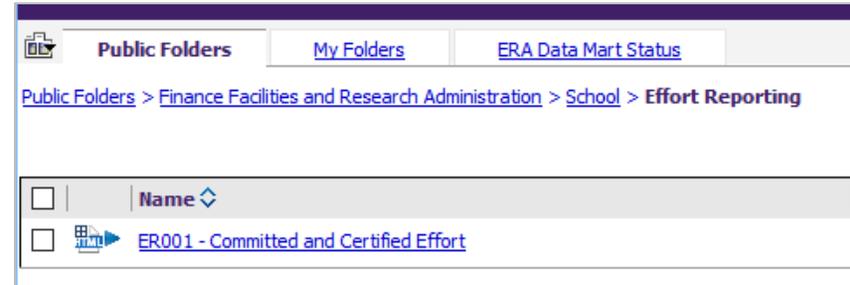


ER001 – Committed and Certified Effort

OVERVIEW

This report shows information about “effort”, the work researchers do on sponsored research projects. These projects are typically funded by the federal government (e.g. NIH, NSF). The Cognos report includes committed and certified effort for fiscal year 2014 and later and may be run for a set of employees, projects, or departments. The report is available in the “Effort Reporting” folder within the “School” and “Central” subfolders of Finance Facilities and Research Administration.



To get permission to run the report, faculty and staff need to submit the FFRA security form and check “Sponsored Program Mgmt” in the “Cognos Report Access” section. If a person has this permission, he/she can view effort data for anyone at the university; there is no project or department-level restriction.

Questions about ER001 can be sent to Northwestern IT support by emailing consultant@northwestern.edu or calling 1-HELP.

REPORT FORMAT

REPORT HEADER

	Committed and Certified Effort	Effort Types: Both Subprojects: Include subprojects Key Personnel: Only key personnel Sponsored Projects: All projects Financials Department: 5202000 - Dermatology
	From Sep 1, 2017 To Aug 31, 2018	

The report has a header that includes the report period dates and the selected prompt information. There is also an appendix at the bottom of the report (or on a separate tab in the Excel export) that shows the prompt information. More detailed prompt information is available at the end of the report in an Appendix.

The report can be viewed in HTML or exported to PDF, formatted Excel, Excel data, or CSV.

PAGE AND SECTION HEADERS

Project ID 60012550	Institution Number CNV0033670
Project Description Fundamental Studies of Light-Induced Charge Transfer, Energy Transfer, and Energy Conversion with Supramolecular Systems	Main PI [REDACTED]
Project Start Date December 1, 2003	Award Number DE-FG02-87ER13808
Project End Date May 14, 2020	

If the “Group by Project ID, then Employee” option is selected on the prompt page, then each page is a project. The project information is in the grey header section: project ID, description, start and end dates (for the entire project, not a single budget year), institution number, the principal investigator, and the sponsor’s award number. People working on the project are shown in sections by the person’s name in bold. For each person, a table showing committed and certified effort information is available.

Name [REDACTED]
Employee ID 2674852

If the “Group by Employee, then Project ID” option is selected on the prompt page, then each page is a person. The employee information is in the grey header section: name and employee ID. Projects for which the person has effort are shown in sections with the project ID and title, institution number and start and end dates. For each project, a table showing committed and certified effort information is available.

DATA TABLE

Title(s)	Fund Code	Financial Department ID	Committed						Certified				
			Role	Budget Period Start	Budget Period End	Committed Effort Calendar Months	Committed Effort Academic Months	Committed Effort Summer Months	Certification Quarter	Certification Period Start	Certification Period End	Certified Effort Percentage	
Post Doctoral Fellow (Trainee)	620	4011400	postdoc	2/16/15	2/15/16	11.04	0	0					
									2Q2015	12/1/14	2/28/15	25%	
										3Q2015	3/1/15	5/31/15	100%
										4Q2015	6/1/15	8/31/15	100%

There are three groups of columns in the output table: summary information, committed effort, and certified effort:

1. **Summary Information**
 - a. Title(s). If the person had more than one job title during the report period, all the titles are listed
 - b. Fund Code

- c. Financial Department ID
- 2. Committed**
 - a. Committed effort is from InfoEd and is available only for sponsored projects
 - b. Each row in this part of the table is a budget period
 - c. The “Role” column is the project role for the person from InfoEd
 - d. Budget Period Start and Budget Period End columns define the budget period dates
 - e. Committed Effort Calendar Months, Committed Effort Academic Months, and Committed Effort Summer Months show committed effort from InfoEd in person months.
- 3. Certified**
 - a. Certified effort is from the Effort Reporting System (ERS/Maximus) and is available both for sponsored and non-sponsored chartstrings
 - b. Each row in this part of the table is a certification quarter
 - c. Certification Quarter, Certification Period Start, and Certification Period End define the time period for the effort certification
 - d. Certified Effort Percentage show what percentage effort was certified for this person for this project for this certification quarter. This data is from the Effort Reporting System (ERS/Maximus).

Although each table is for a single project for a single person, the committed and certified effort are on different rows because committed effort is by budget period and certification is by certification quarter, and the two time periods are different and may only partially overlap.

PROMPTS

Prompts with a red star are required. Prompt selections combine with a logical “AND”. For example, if someone enters employee id 1001234 and a project ID of 60012345 then the report will only show data for that employee working on that project (effort where the person is 1001234 AND the project is 60012345).

REPORT LAYOUT

Select whether you want to group by project ID or employee. Typically, if a report is run for a single project ID, institution number, a principal investigator’s portfolio, or for a financial department, it’s best to select “Group by Project ID, then Employee.” If the report is run for a single employee or a human resources department, it’s typically best to select “Group by Employee, then Project ID”.

Report Layout

Select whether the output should be grouped by Project ID (then Employee) OR by Employee (then Project ID).

- * Group by Project ID, then Employee
- Group by Employee, then Project ID

REPORT DATE RANGE

This prompt defines the date range of interest. For example, if a user wants to see fiscal year 2018, then “start date” would be 9/1/2017 and “end date” would be 8/31/2018. If the user runs the report for a specific project, then the budget years or the entire grant period could be used (e.g. budget year 3/1/2016 – 2/28/2017 or project dates of 3/1/2015 – 2/28/2019). “Start Date” must be 9/1/2013 or later. This report only allows fiscal year 2014 and later.

The report will pull in any budget period that overlaps the report period, even if only partially. For example, if someone puts in report dates of 9/1/2016-8/31/2017, then a project with a budget period of 3/1/2016 to 2/28/2017 will be included in the report because the budget period partially overlaps the report period.

Report Date Range
View committed and certified effort data that fall within the following date range. The start date must be on or after 9/1/2013.

Start Date
*

End Date
*

PROJECT

Search by the NU Financials project ID, including a short description. E.g. 60012345 – Study of Cancer in Mice.

Search for a project ID then click to highlight in the “Results” box and click “Insert” to add it to the “Choice” box. Multiple projects can be added to “Choice” by doing several searches.

Tip: to search by project ID, just enter the ID and click “Search”. To search by description, enter the key word(s), click “Options” and choose “Contains all of these keywords” before clicking “Search”.

Project
Search by entering all or part of a Project ID or description.

Keywords:
Type one or more keywords separated by spaces.

Options ▾

- Starts with any of these keywords
- Starts with the first keyword and contains all of the remaining keywords
- Contains any of these keywords
- Contains all of these keywords

Case insensitive

Results:

60012345 - Optical Network Testbed Worksh

[Select all](#) [Deselect all](#)

Choice:

60012345 - Optical Network Testbed Worksh

[Select all](#) [Deselect all](#)

EMPLOYEE

Search by the person whose effort information is displayed. This can be the professor who is the principal investigator or the graduate student or research staff member working on the project. Report users can search by employee id (emplid) or by name.

Tip: to search by last name, just enter the last name and click “Search”. To search by employee ID, enter the number, click “Options” and select “Contains all of these keywords” before clicking “Search”.

PRINCIPAL INVESTIGATOR

Search by the principal investigator for a project (typically a professor). When a person is entered into this prompt, all of the projects for which the person is the PI will be included in the report. Effort from other employees who work on those projects will be included. Only projects for which the selected person is the main project PI will be included. Co-PI status doesn't count.

COMMITTED/CERTIFIED EFFORT

Users can select whether both committed and certified information is displayed or only one. It is recommended that users keep the default selection of "Both Committed & Certified Effort" to get the most complete information about a project or person.

Committed / Certified Effort
Select one of the effort output options.

* Both Committed & Certified Effort
 Only Committed Effort
 Only Certified Effort

SUBPROJECTS

If the "Include subprojects with main project" option is selected, and the project, PI or institution number prompts are used, then the report will automatically include subprojects with a main project. "Only include projects that are selected" option means that only the projects that were explicitly included in the "Choice" box will be included in the report.

Subprojects
Select whether you want subprojects included when a main project is selected. Use in combination with Project, Institution Number, or Principal Investigator prompts.

* Include subprojects with main projects
 Only include projects that are selected

For example, assume there is a main project SP0001234 that has a subproject PROJ0004567. If a report user runs the report for SP0001234 and selects the "Include subprojects with main project" option, then the report will include both SP0001234 and PROJ0004567. If the user selects "Only include projects that are selected" then only SP0001234 will be included. Note that if the person enters PROJ0004567 into the institution number prompt then only that project will be included regardless of which option is chosen in this prompt.

KEY PERSONNEL FOR COMMITTED EFFORT

Select "Only include key personnel for committed effort" to only include committed effort for people who were noted as "key" on the proposal. Select "Include all people for committed effort" to include every person for whom a committed effort is entered in InfoEd. Using this option will include "TBD Graduate Student" records in the report. This option only affects what committed effort data are included; certified effort is always included for both key and non-key personnel.

Key Personnel for Committed Effort
Select whether you want to restrict committed effort to key personnel.

* Only include key personnel for committed effort
 Include all people for committed effort

SPONSORED PROJECTS

Sponsored Projects

Select whether you want to restrict output to sponsored projects that begin with '6'.

* Include all projects
 Only sponsored projects

This prompt allows users to restrict the report to only show sponsored project (project ids that start with 6).

INSTITUTION NUMBER

Select the specific institution number (e.g. SP0001234). This prompt doesn't have description, it only includes the institution number. PROJ numbers are available.

FINANCIALS DEPARTMENT

Select the NU Financials Department ID to include in the report. Users can search by the department ID or by the name of the department.

Tip: to search by the name of the department, click on "Options" and select "Contains all of these keywords" before clicking "Search".

HR DEPARTMENT

Select the human resources department ID you want to include in the report. Users can search by the department ID or by the name of the department.

Tip: % is a wildcard character. For example, search for 1234% to get all HR departments that start with 1234 (e.g 123400, 123401, 123402).