

Effort Certification Timeline – 1st Quarter, FY2024

Date	Action
Sep 1 - Nov 30	Period of Performance Effort Statements are building in eCrt
Dec 1 - Dec 10	Period Close. No Action. Waiting for payroll to load on 10 th day after quarter end
Dec 11 - Dec 31	Pre-Certification Review Period Statements are ready for Effort Coordinators to review
Jan 1 (22 days for Certification Period)	Certification Period Begins PI's and Certifiers are notified that they have effort statements to certify Effort Coordinators begin to process certified statements
Jan 21 (1 day before certification is due)	PI's and Certifiers who have not certified receive a final reminder to certify
Jan 22 (Last day of Certification Period)	Certification Period Ends All effort statements should be certified and processed
Feb 1	Post Certification Activity Follow-up on Labor Redistributions, Sponsor Notices Initiate Escalation Policy - list of non-certifications sent to Department Chair