

The federal government requires institutions that receive federal funding to conduct an effort certification process. All researchers and staff members who have effort allocated to one or more sponsored projects, cost sharing related to sponsored activities, or more than one functional activity (e.g., Instruction, Departmental Administration, Plant Operations and Maintenance) are required to certify.

With that in mind, I'm writing to advise you of the necessity to certify your effort for fiscal year 2011, which covers the period July 1, 2010 through June 30, 2011. Please note that you must certify your effort by August 15, 2011. If your effort is not certified in a timely manner, the university could lose federal funding and be subject to financial penalties.²⁰

You can easily complete the online certification process in a few minutes by following these directions:

1. Connect to Wolverine Access (at lower left on the U-M home page: <http://www.umich.edu>)
2. Select EMPLOYEE BUSINESS
3. Log in with your unickname and Kerberos password
4. In the folder "Employment Information," select EFFORT CERTIFICATION
5. Select FY10-11 (for fiscal year 2011)
6. Read the educational material and answer the three questions
7. Click COMPLETE to move to the next screen
8. If your report reasonably reflects your effort for the time specified, click YES to move to the next screen. If you agree with the statement, click OK to submit your report. You have now certified your effort for the specified period. Click RETURN. Notice that the screen now reads: CERTIFIED FY10-11.
9. If you are not sure if your report reasonably reflects your effort, click NO. Please add text to the e-mail stating your concerns and click SEND. The system will automatically create an e-mail to your administrator who will contact you to assist with the certification process.
10. Log out completely

If you are no longer an active university employee, you cannot certify online. Please contact your departmental administrator for assistance in filing a paper effort certification report. MAC users -- please use Safari 3.1.1.

The ITS Help Desk is available at 4-HELP (734-764-4357) or 4HELP@umich.edu to assist you with system access questions or technical issues with the online certification tool. Please contact your departmental administrator with any other questions about Effort Reporting.

For more information about the university's effort certification process, visit the Standard Practice Guide at <http://spg.umich.edu/pdf/501.10.pdf> and the Financial Operations website at <https://www.finops.umich.edu/programs/effortrptg?auth3Dtrue>.

Thank you for your prompt attention to certify your effort by August 15, 2011. Please feel free to contact me with any questions.

Regards,

Cheryl L. Soper
Controller & Director of Financial Operations