Welcome to ERS Web-Based Training for Self-Certifiers

Welcome to Web-Based Training for the Effort Reporting System (ERS)

This ERS training program is provided in a modular, web-based format to allow maximum flexibility for the User. These modules will allow you to:

- View the modules at your convenience

- Complete some modules and return to complete others later

- Access only those modules needed based on how you will use ERS

- Access modules as an ongoing reference source

Welcome to ERS Web-Based Modules

The modules contained in this program have been selected specifically for users who certify only their own Effort Reports.

The presentations convey information that makes it easy to understand how ERS works and how you can use the system to quickly complete the certifications process.

Welcome to ERS Web-Based Modules

Modules are easy to use:

- Users control the pace of the modules by simply clicking through the presentation.

- Modules contain audio to enhance the presentation, but can be used without audio as well. If you do not have audio available, or prefer not to use it, you may proceed through the modules by simply reading the text provided.

Self Certifier Program Content

There are 8 modules in the Self-Certifier program:

- Policy and Compliance
- Orientation to ERS
- Accessing Effort Reports for Self-Certifiers
- The Effort Report
- Certifying Effort
- Cost Sharing
- Adding Additional Sponsored Projects
- Certification within Tolerance Threshold

Getting Started

We suggest that before you start, you print out the list of training modules at the beginning of this module. You can then use this as a checklist as you complete the modules and if you are interrupted or need to stop before you have completed all the modules, you will be able to pick up where you left off when you return to the program.

It should take approximately 30-45 minutes to complete the modules. Let's get started by reviewing the Policy and Compliance module.