

Hello PIs and Co-PIs!

Below you will find a quick guide on how to complete the annual certification process for Chapman's effort reporting system which is required for those who received salaried funds from federal projects. If you only need to certify your own personal effort (including effort you may have contributed to another's grant) you will see your form appear under "Individual Certification". If there is a salaried employee on your federal grant, you will see their effort form(s) available for you to certify under "Project Certification". Hourly employees (e.g., students) are not required to participate in effort reporting.

As you complete this process, please keep in mind that the actual percentage on each form is not what PIs and Co-PIs are being asked to certify. This is the result of an equation that the effort reporting system computes for each individual. **What you ARE being asked to certify is that the amount that you or your employee were paid, and the timeframe (month) that you received that payment is correct.** You can see these figures by clicking on the hyperlink in the "Payroll" column for each project.

Please also note that you are only being asked to certify effort that falls under the "federal sponsored chart fields" section of the forms provided. Any chart fields listed under the "all other chart fields" section are included only so that the PI or Co-PI can see how their effort across all funding sources adds up to 100%.

If at any point you have any questions or concerns, please do not hesitate to reach out to our office for assistance at ERShelp@chapman.edu.

Thank you,




The Office of Research and Graduate Education

Effort Reporting System (ERS) Certification Process Quick Guide




1. Navigate to the Chapman's ERS launch page: <https://ers.maximus.com/Chapman/>
2. **Login** using your assigned User ID and password (Chapman SSO)
3. Select the type of effort you want to certify
 - To certify effort for assigned staff, use the **Project Certification** block
 - To certify your own report, use the **Individual Certification** block

My Status/ To Do			
		Current	Prior(s)
Project Certification	Pending	1	0
	Pending Pre Review	0	1
Individual Certification	Pending	1	0
	Pending Pre Review	0	0

Individual Certification

4. Click on the number located under the Pending/Current field.
5. Click on the **Edit Report** icon  or employee name.
6. Review the effort form and the project data:
 - a) If payroll data provided accurately represents the activities, click **Proceed**.
 - b) If there is a discrepancy on the form, such as an incorrect percentage of effort on a project or a missing project number, click the **Notify** button to automatically send an email to ERShelp@chapman.edu. You can also edit the effort percentage by changing the percentage in the final column on your form.
7. A Certifier Checklist appears providing compliance considerations, click **Close Window**.
8. If effort form is correct, review the attestation statement and click "**Certify**" button.
9. To save a final summary for your records click the PDF  or the Print  icons located in the upper right hand corner. Click the **Exit** button.

Project Certification

4. Click on the number located under the Pending/Current field.
5. Click on the **Edit Project** icon  A list of individuals with salary posting to the project appears. Reports available for your review have a status indicator of **Available for Certification**. Click on the **project** you want to certify.
6. Review the effort form and the project data:
 - a) If payroll data provided accurately represents the activities, click **Proceed**.
 - b) If there is a discrepancy on the form, such as an incorrect percentage of effort on a project or a missing project number, click the **Notify** button to automatically send an email to ERShelp@chapman.edu. You can also edit the effort percentage by changing the percentage in the final column on the form.
7. A Certifier Checklist appears providing compliance considerations, click **Close Window**.
8. When effort for all staff on selected project are correct, review the attestation statement and click "**Certify**" button.
9. To save a final summary for your records click the PDF  or the Print  icons located in the upper right hand corner. Click the **Exit** button.