

Certifying For Individuals Who Have Left the University

Consistent with University policy, all effort cards must be certified, whether or not the individual is currently a CU employee. Unless circumstances make it impossible to do so, faculty should certify their own effort, and PI's should certify the effort of their staff **prior to departure from the University**. Where this is not possible, it is permissible for faculty to certify after their departure. In cases where the individual cannot or will not certify after their departure, it is permissible for a Department Chair or another faculty member (e.g. PI of awards where faculty member's salary was charged) to certify for the individual using suitable means of verification of the individual's activities. These certifications must be completed manually. **All certifications done manually must be accompanied by a Certification Justification Form.**

Instructions for Effort Coordinators

1. Select "Lookup" from the Manage section of the blue navigation bar.
2. In the Employee box, type in the last name of the employee you would like to view, wait for the black box to identify your search criteria, select the appropriate employee and click Submit.
 - Note: If you enter in a PI's name, it will take you to that PI's certification page, where you can print the PI's effort card as well as the effort cards of the PI's researchers. You can also use the lookup function to see the certifications related to a specific sponsored project by entering information in the Sponsored Project field.
3. Above the project listing on the effort card portion of the certification page, click the PDF icon.
4. Print a copy of the effort card PDF and have the individual fill in the 'Certified Effort' column, sign and date the certification.
 - The PDF form prints with the payroll and cost share numbers currently entered in the ECRT system. **Please have the certifier verify that each of the numbers is correct and indicate the proper effort percentage in the 'Certified Effort' column for each project-activity.**
5. When the certification period opens, email a PDF of the signed effort card and a completed Certification Justification Form (following page) to effort-reporting@columbia.edu.

**Effort Reporting
 Manual Certification Justification Form**

Department # & Division:	
Effort Coordinator:	
Employee Name and Uni:	
Certifier Name and Uni:	
Certifier Relationship to Employee: (PI, Chair, etc.)	

The effort certification must be signed by either the individual him/herself, or by a responsible official who has exercised suitable means of verification of the activities of the individual(s) for whom he or she is certifying. Examples of “suitable means of verification” include but are not limited to: direct supervisory responsibility, email correspondence, review of calendars, travel records and teaching schedules, review of progress reports, time cards and logbooks, and contemporaneous notes from meetings and/or discussions.

If certifier is anyone other than the self-certifier or PI, please describe basis for certification for each project-activity listed on the card.

Project-Activity:	Basis for Certification:

Please indicate the reason why the certification cannot be completed online via ECRT:

****In order for the certification to be considered, a copy of the signed PDF effort certification must be attached and the effort for each account must be indicated in the “certified effort” column.**