

**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.**