How to Access the Effort Reporting System (ERS) to Certify Effort Reports

Guide for Certifiers (Principal Investigator or designated responsible official who has suitable means of verification to certify the effort form(s)).
1. Log In to ERS & Access Effort Reports

- Go to https://ers.northwestern.edu and log in with your NetID and password. For NetID assistance (if you don’t know NetID or password, or your NetID is inactive), contact Northwestern IT help desk (847-491-4357)
- Once logged on, the following screen will be displayed. If the purple CEM tab is active and you cannot see the STATUS/MY TO list on the main screen, click on the blue CERT tab.
- Reports ready to certify (from current or prior periods) are accessible from the Pending Certification links (numerical digits) under STATUS/MY TO DO. Click on a number to see a list of reports.
2. Select an Effort Report to Certify

- This screen displays the reports which have been pre reviewed by your administrator, and are now ready for you to certify.
- Click on a name to get started.
3. Enter % Effort per Chart String

- Under Certified Effort %, enter your most accurate assessment of actual effort (charged and cost-shared) you or your employee expended on each chart string. Total Certified Effort % must equal 100.
- You may enter additional explanation or comments in the “Notes” field. Notes are displayed on the certified effort report as part of the audit trail.
- When all entries are complete, click “Proceed.”

<table>
<thead>
<tr>
<th>Plan</th>
<th>Accounts</th>
<th>Sponsored Accounts</th>
<th>Payroll %</th>
<th>Cost Sharing %</th>
<th>Total %</th>
<th>Certified Effort %</th>
</tr>
</thead>
<tbody>
<tr>
<td>34%</td>
<td>610-52499999-60012345</td>
<td>CHEMO RESEARCH</td>
<td>33%</td>
<td>1%</td>
<td>34%</td>
<td>34%</td>
</tr>
<tr>
<td></td>
<td>610-52499999-60054321</td>
<td>Vitamin Effects Stud</td>
<td>0%</td>
<td>15%</td>
<td>15%</td>
<td>20%</td>
</tr>
<tr>
<td>10%</td>
<td>610-52999999-60054321</td>
<td>Sleep Pattern Study</td>
<td>0%</td>
<td>10%</td>
<td>10%</td>
<td>10%</td>
</tr>
<tr>
<td>17%</td>
<td>610-5991234-60099999</td>
<td>STEM CELL RESEARCH</td>
<td>17%</td>
<td>0%</td>
<td>17%</td>
<td>17%</td>
</tr>
<tr>
<td>61%</td>
<td>Total Sponsored Accounts:</td>
<td>50%</td>
<td>26%</td>
<td>76%</td>
<td>81%</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Non-Sponsored Accounts</th>
<th>Total Non-Sponsored Accounts:</th>
<th>50%</th>
<th>-26%</th>
<th>24%</th>
<th>19%</th>
</tr>
</thead>
<tbody>
<tr>
<td>110-1234567</td>
<td>Dept Unrestricted</td>
<td>50%</td>
<td>-26%</td>
<td>24%</td>
<td>19%</td>
</tr>
<tr>
<td>0% Unassigned Effort</td>
<td>100%</td>
<td>0%</td>
<td>100%</td>
<td>100%</td>
<td></td>
</tr>
</tbody>
</table>
4. Complete the Institutionally Funded Accounts Summary *(if applicable)*

- If you entered effort on non-sponsored (university & clinical) chart strings, further distribute this effort among the seven categories listed. The total should equal the sum of non-sponsored effort entered in the previous screen. Click “Proceed” when finished.
5. Finalize Certification

- Review the summary of Certified Effort % per chart string + institutional summary and notes if applicable. If all is complete & correct, click “Certify” to attest to and finalize the certification.
  - If the information entered does not accurately reflect actual effort expended, do not certify the report.
  - If the information entered is correct but different than your administrator expected (Total %), ERS will automatically notify the administrator so s/he can take action as needed.

Click “Certify” to complete certification

If the information entered does not accurately reflect effort, do not certify the report. Click “Return” to go back and correct, “Exit Form” to save changes for later, or “Notify” to email your Effort Administrator.
6. Exit or Continue To Other Reports

The certified effort form is displayed on the final screen with your name and date stamp.

If your certified effort differs from administrator estimates, ERS will automatically notify her/him by generating a post review, so s/he can take action as needed (payroll and account management).

If you have finished certifying all effort reports for this reporting period, click “Exit Form.” To certify effort for other individuals you supervise, click “Next Form,” “Previous Form,” “Top Form,” or “Last Form” to continue to another report (options vary depending on where you are in the certification list).

Print certified report or save as PDF.
7. View Completion Status or Log Out

- After clicking “Exit Form” at the bottom of the effort form, you will return to the pick list of pending certifications. Completed certifications show “Y” under the “Certified?” column.

- Click “Return to Home” to go back to the first login screen (displays “Status / My To Do” for current and prior reporting periods), or click the name of an uncertified employee to view and certify the effort report.

- If finished certifying reports, click “Log Off” in the top right corner of your screen to exit the system.