

Effort Certification Timeline – 4th Quarter, FY2025

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