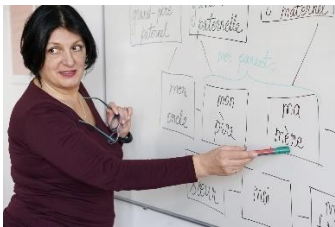


CERTIFYING EFFORT

Effort is the portion of time spent on any activity for which an employee works for the University as part of their job requirements, this includes commitments to federal and non-federal sponsored agencies.

3X PER YEAR | Faculty receive an e-mail notification to certify the Actual Effort Column percentages in their report(s).

Effort Certification Report Types



Faculty Effort Certification Report

[Section I](#) covers the steps to certify your effort.



Principal Investigators (PI) Certification Report

[Section II](#) covers the steps to certify the effort for staff who have been paid from and/or have committed effort to the PI's projects.

ICONS YOU MAY SEE IN THE REPORT

Icons Defined



Bubble icon = notes for the viewer



Notepad icon = timestamp of actions performed



Warning icon = **please ignore**

FOR ADDITIONAL ASSISTANCE

Policies and Directives

Cost Analysis

352-392-5778

effort@admin.ufl.edu

SECTION I – CERTIFY YOUR EFFORT

ACCESS YOUR CERTIFICATION REPORT

1. Click the link at the bottom of the **Semester Effort Report** e-mail message.

**SEMESTER EFFORT REPORT
IS NOW AVAILABLE FOR ELECTRONIC CERTIFICATION**

Please use the link at the bottom of this email to directly access and certify your effort report.

Note: You will be prompted to sign in with your GatorLink ID and password if you are not already signed in to myUFL.

- If you **Agree** that the report is a reasonable estimate of your effort for the term:
 1. Click on the Certify/Send Back Button
 2. Choose the Certify Radio Button
 3. Read the statement and if you agree, click on the check box at the end of the statement
 4. Click OK
- If you believe that the report is **NOT** a reasonable estimate of your effort for the term:
 1. Make adjustments in the "Actual Effort" column to correct the allocations
 2. Click on the Certify/Send Back Button
 3. Choose the Certify Radio Button
 4. Read the statement and click on the check box at the end of the statement
 5. Click OK

Alternatively, you may log into <https://my.ufl.edu> and use the navigation shown below:

- Human Resources --> Effort Reporting --> Effort Certification --> Certify Effort

1. At the main search screen, click on the search button to see the report that requires certification.

Additional effort guides, FAQs, forms, and other information are available on the [Effort Toolkit](#) page.

As always, the Effort Reporting core offices are here to assist you. You may communicate best with us by email at effort@admin.ufl.edu.

Note: You will continue to receive an email notice until your effort has been electronically certified.

Links to Certified Reports:

[Jaminal Mar Antonio](#)

2. If prompted, log into myUFL with your GatorLink credentials. The effort certification report is displayed.

TIP: You can also access your certification report via **Main Menu > Human Resources > Effort Reporting > Effort Certification > Certify Effort**. Verify that the **My Queue Only** check box is selected and then click **Search**.

VERIFY ACTIVITIES

Effort by Job First 1 of 1 Last

Appointment 0 CLIN AST PROF Department 29141401 - MD-SURGERY-GI-MINIM INVAS SURG

Actual Effort

Units Percent Entered 100 Remaining 0

[Detail](#) [Show Less Detail](#) [Show More Detail](#)

Enter Effort by Activity First 1-20 of 20 Last

	Activity Details	Committed%	Actual Effort (%)	Max Effort%
<input type="checkbox"/> Instructional Activity				
<input type="checkbox"/> Research/Other Sponsored Activities		5	5	
Department Funded Research				
Externally Funded Research/Other Spons Activity		5	5	
P0241428 - Novel Pathway_Ohio_Year 4		5	5	
<input type="checkbox"/> Clinical			76	
Billed Clinical Care			76	
Unbilled Clinical Activities				
<input type="checkbox"/> Administration and Services				
Service				
University / College / Department Administration				
University Governance				
Practice Plan Administration				
<input type="checkbox"/> Other				
<input type="checkbox"/> Sabbatical/Leave of Absence				

- Effort reporting must reflect all compensated activities, including those not federally funded, such as: Other Research and Administration, for which you received compensation from the University of Florida. Verify the correct activities for the effort period are listed.

TIP: See **page 11** for a definition of the activity categories.

Are any activities missing?

- No: Continue to step 4.**
- Yes:** I need to **Deny** the report and return to my Effort Coordinator for corrections. **Skip to step 5.**

REVIEW ALLOCATION PERCENTAGES

4. Review the **Actual Effort (%)** column

- Ensure the percentages reflect how you **actually spent** your time during the effort period.

TIP: Effort is **NOT** based on a 40-hour work week. It is the proportion of time spent on an activity as it relates to the time spent on all activities.

The screenshot shows the 'Effort by Job' form for Appointment 1 PROF, Department 37045010 - SR-NEURO-DAVIS LAB. The 'Actual Effort' section is active, showing a table with columns for Activity Details, Committed%, and Actual Effort (%). A red box highlights the 'Actual Effort (%)' column, which contains input fields for various activities. The 'Committed%' column shows values like 1 for 'Research/Other Sponsored Activities' and 1 for 'Externally Funded Research/Other Spons Activity'.

Activity Details	Committed%	Actual Effort (%)
Instructional Activity		
Thesis & Dissertation		
Other Instructional Activity		
Clinical Teaching (No Registered Students)		
Research/Other Sponsored Activities	1	1
Department Funded Research		
Externally Funded Research/Other Spons Activity	1	1
P0250356 - 527107: R35NS097224		
P0253910 - 527367: Davis R21AG068887	1	1
Clinical		
Billed Clinical Care		
Unbilled Clinical Activities		
Administration and Services		
Service		
University / College / Department Administration		
University Governance		
Practice Plan Administration		
Other		
Sabbatical/Leave of Absence		

- Update percentage values if needed. If you do, verify the **total effort allocation equals 100%** when finished.

CERTIFY REPORT

5. Click the **Certify / Send Back Report** button.

The screenshot shows the 'Certify / Send Back Report' button, which is highlighted with a red box. Above the button, there are fields for 'Rept Seq 1 Status Open' and checkboxes for 'Multiple Jobs' and 'Overload'.

6. Certify or Deny Your Effort as Documented

- **Yes, all is correct:** Click **Certify**. Continue to step 7.

The screenshot shows the 'Take Action On Effort Report' form. Under the 'Action' section, the 'Certify' radio button is selected and highlighted with a red box. Other options include 'Deny' and 'Return to Previous Screen'. Below this is a 'Comments (required for Deny action)' text area. At the bottom, there is a table titled 'Action will Apply to these Job / Empl RCD#' with columns for 'Appointment' and 'Description'. The table contains one row with '0' in the Appointment column and 'ASO PROF' in the Description column. 'OK' and 'Cancel' buttons are at the bottom.

- **No, there are activity errors:**
 - Click **Deny** to send the report back to the Effort Coordinator for updates.
 - Type in a comment to explain which activities are missing.
 - Click **OK**. Your effort report leaves your queue. The Effort Coordinator will make updates and then return to your queue to review.

The screenshot shows the 'Take Action On Effort Report' form. Under the 'Action' section, the 'Deny' radio button is selected and highlighted with a red box. The 'Comments (required for Deny action)' text area is also highlighted with a red box. The rest of the form, including the table and buttons, is the same as in the previous screenshot.

7. Read the certification statement. Click the check box if you agree with the statement.

The screenshot shows the 'Action' form. It has radio buttons for 'Certify', 'Deny', and 'Return to Previous Screen'. To the right of the 'Certify' button is a certification statement: 'By clicking in the checkbox below, you certify that you have reviewed the allocations of effort shown, made revisions if needed, and agree that the effort reflected here represents a reasonable estimate of how your time was actually spent during the corresponding period. If you are a proxy certifier, then you certify that you have a suitable means of verification and the effort activities and corresponding work were actually performed, as is required by UFR 200 Uniform Guidance.' Below this statement is a checkbox labeled 'Check here to indicate your agreement with above:' which is highlighted with a red box.

8. Click **OK**.

Take Action On Effort Report

Action

Approval Path: CERT_EMPLOYEE Certified Module - Employee Current Step: 3 - Employee Self Certify

☒ **Certify** By clicking in the checkbox below, you certify that you have reviewed the allocations of effort shown, made revisions if needed, and agree that the effort reflected here represents a reasonable estimate of how your time was actually spent during the corresponding period.
☐ **Deny** If you are a proxy certifier, then you certify that you have a suitable means of verification and the effort activities and corresponding work were actually performed, as is required by 2 CFR 200 Uniform Guidance.
☐ **Return to Previous Screen** Check here to indicate your agreement with above: ☒

Comments (required for Deny action)

254 characters remaining

Action will Apply to these Job / Empl RCD#s

Appointment	Description
0	ASO PROF

Find | [Icons] | First 1 of 1 Last

OK Cancel

9. Read the Conflict-of-Interest statement to certify you are in compliance with UF's Policy.
- To indicate you agree with the statement, click the check box.
 - Click **OK**.

Conflict of Interest Disclosure

Conflict of Interest Response

☒ I certify that I have reviewed and am in compliance with [UF's Policy on Conflicts of Commitment and Conflicts of Interest](#)

OK Cancel

10. Your effort certification for the semester is now complete.

SECTION II – CERTIFY SOMEONE ELSE’S EFFORT

Principal Investigators certify the effort for staff who have been paid from and/or have committed effort to their projects.

ACCESS CERTIFICATION REPORTS

1. Click the link at the bottom of the **Semester Efforts Reports for Your Sponsored Projects** e-mail message.

REMINDER: SEMESTER EFFORT REPORTS
FOR YOUR SPONSORED PROJECTS ARE AVAILABLE FOR ELECTRONIC CERTIFICATION

Please use the links at the bottom of this email to directly access and certify the effort reports of staff working on Sponsored Projects for which you are listed as the PI.

Note: You will be prompted to sign in with your GatorLink ID and password if you are not already signed in to myUFL.

1. If you Agree that the report is a reasonable estimate of the effort of the individual on your projects for the term:
 1. Click on the Certify/Send Back Button
 2. Choose the Certify Radio Button
 3. Read the statement and if you agree, click on the check box at the end of the statement
 4. Click OK
- If you believe that the report is NOT a reasonable estimate of the effort on your projects for the term:
 1. Click on the Certify/Send Back Button
 2. Choose the Deny Radio Button
 3. Input a comment as to the reason it is not a reasonable estimate
 4. Click OK

Alternatively, you may log into <https://my.ufl.edu> and use the navigation shown below:

1. Human Resources --> Effort Reporting --> Effort Certification --> Certify Effort
1. At the main search screen, click on the search button to see a list of all individuals that need certification.

Additional effort guides, FAQs, forms, and other information are available on the [Effort Toolkit](#) page.

As always, the Effort Reporting core offices are here to assist you. You may communicate best with us by email at effort@admin.ufl.edu.

Note: You will continue to receive an email notice until your effort has been electronically certified.

Links to Certified Reports:

[Chukwuaja,Blessing](#)

2. If prompted, log into myUFL with your GatorLink credentials. The effort certification report is displayed.

TIP: You can also access your certification report via **Main Menu > Human Resources > Effort Reporting > Effort Certification > Certify Effort**. Verify that the **My Queue Only** check box is selected and then click **Search**.

VERIFY ACTIVITIES

- Effort reporting must reflect all compensated activities, including those not federally funded, such as: Other Research and Administration, for which compensation is received from the University of Florida. Verify the correct activities for the effort period are listed.

TIP: See **page 11** for a definition of the activity categories.

Are any activities the person performed missing?

- No: Continue to step 4.**
- Yes:** I need to **Deny** the report and return to my Effort Coordinator for corrections. **Skip to step 5.**

Effort by Job
First 1 of 1

Appointment 0 GRADUATE AST-R
Department 29240101 - MD-HOBI-GENERAL

Detail
Actual Effort
Units Percent Entered 0 Remaining

Show Less Detail Show More Detail

Enter Effort by Activity
First 1-20 of 20

	Activity Details	Actual Effort (%)
<input type="checkbox"/> Instructional Activity		
Thesis & Dissertation		
Other Instructional Activity		
Clinical Teaching (No Registered Students)		
<input type="checkbox"/> Research/Other Sponsored Activities		
Department Funded Research		
Externally Funded Research/Other Spons Activity		
P0154399 - PCORI Wu Yr2 - Develop an inte		
P0154400 - PCORI Wu Yr3 - Develop an inte		
P0215534 - Bian VA/NonVA - Yr2		
<input type="checkbox"/> Clinical		
Billed Clinical Care		
Unbilled Clinical Activities		
<input type="checkbox"/> Administration and Services		
Service		
University / College / Department Administration		
University Governance		
Practice Plan Administration		
<input type="checkbox"/> Other		
<input type="checkbox"/> Sabbatical/Leave of Absence		

REVIEW ALLOCATION PERCENTAGES

4. Review the **Actual Effort (%)** column
 - a. Ensure the percentages reflect how the individual you are certifying for spent time on the project or projects you are the PI for.
 - b. **Important:**
 - You are not responsible for anything else on the effort record for which you are not the PI for, examples can include other sponsored projects OR even department research.
 - If something is wrong on your project, you will need to deny the record back to the Effort Coordinator for reallocation and updates based on your review.

CERTIFY REPORT

5. Click the **Certify / Send Back Report** button.

2022 - 8-4-2022) Rept Seq 1 Status Open

☐ Multiple Jobs ☐ Overload

Certify / Send Back Report

6. Certify or Deny Effort as Documented
 - **Yes, all is correct:** The projects you are responsible for reviewing and certifying will be listed at the bottom of this screen.
 - i. As a reminder, you are only responsible for certifying the projects for which you are the PI for and nothing else on the effort record.
 - ii. Click **Certify**. **Continue to step 7.**

Take Action On Effort Report

Action

Approval Path CERT_PI PI Certify Path Current Step 3 - PI

☒ **Certify**

☐ Deny

☐ Return to Previous Screen

Comments (required for Deny action)

254 characters remaining

Appointment	Section	Sub Section	Description
0	Sponsored Activities	Sponsored Research	P0134526 - COM IMPS
0	Sponsored Activities	Sponsored Research	P0240623 - Optimizing Infrastructure for

OK Cancel

- **No, there are activity errors:**
 - i. Click **Deny** to send the report back to the Effort Coordinator for updates.
 - ii. Type in a comment to explain which activities are missing.

- iii. Click **OK**. This effort report leaves your queue. The Effort Coordinator will make updates and then return to your queue to review.

Take Action On Effort Report

Action

Approval Path: CERT_PI PI Certify Path Current Step: 3 - PI

☐ Deny

☐ Return to Previous Screen

Comments (required for Deny action)

254 characters remaining

Action will Apply to these Lines Find | [Icon] | [Icon] First 1-2 of 2 Last

Appointment	Section	Sub Section	Description
0	Sponsored Activities	Sponsored Research	P0134526 - COM IMPS
0	Sponsored Activities	Sponsored Research	P0240623 - Optimizing Infrastructure for

OK **Cancel**

7. Read the certification statement. Click the check box if you agree with the statement.

Action

Approval Path: CERT_PI PI Certify Path Current Step: 3 - PI

☒ Certify By clicking in the checkbox below, you certify that you have reviewed the allocations of effort shown, made revisions if needed, and agree that the effort reflected here represents a reasonable estimate of how your time was actually spent during the corresponding period.

☐ Deny If you are a proxy certifier, then you certify that you have a suitable means of verification and the effort activities and corresponding work were actually performed, as is required by 2 CFR 200 Uniform Guidance.

☐ Return to Previous Screen Check here to indicate your agreement with above: ☒

8. Click **OK**.

Take Action On Effort Report

Action

Approval Path: CERT_PI PI Certify Path Current Step: 3 - PI

☒ Certify By clicking in the checkbox below, you certify that you have reviewed the allocations of effort shown, made revisions if needed, and agree that the effort reflected here represents a reasonable estimate of how your time was actually spent during the corresponding period.

☐ Deny If you are a proxy certifier, then you certify that you have a suitable means of verification and the effort activities and corresponding work were actually performed, as is required by 2 CFR 200 Uniform Guidance.

☐ Return to Previous Screen Check here to indicate your agreement with above: ☒

Comments (required for Deny action)

254 characters remaining

Action will Apply to these Job / Empl RCD#s Find | [Icon] | [Icon] First 1 of 1 Last

Appointment	Description
0	ASO PROF

OK **Cancel**

9. Your effort certification for the semester is now complete.

EFFORT REPORTING ACTIVITY CATEGORIES

RESEARCH

DEPARTMENT FUNDED RESEARCH

Research activities that are not sponsored and, consequently, do not receive separate budgeting and accounting. This category is also used to document any other research activities that are supported by department or non-sponsored sources of funding.

Such duties include proposal preparation, planning and conduct of research, as well as related data analysis, manuscript preparation travel and presentation of results. Also includes the preparation and publication of scholarly reviews, chapters, monographs and books, the development of new educational approaches or techniques, the creation of works of art, music, literature, etc.; the development of and/or participation in performance of plays, concerts, and individual performance, as well as other types of medically-related creative activity.



EXTERNALLY FUNDED RESEARCH/OTHER SPONS ACTIVITY

Separately budgeted and accounted for sponsored activity: all sponsored activities that are funded by federal, state, local government and private organizations. This includes all approved grant, contract and industry supported research activities both basic and clinical in nature; the preparation, and conduct of research, as well as related data analysis, manuscript preparation, travel, presentation of results, as well as activities involving the training of individuals in research techniques (research training), where such activities are not included in the instruction function.

FTE assignment is determined by assigned percentage on each funded project and is dependent upon roles and tasks on the project. This should be determined in consultation with the faculty member's supervisor and the project PI.

University fund codes in which this activity is recorded are 201, 209, and 214.



ADMINISTRATION AND SERVICE

A. Administration & Service

SERVICE

Service activities that extend the professional and/or discipline-related services of individuals to the community, state or nation, but do not generate remuneration from a third party. This includes service in professional organizations and academic or professional student organizations, as well as participation in student recruitment, admissions, orientation, and remediation. The description of duties must indicate specific activities performed.



UNIVERSITY / COLLEGE / DEPARTMENT ADMINISTRATION

Administrative and support services benefiting common or joint University / College / Departmental activities. Supervision, management, or staff activities related to the administration of a department, college, or university. This activity provides administrative support and management direction to the instructional, research and public service programs.

Generally restricted to individuals with formal administrative appointments. Effort related to university, college, department committees, councils, etc., should be reflected under University Governance. This category does not include direct administrative effort related to a specific course, which should be reflected in the appropriate instruction category. Direct administrative effort related to a specific project, and funded by the sponsored research, should be reflected in the "Externally Funded Research/Other Spons Activity" category.

UNIVERSITY GOVERNANCE

Activities that provide advisory support to the general governance of the unit or the institution, such as participation on department, college or university committees and councils. Also includes special assignments such as consultation services to university offices and units.

B. Other

AUXILIARY EFFORT

Activities related to selling products or services. This type of effort should be charged to auxiliary accounts.

UFF ACTIVITIES

Assigned release time for union activities.



C. Sabbatical/Leave of Absence

ANNUAL / SICK LEAVE

This activity should be used when the leave taken exceeds 20 work days in the Fall or Spring semester (13 work days in the Summer semester). To determine the appropriate percentage to be reported, multiply the FTE appointed by the number of days on leave and then divide this amount by the total number of work days in the semester.

LEAVE OF ABSENCE (PAID)

An authorized, compensated leave of absence granted to the employee by the university; includes disability leave. Effort should be reported when the chair assigns the leave.

SABBATICAL

An authorized compensated leave of absence granted to the employee by the university; includes sabbaticals and professional development leave. Effort should be reported when the chair assigns the sabbatical.

CLINICAL

CLINICAL TEACHING

Time spent instructing, supervising, and advising residents, interns, or post doctoral trainees who are not formally registered students.

BILLED CLINICAL CARE

Reimbursable activities, including paid clinical contracts, in a clinical environment that do not involve health science center students or house staff. Salaries in this activity may be paid from Practice Plan funds. Activities related to grants recorded in Fund 201, 209, & 214 should be recorded as, "Externally Funded Research/Other Spons Activity."

UNBILLED CLINICAL ACTIVITIES

Non-reimbursable public service activities in a clinical environment that do not involve Health Science Center students or house staff.

PRACTICE PLAN ADMINISTRATION

Activities for the administration of the Florida Practice Plans of the Health Center including, but not limited to, the administrative and supporting services for the billing, collecting, and distribution of professional fees.

