Effort Certification
Graduate Student Certifiers & Alternate Certifiers
Quick Reference Guide

- Everyone, except for graduate students, may certify for themselves however some do not, and an alternate certifier with first-hand knowledge of the work performed may certify for them.
- If you believe the actual percentages of effort differ from the report by more than 5% on any project, do NOT certify, contact your Business Service Center (BSC) or departmental business manager. Once the effort redistribution is completed, you must log back in to WISE to complete the effort certification.
- The effort certification module is compatible with most web browsers.
- Effort Policy training is required every three years, and a refresher may be found here: http://www.unh.edu/research/effort-reporting-and-certification-policy-training

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**A. Before you Begin**

1. Locate your UNH Username and Password.

**B. Access the Certification System**

1. Go to wise.unh.edu > “Login Here”.
2. Log in using your UNH Username and Password.
3. Click on “Employee Services”.
4. Click on “Effort Certification”.

**C. Review and Certify Effort for Yourself and Continue to Part D to Certify for Others**

1. The “Certify My Effort” page should automatically open. If not, click “Certify My Effort” in the top left.
2. Double click on the line labeled “UCERT17” to open the report that needs to be certified this year for yourself. Effort allocations to grants and contracts are reported in the top box titled “Sponsored” and all other effort is reported in the lower box titled “Non-sponsored”.
   
   Do not certify if the percentages are not accurate.
3. Click the “Certify Effort” button in the bottom right then click “I agree” on the pop-up certification statement if you agree that the percentages are accurate within 5% for the last fiscal year. Close the report by clicking “Close X” in the header.

   Once an effort report is certified, it is locked and effort allocation changes can only be completed by your BSC after getting appropriate approvals.

**D. Review and Certify Effort for Others**

1. Run a search query for everyone you are expected to certify for. Click on “Review or Certify Reports” (below “Certify My Effort” at the top left). Then click on the “Advanced Search” button and Select Attribute “Chart of Account Code” from the drop down menu. Enter the value “Y” in the field next to it. Click Select Attribute “Effort Period Code” and enter the value “UCERT17” in the field next to it. Click the “GO” button or hit Enter to run the query.
2. Double click on a person’s name to open the report. Note that each person’s report needs to be opened, reviewed, and certified separately.
   
   Do not certify if the percentages are not accurate, or if you do not have first-hand knowledge or documented confirmation that the percentages are accurate. Remember that anyone may self-certify, and that some may have done so before you look at their record (it will be marked as locked).
3. Click the “Certify Effort” button then click “I agree” on the pop-up certification statement if you agree that the percentages are accurate within 5% for the last fiscal year. Close the report by clicking “Close X” in the header.

4. To print at any point, click “More Actions” > “Print”. Use your web browser’s print button.
E. Adjusting Labor Costs and Effort Allocations

1. Please contact your BSC if you believe that an effort report needs to be corrected. Do NOT use the “Request Changes” or the “Add New Funding” buttons on the effort certification page itself.

When your BSC informs you that an effort redistribution has been completed, you can go back to the report and complete the certification. (Start at A1 above).

Questions?

Questions about the effort percentages in your effort report or someone else’s effort report? Contact your BSC or department’s business manager.

Questions on why you are receiving effort reports for someone other than yourself? Contact your BSC.

Questions on your UNH Username and Password? Contact the UNH IT Service Desk at 2-4242.

Questions on using the effort certification system to search for effort reports and navigate in the system? Contact Susan Zipkin (2-0609) or Gretchen Losee (2-3468) in UNH Sponsored Programs Administration.

Questions on UNH's effort management policy regarding any salary paid from externally sponsored funds, i.e. grants and contracts? Contact Susan Zipkin (2-0609) or Gretchen Losee (2-3468) in UNH Sponsored Programs Administration.

References

UNH policy on effort management/certification:
http://www.usnh.edu/olpm/UNH/VIII.Res/S.htm#3

Frequently asked questions on effort certification at UNH:
http://www.unh.edu/research/effort-reporting-and-certification-0

UNH required training on effort certification (must be completed every 3 years):
http://www.unh.edu/research/effort-reporting-and-certification-policy-training