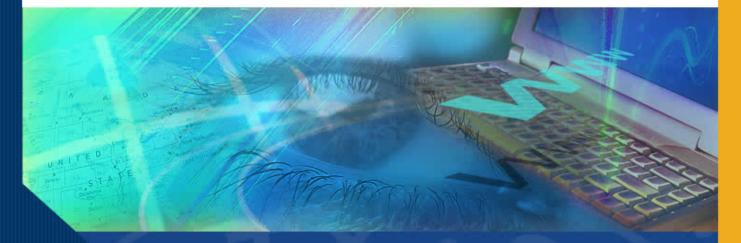
University of California Effort Reporting System



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.

UNIVERSITY of CALIFORNIA					
Effort Reporting System	User: GRAGYRU DONN (333520644) Account Settings Sign-Out				
EFFORT REPORT LIST			?		
Display Saved Search: My Projects	Manage Searches				
Reporting Periods: 💿 All 🔘 Select: Winter 04/05 11/12 Academics 💌					
Report List for: My Projects		Export List	Send List Print List		
Period -	For	Last Modified	<u>Status</u>		
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 RIQOAL (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		
Display 🔽 🔽 reports per page		l 🕈 🕈 displaying	1 to 10 (10 total) 🗢 🔿		

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

UNIVERSITY of CALIFORNIA				
Effort Reporting System	User: GRAGYRU DONI	N (333520644) <u>Acc</u>	<u>count Settings Sign-Out</u>	
EFFORT REPORT LIST				
Display Saved Search: My Projects	Manage Searches Create New			
Reporting Periods: All Select: Winter 04/05 11/12 Academics				
REPORT LIST FOR: MY PROJECTS		Export List	Send List Print List	
Period -	<u>For</u>	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 RIQOAL (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	
Display 20 🔽 reports per page 🛛 🖬 🗢 🗣				

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

University of California Effort Reporting System

Accessing Effort Reports (cont'd)

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

University of California Effort Reporting System

Conclusion

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.