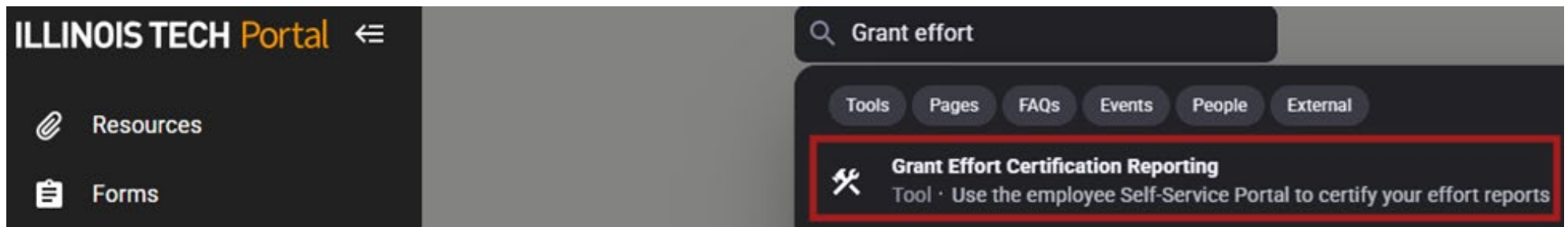


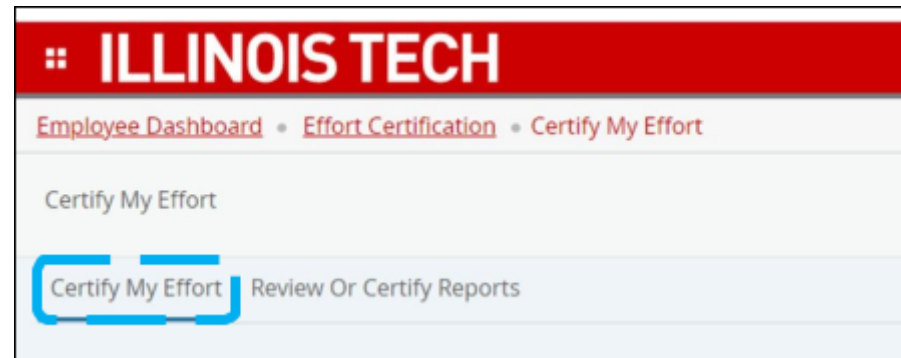
The System: Access



- If you receive an error when selecting the tool that your log-in credentials are invalid, try logging out of the Illinois Tech portal and log back in to proceed.
- If you are still unable to get into the effort certification system, you will need to submit an OTS Support Desk ticket via supportdesk@illinoistech.edu.

The System: Navigation

- Click “Certify My Effort” to certify your own effort
- Click “Review or Certify Reports” to certify the effort of others who worked 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.
- For best results, filter by Chart of Account Code “1” and Status “Awaiting Certification”.

The screenshot displays the ILLINOIS TECH system interface. At the top, a red header bar contains the ILLINOIS TECH logo, a settings gear icon, a user profile icon labeled "Sample, PI", and a navigation breadcrumb: "Employee Dashboard • Effort Certification • Review Or Certify Reports". Below the header, a section titled "Review Or Certify Reports" features a button labeled "Advanced Search" enclosed in a blue dashed box. Three blue arrows originate from this box: one points to the "Advanced Search" modal window, another points to the "Chart of Account Code" dropdown, and a third points to the "Status" dropdown. The "Advanced Search" modal window is open, showing a form with the following fields: "ID" (text input with placeholder "Enter ID"), "Last Name" (text input with placeholder "Enter Last Name"), "First Name" (text input with placeholder "Enter First Name"), "Chart of Account Code" (dropdown menu with "Select COA code"), "Effort Period Code" (dropdown menu with "Select Period Code"), "State" (dropdown menu), "Status" (dropdown menu), and "Grant" (dropdown menu with "Select Grant Code"). At the bottom right of the modal are "Clear", "Close", and "Go" buttons.

The System: Results

- You should see a list of reports that are awaiting certification
- Double click each report to open for review

ILLINOIS TECH⚙️ 👤 [User Name]

[Employee Dashboard](#) • [Effort Certification](#) • [Review Or Certify Reports](#)

Review Or Certify Reports

Advanced Search

Print Open

[Certify My Effort](#) [Review Or Certify Reports](#)

Effort List

COA	Period Code	Period Description	Name	ID	Start Date	End Date	Status	Unlocked/ Locked	Comments
1	SUM2024	Summer 2024	[Name]	[ID]	02/10/2025	03/24/2025	Awaiting Certification	Unlocked	
1	FALL2021	Fall 2021	[Name]	[ID]	02/16/2022	12/31/2099	Awaiting Certification	Unlocked	
1	FALL2024	Fall 2024	[Name]	[ID]	02/10/2025	03/24/2025	Awaiting Certification	Unlocked	
1	FALL2024	Fall 2024	[Name]	[ID]	02/10/2025	03/24/2025	Awaiting Certification	Unlocked	

Results found: 4

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The System: Report View

ILLINOIS TECH

Employee Dashboard • Effort Certification • Effort Report

Print

Effort Report

Pay Period Summary

Comments

Routing Queue

Sponsored

Effort Category	Grant	Fund	Effort
EFFORT Effort	381984 NSF Enabling Extremely Fine-Grained Parallelism on Modern many core architectures	381984 NSF OAC 2107548	55.00
EFFORT Effort	382041 NSF OAC 2150500 REU	382041 NSF oac 2150500	45.00

Total Sponsored Activity 100.00%

Total : 100.00%

Request Changes

Certify

Add New Funding

Save

Effort Report Overview

Report Status

SUM2024
Summer 2024
February 10,2025 - March 24,2025

Awaiting Certification - Unlocked

Important Dates

Begin Pre-Review
February 06,2025
Certification Period
February 10,2025 to March 24,2025
Post Review End

Pay Dates

BW - 12 May 26,2024-June 08,2024
BW - 13 June 09,2024-June 22,2024
BW - 14 June 23,2024-July 06,2024
BW - 15 July 07,2024-July 20,2024
BW - 16 July 21,2024-August 03,2024
MN - 6 June 01,2024-June 30,2024
MN - 7 July 01,2024-July 31,2024
MN - 8 August 01,2024-August 31,2024

The System: Certify

Fund: 3211293E 14120000014

Effort: 66

Total Sponsored Activity 63%

Effort Category: 67

Total Non Sponsored Activity 37%

Total : 100.00%

Buttons: Request Change, 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:

Pay Dates:

- BW - 13 June 02, 2019-June 13, 2019
- BW - 14 June 16, 2019-June 26, 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

Certify

I 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: Do not select the “Request Changes” or the “Add New Funding” button. These options do not communicate or change anything in the University’s payroll system.

The System: Report Issues/Request Changes

- Please review the “Effort Certification FAQs” document to find answers to common questions about effort certification.
- If you need further assistance, please contact Research Administration Services via email at ras@illinoistech.edu.