

The System: Access

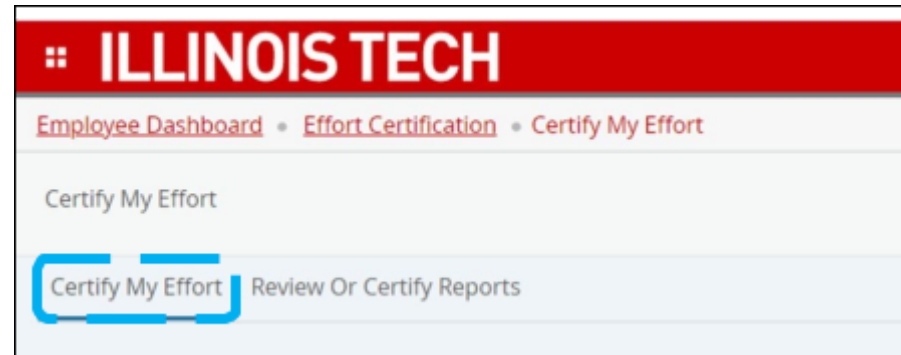
The screenshot shows the MyIIT Portal dashboard with a blue dashed box highlighting the 'Grant Effort Certification Reporting' link in the 'Grant Effort Certification Reporting' section. The dashboard is organized into several sections:

- Employee Dashboard:** Includes an 'Employee Dashboard' icon and a 'click here' link.
- Time Reporting:** Includes a 'Submit Timesheet' link.
- Time Approval:** Includes 'Approve Timesheet', 'Update Approval Proxies', and 'Timesheet Reports' links.
- HR Announcements:** Includes links for 'Current Open Positions', 'Portal Site', 'Forms', 'Benefits', 'Human Resources Policy & Procedure', 'PeopleAdmin 7.0 Training', 'Title IX - Sexual Harassment Training and Development', and 'PeopleAdmin 7'. It also features an 'EthicsPoint - IIT's Ethics HelpLine' section with a description of the university's commitment to ethical conduct.
- Community Support:** Includes a 'CONCERNED ABOUT AN IIT STUDENT, FACULTY OR STAFF MEMBER?' section with a description of the Community Support Team's role and a 'Community Support website' link. A 'COMMUNITY SUPPORT' icon is also present.
- Administrative Offices:** Includes an 'IIT Phone Book' link.
- Institutional Information:** Includes a section for 'INSTITUTIONAL REPORTS' with a 'By The Numbers Fall 2020' link and a 'STUDENT DEMOGRAPHICS' section showing 'Female: 37%' and 'Male: 63%'. A blue dashed box highlights the 'Grant Effort Certification Reporting' link in this section.
- Policies and Procedures:** Includes a 'University Plan for Reopening from COVID-19' link and sections for 'POLICY AND PROCEDURES' (University Policies and Procedures, Human Resources, Controller's Office, Purchasing) and 'STUDENTS AND FACULTY' (Faculty Handbook, Student Handbook, Chicago-Kent Student Handbook, Undergraduate Bulletin (catalog), Graduate Catalog).

The bottom of the page features the IIT logo and the text 'ILLINOIS INSTITUTE OF TECHNOLOGY'.

The System: Basic Navigation

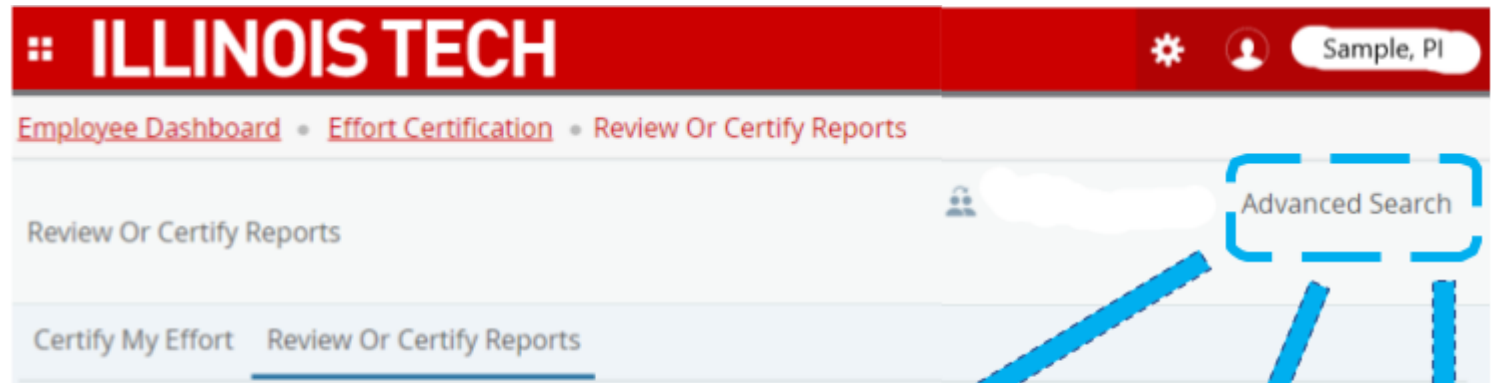
- Click “Certify My Effort” to certify your own effort
- Click “Review or Certify Reports” to certify researcher effort on your grants



The System:

Search:

- Use “Advanced Search” to look up employee effort using multiple search fields. The Chart of Account Code field **must be populated** for all searches.



Advanced Search

ID	Last Name	First Name	Chart of Account Code	Effort Period Code
<input type="text" value="Enter ID"/>	<input type="text" value="Enter Last Name"/>	<input type="text" value="Enter First Name"/>	<input type="text" value="Select COA code"/>	<input type="text" value="Select Period Code"/>
State	Status	Grant		
<input type="text"/>	<input type="text"/>	<input type="text" value="Select Grant Code"/>		

Clear Close Go



The System: Report

Review

ILLINOIS TECH Settings User Sample, PI

[Employee Dashboard](#) [Effort Certification](#) [Effort Report](#) Effort Report refreshed successfully.

Doe, John

[Effort Report](#) [Pay Period Summary](#) [Comments](#) [Routing Queue](#) Print

Sponsored

Effort Category	Grant	Fund	Effort
EFFORT	321129 RSA Long-Term Traing Grant Program	321129 DE H129B090074	63

Total Sponsored Activity 63%

Non Sponsored

Fund	Organization	Effort Category	Effort
100000 Unrestricted Fund			37

Total Non Sponsored Activity 37%

Total : 100.00%

[Request Changes](#) [Certify](#) [Add New Funding](#) [Save](#)

Effort Report Overview

Report Status

SUM2019
Summer 2019
October 22, 2019 - December 31, 2019

Awaiting Certification - Unlocked

Important Dates

Begin Pre-Review
October 22, 2019
Certification Period
October 22, 2019 to December 31, 2019
Post Review End

Pay Dates

BW - 13 June 02, 2019-June 15, 2019
BW - 14 June 16, 2019-June 29, 2019
BW - 15 June 30, 2019-July 13, 2019
BW - 16 July 14, 2019-July 27, 2019
BW - 17 July 28, 2019-August 10, 2019
BW - 18 August 11, 2019-August 24, 2019



The System: Certify

Fund: 321129 DE H1298090074 Effort: 63

Total Sponsored Activity 63%

Effort Category: Effort: 27

Total Non Sponsored Activity 37%

Total : 100.00%

Buttons: Request Changes, **Certify**, Add New Funding, Save

Certify

confirm that I have firsthand knowledge of the work performed by the above named employee or a reasonable means of verification of this report. The above payroll distribution represents a reasonable estimate of the actual work performed by the employee during the period covered by this report. Note: per 2CRF§200.430, (B) Significant changes in the corresponding work activity (as defined by the non-Federal entity's written policies) are identified and entered into the records in a timely manner. Short term (such as one or two months) fluctuation between workload categories need not be considered as long as the distribution of salaries and wages is reasonable over the longer term; and (C) The non-Federal entity's system of internal controls includes processes to review after-the-fact interim charges made to a Federal award based on budget estimates. All necessary adjustment must be made such that the final amount charged to the Federal award is accurate, allowable, and properly allocated.

Buttons: Cancel, I Agree

! Note: If the “Certify” button is missing and instead there is an “Allocate Effort” button, see next slide.

Allocable

Fund: 351223 USDA/20196701729254 Organization: 4932 IFM Center for Nutrition Research Effort: 42.00

Total Allocable Activity 42.00%

Total : 100.00%

Buttons: Request Changes, **Allocate Effort**, Add New Funding, Save

~~The System: Allocate Effort BEFORE Certification~~

- ! If the “Certify” button is missing and instead there is an “Allocate Effort” button, click “Allocate Effort”.

Fund	Organization	Effort
351223 USDA/20196701729254	4932 IFSH Center for Nutrition Research	<input type="text" value="42.00"/>

Total Allocable Activity 42.00%
Total : 100.00%

[Request Changes](#) [Allocate Effort](#) [Add New Funding](#) [Save](#)

~~The System: Allocate Effort BEFORE Certification~~

- Key the Allocable Effort percentage value into the Effort text box and click “Save”

Total Sponsored Activity	25.00%
Total Non-Sponsored Activity	33.00%
Allocable Effort	42.00%
Effort Category ▲	Percent ▲
Effort	42
Total Allocation	42.00%

Total Sponsored, Non-Sponsored and Allocable 100.00%

Clear Changes Cancel Save

The System: Allocate Effort BEFORE Certification

- You will automatically be returned to the Effort Report where the new allocation is viewable and the “Certify” button should now be visible. Click “Certify”.

Fund	Organization	Effort
351223 USDA/20196701729254	4932 IFSH Center for Nutrition Research	42.00

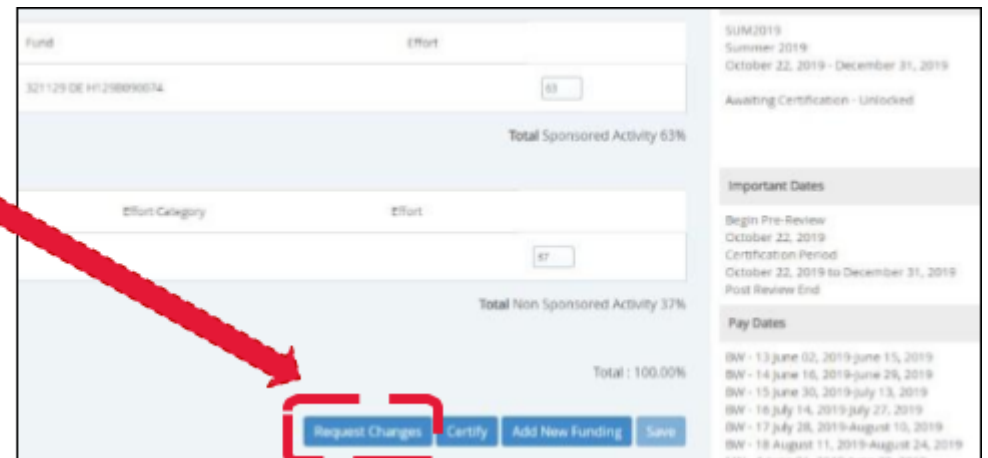
Total Allocated Activity 42.00%
Total : 100.00%

Request Changes Certify Add New Funding View Effort Allocation Save



The System: Request Changes

- If the report is incorrect, click the “Request Changes” button. Your default email application will open a new message window.
- Email [your RAS contact](#) and indicate which percentages, effort categories, and/or other data are incorrect and include the corrections in your message.



The screenshot displays a web interface for managing a grant or project. It features a table with columns for 'Fund' and 'Effort'. The first row shows '521129 DE H128890074' with an effort of '63'. Below this, it indicates 'Total Sponsored Activity 63%'. The second row shows an 'Effort Category' and an effort of '67', with 'Total Non Sponsored Activity 37%'. At the bottom, a 'Total: 100.00%' is shown. A red arrow points to a 'Request Changes' button, which is highlighted with a red box. Other buttons include 'Certify', 'Add New Funding', and 'Save'. On the right side, there is a sidebar with 'Important Dates' and 'Pay Dates'.

Fund	Effort
521129 DE H128890074	63
Total Sponsored Activity 63%	
Effort Category	Effort
	67
Total Non Sponsored Activity 37%	
Total: 100.00%	

Request Changes **Certify** **Add New Funding** **Save**

Important Dates
Begin Pre-Review: October 22, 2019
Certification Period: October 22, 2019 to December 31, 2019
Post Review End: [Date]

Pay Dates
BW - 13 June 02, 2019-june 15, 2019
BW - 14 June 16, 2019-june 29, 2019
BW - 15 June 30, 2019-july 13, 2019
BW - 16 July 14, 2019-july 27, 2019
BW - 17 July 28, 2019-August 10, 2019
BW - 19 August 11, 2019-August 24, 2019



~~The System: Request~~

~~Changes~~

- If a funding source is not included for an employee but should be, click “Add New Funding”.
- The Effort System data points pull from actual payroll data recorded in Banner.
- A subsequent labor distribution change in Banner will be needed so the systems agree.
- Contact your RAS contact for next steps, which include providing an explanation for the original disconnect