#)   [Help](#)   [About](#)   [Log Off](#)

Effort Forms Pending Certification for Current Reporting Period

Name	RP Code	Sub Dept	Title Code	Pre Reviewed?	Certified?	Post Reviewed?
King, Emily	102009	888111	100022	Y	Y	N

[Return to Home](#)