Accessing Effort Reports
Principal Investigators
As a Principal Investigator, when you initially login to ERS you will be taken to a screen with a report list titled “My Projects.” This report lists all individuals who have been paid from or have cost sharing commitments on one or more projects over which you have project oversight.
Accessing Effort Reports (cont’d)

From this screen, you have the ability to view, edit and certify Effort Reports for:

- Yourself
- those individuals who work on projects over which you have oversight
Accessing Effort Reports (cont’d)

You will access individual Effort Reports by:

• Selecting the Effort Report for individual whose report you wish to view from a Report List.

• Clicking on the **view** icon to view the Effort Report or

• Clicking on the **edit** icon if you intend to edit and/or certify the Effort Report
Once you have access to the Effort Report you may review it, make adjustments and/or certify the report.
This concludes the Accessing Effort Reports for Principal Investigators. In this module you learned that ERS provides Principal Investigators with easy access to Effort Reports for individuals working on their sponsored projects.