

# 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. Login to ERS

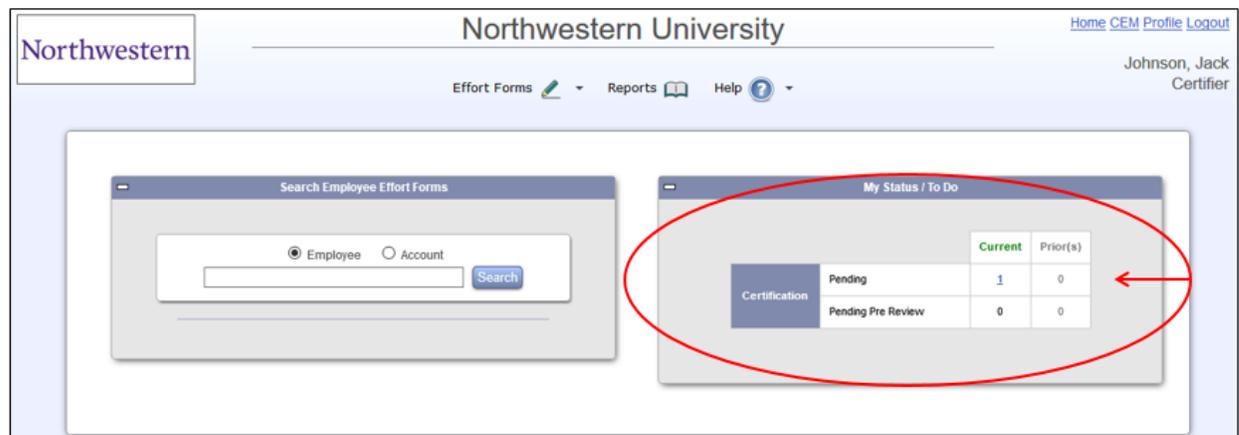
Go to <https://ers.northwestern.edu> and login with your [NetID](#). [Multi-Factor Authentication](#) (MFA) is required; off campus only, [VPN](#) is also required.

- *If you need help with NetID, MFA, or VPN, please contact the [Northwestern IT Service Desk](#) at [consultant@northwestern.edu](mailto:consultant@northwestern.edu) or 847-491-3457.*



## 2. Access Effort Reports

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.



### 3. 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.

Northwestern University  
Home CEM Profile Logout  
Johnson, Jack  
Certifier

Effort Forms Pending Certification (2Q2019)  
Reporting Period 2Q2019  
Certify Multiple Forms

Displaying 1 of 1 records

Certify	Employee Name	Title	Sub Department	Sub Department Name	Form Status	Pre Reviewed By	Certified By	Post Reviewed By	RCT	Assigned Certifier
[AI]	Johnson, Jack	Asst Professor	884300	DEMO SUBDEPT43	Pending Certification	Adams, Grant			[A]	Johnson, Jack

### 4. Confirm % Effort per Chart String

- Review the estimated % effort per chart string in the Certified Effort % column (pre-populated with your administrator's estimates). If this is an accurate assessment of actual effort (charged and cost-shared) you or your employee expended on each chart string, no changes are needed; if actual effort differed from your administrator's estimates, update the % effort per chart string as appropriate. Total Certified Effort % must equal 100%.
- You may enter additional explanation or comments in the "Notes" field if desired (not required). Notes are displayed on the certified effort report as part of the audit trail. When your review (including updates if appropriate) is complete, click "Proceed."

Certify

Name: Johnson, Jack Employee ID: 884401 Title: Asst Professor  
Sub Dept: 884400 - DEMO SUBDEPT44 Division: DEMODIV - DEMODIVISION Title Code: 100021

Changes Saved

Reporting Period: 2Q2019 (12-01-2018 through 02-28-2019)

Commitment	Accounts	Description	Payroll %	Cost Sharing %	Total %	Certified Effort %
Sponsored Accounts						
33%	610-5249999-60012345	CHEMO RESEARCH	33%	0%	33%	33%
	610-5249999-60054321	Vitamin Effects Stud	0%	15%	15%	15%
10%	610-5299999-60054321	Sleep Pattern Study	0%	10%	10%	15%
17%	610-5091234-60099999	STEM CELL RESEARCH	17%	0%	17%	17%
Sponsored Subtotal						80%
Non-Sponsored Accounts						
	110-1234567	Dept Unrestricted	50%	-25%	25%	20%
Non-Sponsored Subtotal						20%
Grand Total						100%

Add Account

Notes  
Of 20% total on 110, 5% is for effort fulfilled on RP0012345, pending chart string set up.

90 of 500 characters used.

Exit Reset Notify Save Proceed

## 5. Finalize Certification

Review the summary of Certified Effort % per chart string and notes if applicable. If all is complete & correct, click "Certify" to attest to and finalize the certification.

### Certify

Name: Johnson, Jack | Employee ID: 8884401 | Title: Asst Professor  
 Sub Dept: 884400 - DEMO SUBDEPT44 | Division: DEMODIV - DEMODIVISION | Title Code: 100021

Certification Complete  
Johnson, Jack on 07-23-2019

Reporting Period: 2Q2019 (12-01-2018 through 02-28-2019)

Accounts	Description	Payroll %	Cost Sharing %	Total %	Certified Effort %
<b>Sponsored Accounts</b>					
<a href="#">810-5249999-80012345</a>	CHEMO RESEARCH	33%	0%	33%	33%
<a href="#">810-5249999-80054321</a>	Vitamin Effects Stud	0%	15%	15%	15%
<a href="#">810-5299999-80054321</a>	Sleep Pattern Study	0%	10%	10%	15%
<a href="#">810-5991234-80099999</a>	STEM CELL RESEARCH	17%	0%	17%	17%
<b>Sponsored Subtotal</b>		<b>50%</b>	<b>25%</b>	<b>75%</b>	<b>80%</b>
<b>Non-Sponsored Accounts</b>					
<a href="#">110-1214567</a>	Dept Unrestricted	50%	-25%	25%	20%
<b>Non-Sponsored Subtotal</b>		<b>50%</b>	<b>-25%</b>	<b>25%</b>	<b>20%</b>
<b>Grand Total</b>		<b>100%</b>	<b>0%</b>	<b>100%</b>	<b>101%</b>

Notes  
Of 20% total on 110, 5% is for effort fulfilled on SP0012345, pending chart string set up.

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

**Certify**

**Click "Certify" to complete certification**

*If the finalized effort % per chart string includes corrections to your administrator's pre review estimates, or you have added or modified notes, she/he/they will be notified so action can be taken as needed.*

*If the information entered does not accurately reflect effort, do not certify the report. Click "Make Changes" to go back and correct, or "Exit" if you need to save the report and come back later.*

## 6. Exit The Report to Return to Worklist

### Certify

Name: Johnson, Jack | Employee ID: 8884401 | Title: Asst Professor  
 Sub Dept: 884400 - DEMO SUBDEPT44 | Division: DEMODIV - DEMODIVISION | Title Code: 100021

Certification Complete  
Johnson, Jack on 07-22-2019

Reporting Period: 2Q2019 (12-01-2018 through 02-28-2019)

Accounts	Description	Payroll %	Cost Sharing %	Total %	Certified Effort %
<b>Sponsored Accounts</b>					
<a href="#">810-5249999-80012345</a>	CHEMO RESEARCH	33%	0%	33%	33%
<a href="#">810-5249999-80054321</a>	Vitamin Effects Stud	0%	15%	15%	15%
<a href="#">810-5299999-80054321</a>	Sleep Pattern Study	0%	10%	10%	15%
<a href="#">810-5991234-80099999</a>	STEM CELL RESEARCH	17%	0%	17%	17%
<b>Sponsored Subtotal</b>		<b>50%</b>	<b>25%</b>	<b>75%</b>	<b>80%</b>
<b>Non-Sponsored Accounts</b>					
<a href="#">110-1214567</a>	Dept Unrestricted	50%	-25%	25%	20%
<b>Non-Sponsored Subtotal</b>		<b>50%</b>	<b>-25%</b>	<b>25%</b>	<b>20%</b>
<b>Grand Total</b>		<b>100%</b>	<b>0%</b>	<b>100%</b>	<b>101%</b>

Notes  
Of 20% total on 110, 5% is for effort fulfilled on SP0012345, pending chart string set up.

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

**Exit**

If desired, print certified report or save as PDF.

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

**Click "Exit" if the certification is accurate and final, or Make Changes if you made a mistake and need to correct.**

## 7. View Worklist Status

- After clicking “Exit” at the bottom of the completed effort report, you will return to your certification worklist, which displays the certified status. If you have additional reports to certify, click on an individual’s name to review and complete.
- If you are finished certifying reports, click Logout in the top right corner to exit the system, or Home to work on reports from a different period.

The screenshot displays the Northwestern University Effort Reporting System interface. At the top left is the Northwestern University logo. The main header reads "Northwestern University". In the top right corner, there are links for "Home", "CEM Profile", and "Logout", with "Logout" circled in red. Below the header, the user is identified as "Johnson, Jack" and "Certifier". The main content area is titled "Effort Forms Pending Certification (2Q2019)" with a sub-header "Reporting Period 2Q2019". A "Certify Multiple Forms" button is visible. Below this, it says "Displaying 1 of 1 records". A table lists the pending certification records.

Certify	Employee Name	Title	Sub Department	Sub Department Name	Form Status	Pre Reviewed By	Certified By	Post Reviewed By	RCT	Assigned Certifier
[All]			[All]		[All]				[A]	
	<a href="#">Johnson, Jack</a>	Asst Professor	884300	DEMO SUBDEPT43	Certified	Adams, Grant	Johnson, Jack			Johnson, Jack