



# Accessing Effort Reports Principal Investigators



# Accessing Effort Reports

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.

The screenshot displays the 'UNIVERSITY of CALIFORNIA Effort Reporting System' interface. At the top, the user is identified as 'GRAGYRU DONN (333520644)' with links for 'Account Settings' and 'Sign-Out'. The main section is titled 'EFFORT REPORT LIST' and includes a search filter set to 'My Projects' and 'Reporting Periods' set to 'Winter 04/05 11/12 Academics'. A table titled 'REPORT LIST FOR: MY PROJECTS' contains 10 rows of data. Each row includes a 'Period' dropdown, a 'For' column with a name and ID, a 'Last Modified' date and version, and a 'Status' column. The status for all entries is 'Open'. At the bottom, there are controls for 'Display 20 reports per page' and a pagination indicator showing 'displaying 1 to 10 (10 total)'.

Period	For	Last Modified	Status
Winter 04/05 11/12 Academics	AEGORAN FARNINDAZ,IRINTZI (938610243)	02/03/2006 - v1.0	Open
Winter 04/05 11/12 Academics	CLIRK,INDRAW (534334615)	02/03/2006 - v1.0	Open
Winter 04/05 11/12 Academics	CYWGELL,BORTYN Y (733252545)	02/03/2006 - v1.0	Open
Winter 04/05 11/12 Academics	KOHN,THYMIS (134894609)	02/03/2006 - v1.0	Open
Winter 04/05 11/12 Academics	KRODUSZ,MIRGIRAT I (534356306)	02/03/2006 - v1.0	Open
Winter 04/05 11/12 Academics	MEGOAL,INTYNEY HYRICEY (638637770)	02/03/2006 - v1.0	Open
Winter 04/05 11/12 Academics	MILDYNIDY,RETI RIGOAL (138660204)	02/03/2006 - v1.0	Open
Winter 04/05 11/12 Academics	PARLMIN,DABYRIH G (034819561)	02/03/2006 - v1.0	Open
Winter 04/05 11/12 Academics	SCHOSTAR,MIRK I (533593588)	02/03/2006 - v1.0	Open
Winter 04/05 11/12 Academics	SON,DYNG (838615773)	02/03/2006 - v1.0	Open

# 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

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Period	For	Last Modified	Status
Winter 04/05 11/12 Academics	AEGORAN FARNINDAZ,IRINTZI (938610243)	02/03/2006 - v1.0	Open
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## Accessing Effort Reports (cont'd)

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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

## Accessing Effort Reports (cont'd)

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Once you have access to the Effort Report you may review it, make adjustments and/or certify the report.

## Conclusion

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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.

