Designate form to allow for Co-PI or others to certify effort as needed

Obtain Co-PI (or other) Designate form from PI and submit to CGA

Monitor and maintain effort

Notify RA’s/Departments that reports are available to be certified.

Notify PI that certification can now be done in Effort Reporting System

Completes certification process in Effort Reporting System

Reviews and confirms that all certifications are complete. If not complete, RA continues to follow up with PI.

Effort reporting and certification 100% completed by deadline

Completes certification process

Effort Certification

• This process document is current effective 5/26/2015
• If you have questions about this document please contact ptimaps@lists.berkeley.edu
**CSS RA Effort Certification RACI**

<table>
<thead>
<tr>
<th>RACI Role</th>
<th>Responsible: owner of the task.</th>
<th>Accountable: the one ultimately answerable for the correct and thorough completion of the task.</th>
<th>Consulted: provides information and/or expertise necessary to complete the task.</th>
<th>Informed: needs to be notified of results</th>
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- **Designate form to allow for Co-PI or others to certify effort as needed.**
- **Obtain Co-PI (or other) Designate form from PI and submit to CGA.**
- **Monitor and maintain effort.**
- **Notify RA's/ Departments that reports are available to be certified.**
- **Notify PI that certification can now be done in Effort Reporting System.**
- **Complete certification process in Effort Reporting System.**
- **Reviews and confirms that all certifications are complete. If not complete, RA continues to follow up with PI.**
- **Complete certification process.**
- **Effort reporting and certification 100% completed by deadline.**

The table above outlines the responsibilities, accountabilities, consultation, and information needs for each role involved in the CSS RA Effort Certification process.
CSS RA – Effort Certification

Certification every 6 months

START

PI completes Co-PI Designate form to allow for Co-PI or others to certify effort as needed for staff – this step is done prior to actual work starting

Obtain Co-PI (or other) Designate form from PI and submit to CGA

Maintain monthly spreadsheet of PIs' effort posted to each of his/her grants AND sponsor approved effort.

Report or email from supervisor or CGA that the effort system is ready for 6 month review and certification

Check to see if any of the reports need multiple certifications and check the box to allow multiple certifications

Pull effort reports for PI and Co-PI for each project

Compare effort approved by sponsor vs. effort posted to the grant. Determine if cost share needs to be reported.

Redistribute effort percentage and insert any cost share into appropriate projects. – Total effort should not exceed 100%

Notify RA’s/ Departments that reports are available to be certified.

PI completes certification process in ERS

RA reviews and confirms that all certifications are complete. If not complete, RA continues to follow up with PI.

Notify PI that certification can now be done in ERS

PI completes certification process

Effort Reporting and Certification 100% completed by deadline.

END

Legend

Start/End  Process Step  Subprocess Step  Decision Point  CSS  Unit  Central Campus Unit (Disbursements, Procurement etc.)  Faculty (Customer)  3rd Party

Common Smartsheet online repository  Form  Notification sent via Email