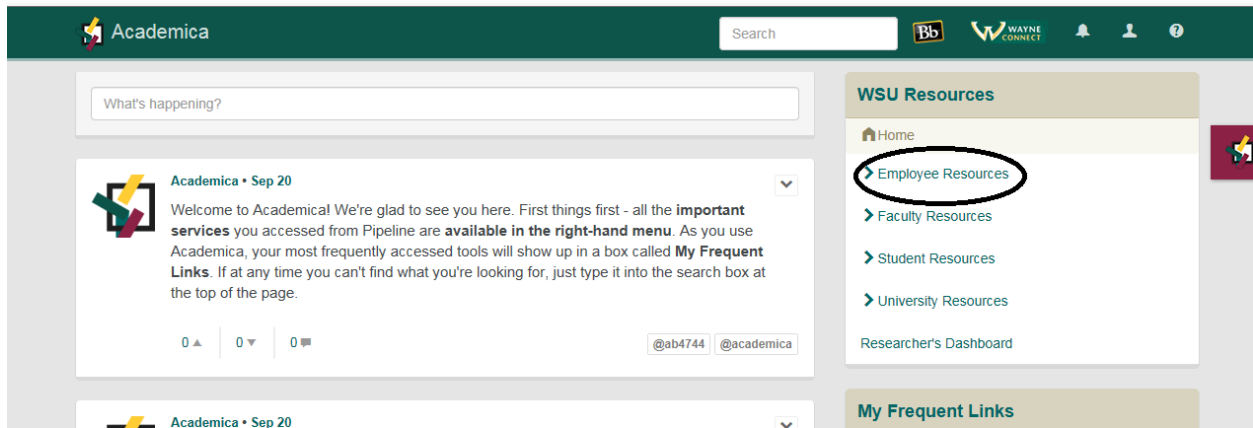
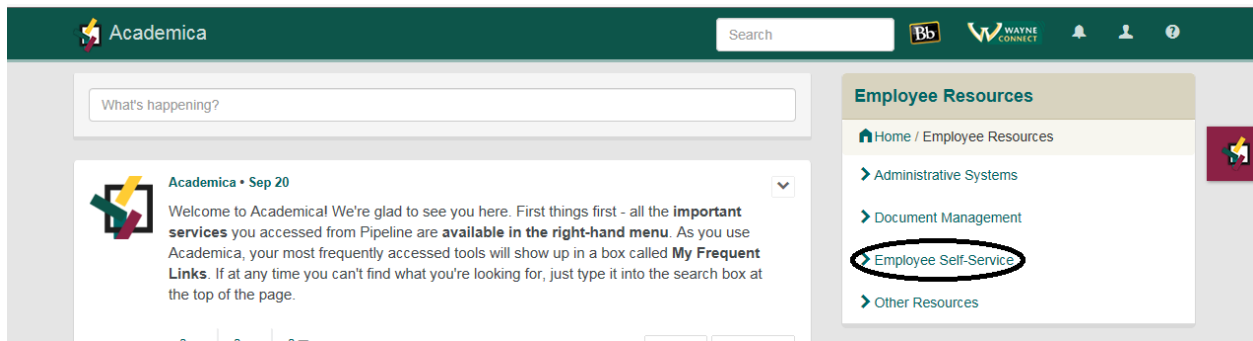


# Certifying Your Own Effort

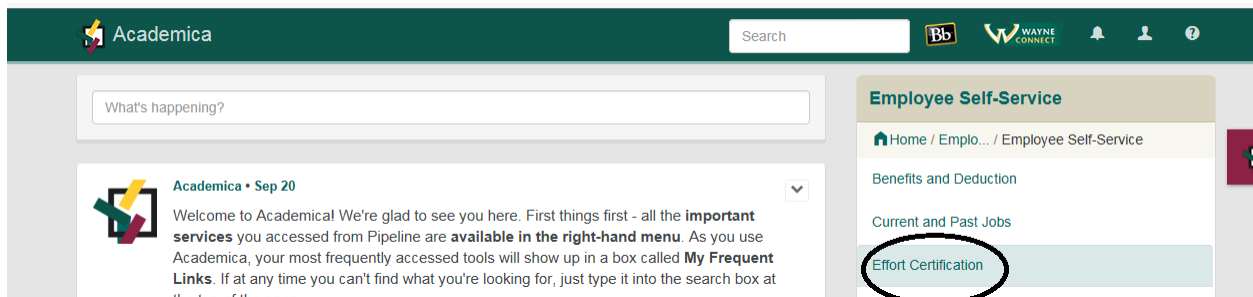
Open Academica and click on “Employee Resources”



Click on “Employee Self-Service”



Click on “Effort Certification”



This is the reporting period!  
 Jan- May : Winter Semester  
 Aug – Dec: Fall Semester  
 Jan – Jun: January 1 to June 30  
 Jul – Dec: July 1 to December 31  
 SS: Spring/Summer Semester

**Certify My Effort**

COA	Period Code	Report Period	Start Date	End Date	Status	Unlocked/Locked
W	12M-10-B	Jul-Dec 2010	February 14, 2011	April 8, 2011	Awaiting Certification	Unlocked

Double click a record to proceed.

If distribution seems correct click on “certify”. If incorrect, click on “Request changes” and talk to your administrator. He/She will take it from there. The next time that you are notified that you need to certify, it should be correct.

**Wayne State University**

**Mark Howard**

**Sponsored**

Grant	Fund	Effort Category	Charge Type	Effort
2588K University of Min	2588K1 University of M	RESEARCH Research	Direct	20
2581Y Ralph Wilson Mo	117M60 VCS 2581Y W	RESEARCH Research	Cost Share	0.31
2M8P NDH R01 AR0425	117N4U VCS 2M8P NDH	RESEARCH Research	Cost Share	7.85
<b>Total</b>				<b>Sponsored Activity 28.16%</b>

**Non Sponsored**

Fund	Organization	Effort Category	Charge Type	Effort
111220 Medicine	068711 Immunology/7%		Direct	71.84
<b>Total</b>				<b>Non Sponsored Activity 71.84%</b>
<b>Total</b>				<b>100.00%</b>

**Funding Chart**

7.85% 20% 71.84%

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