Effort Certification  
Self Certifiers  
Quick Reference Guide

- If you believe the actual percentages of effort differ from the report by more than 5% on any project, do NOT certify, contact the Project Director, PI, 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.

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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 Your Effort**

1. The “Certify My Effort” page should automatically open.
2. Double click on the line labeled “UCERT17” to open the report that needs to be certified this year. 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.

4. To print at any point, click “More Actions” > “Print”. Use your web browser’s print button.

**D. Adjust Labor Costs and Effort Allocations**

1. Please contact your PI, department’s business manager, or 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? 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](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](http://www.unh.edu/research/effort-reporting-and-certification-0)

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