

# Electronic Manual Certification Instructions

## For Terminated or On Leave PI/Faculty

If the PI/faculty is terminated or on leave, an electronic manual certification document must be processed for the eCert Department to certify on behalf of the PI/faculty. The electronic manual certification document must be signed by the Co-PI, PI, or Chair Department before appending the downloaded document to the effort document for certification.

Once the signed document is appended, an email must be sent to the eCert Department at (eCert@usc.edu) requesting to certify the effort document to avoid grant/s freeze on the eCert period deadline. Click [here](#) for the **Effort Certification Schedule** deadlines.

If the effort certification document is certified passed the eCert deadline, instruct the eCert Department to approve the effort certification document and un-freeze the grant/s.

**Note:** Graduate assistants, staff, and Co-PIs are not processed electronic manual certifications because the effort document is routed to the PI to certify once the reviewer prepares and submits the effort document.


\*\*\*accepted signatures: **wet (ink) or electronic signature**\*\*\*

Follow the instructions below to download and correctly append an electronic manual certification document.

**Steps#1 & 2** click the **Action Wheel** icon located in the upper right corner of the effort certification document, then click the **View Detail** link to download the electronic manual certification.

Administrative Review ...

14 hour(s) ago

**Step#1** →  → **Step#2** → [View Details](#)

**ATTN: Effort Certification Reviewers**  
 14-Days: Departments have 14-days to review and adjust the document. Once those 14-days have lapsed, the document will route to the Certifier (PI or Employee as Self) to certify the document.  
 NOTE: ALL IN-PROGRESS DOCUMENTS WILL BE SYSTEMATICALLY ROUTED TO THE CERTIFIER FOR CERTIFICATION AFTER THE 14-DAY REVIEW PERIOD (AND THE START OF THE 30 DAY CERTIFICATION PERIOD).  
 Employee with Multiple Departmental Funding - Add Approvers (Ad Hoc Approval): If an employee has multiple positions or their funding changed between multiple departments, please be sure to communicate with the other department's Effort Certification Manager (Office of Financial Analysis) to certify on behalf of the terminated employee as to whom will take action on the document. If you are taking action on the document, please be sure to attach the appropriate justification to the document allow the Effort Certification Manager (Office of Financial Analysis) to certify on behalf of the terminated employee. To attach a document, please click on the 'Change Effort' button. You will then see an 'Attachments' section where you can upload the justification. Please contact the Office of Financial Analysis for any questions.

**ADDING NEW LINES IN THE ECD:** When adding a new line, existing worktags from the copied earnings will auto-populate. If adding a new PPGG, remember to clear out the existing PPGG. Multiple PPGGs + Fund 07, 08, or 09 combinations are not allowed (with only a few exceptions) and will route to OFA for review. If using the BOT process - The BOT will not remove these additional worktags on its own when it adds lines, so please make these adjustments when reviewing BOT changes.

**IMPORTANT !!:** Per direction from the University Comptroller's Office and Central Payroll do not submit effort adjustments for FY22 periods that do NOT involve grants (ex. Gift to Gift, Program to Program, Project to Project, etc. transfers of effort). You will receive an error when submitting the generated PAAs from these changes.

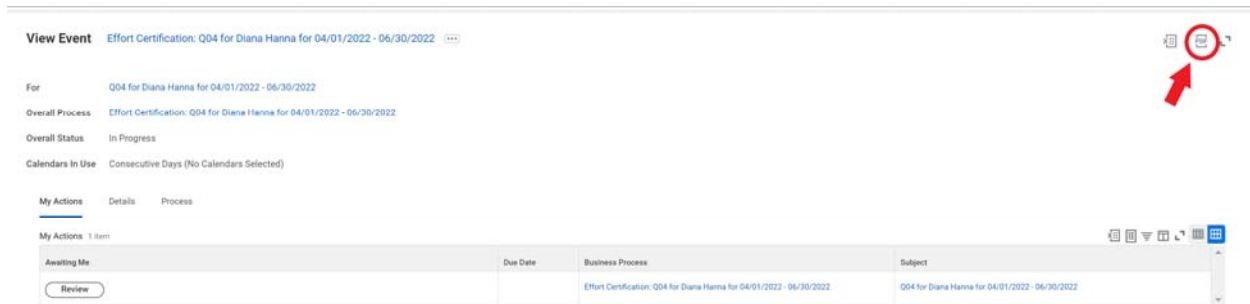
Effort Certification Status: In Progress      Changed Status: Unchanged

| Summary                               |   | Effort Certification Summary |   |   |
|---------------------------------------|---|------------------------------|---|---|
| Costing Company                       | Worktags  | Certified Amount Estimated   | Certified Percentage of Group Estimated | Certified Percentage of Total Estimated |
| USC University of Southern California | [blank]   | 80916.38                     | 100.0%                                  | 99.6%                                   |
|                                       | CA100556 KSOM Medicine - Oncology                 |                              |   |   |
|                                       | FD039 Patient Care Private Practice without Donor |                              |   |   |
|                                       | FN33 Healthcare Services (Health Only)            |                              |   |   |

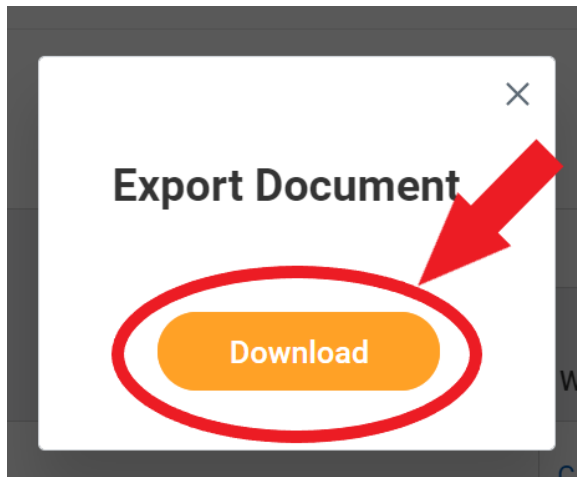
# Electronic Manual Certification Instructions

## For Terminated or On Leave PI/Faculty

**Step#3** Click the **PDF** icon to download the electronic manual certification document.



**Step#4** Click the [Download] button.




# Electronic Manual Certification Instructions

## For Terminated or On Leave PI/Faculty

**Step#5** Have the Co-PI, PI, or Chair Department sign the document below the paragraph squared in **red**.

**Note:** Below are two downloaded versions of the first page of the electronic manual certification document the system generates; please ensure the Co-PI, PI, or Chair Department signs below the squared paragraph.

### Version One (common):



Effort Certification:  
 Effort Certification for: 10/01/2021 - 12/31/2021  
 Total Certified Amount Estimated:  
 Total Certified Percentage Estimated: 100.0%

I certify that I have first-hand knowledge of (or have suitable means of verifying) that the changes to the distribution percentages reasonably represent the actual effort expended on each project listed for the period covered. I am aware that any false, fictitious or fraudulent information may subject me to criminal, civil or administrative penalties. (U.S. Code, Title 18, Section 1001).

I Certify: No ✗

Administrative Review


**ATTN: Effort Certification Reviewers**  
**14-Days:** Departments have 14-days to review and adjust the document. Once those 14-days have lapsed, the document will route to the Certifier (PI or Employee as Self) to certify the document.

**NOTE: ACTION MUST BE TAKEN ON DOCUMENT FOR IT TO MOVE FORWARD TO CERTIFIER FOR CERTIFICATION AFTER THE 14-DAY DELAY.**

**Employee with Multiple Departmental Funding - Add Approvers (Ad Hoc Approval):** If an employee has multiple positions or their funding charged between multiple departments, please be sure to communicate with the other department's Effort Certification Reviewer as to whom will take action on the document. If you are taking action on the document, please be sure to ad hoc approval to the other department's Effort Certification Reviewer by clicking the 'Add Approvers' button.

**Terminated Faculty:** If a faculty is terminated when Effort Certification runs, please be sure to attach the appropriate justification to the document allow the Effort Certification Manager (Office of Financial Analysis) to certify on behalf of the terminated employee. To attach a document, please click on the 'Change Effort' button. You will then see an

### Version two:



Effort Certification:  
 Effort Certification for: 10/01/2021 - 12/31/2021  
 Total Certified Amount Estimated:  
 Total Certified Percentage Estimated: 100.0%

I certify that I have first-hand knowledge of (or have suitable means of verifying) that the changes to the distribution percentages reasonably represent the actual effort expended on each project listed for the period covered. I am aware that any false, fictitious or fraudulent information may subject me to criminal, civil or administrative penalties. (U.S. Code, Title 18, Section 1001).

✗

Certify Effort Certification

**Effort Certification Status**  
 In Progress

**Summary**

Summary

| Costing Company                       |         | Effort Certification Summary  |                            |
|---------------------------------------|---------|---|----------------------------|
|                                       |         | Worktags  | Certified Amount Estimated |
| USC University of Southern California | [blank] | CA102155 KSOM Legacy Support<br>FD010 Unrestricted Operating without Donor<br>FN18 Instruction, Departmental Research or Organized Research |                            |

# Electronic Manual Certification Instructions

## For Terminated or On Leave PI/Faculty

**Step#6** Click the [Change Effort] button in the effort document to append the signed manual certification document. **Note: All the downloaded documents must be appended for eCert to certify the electronic ECD.**

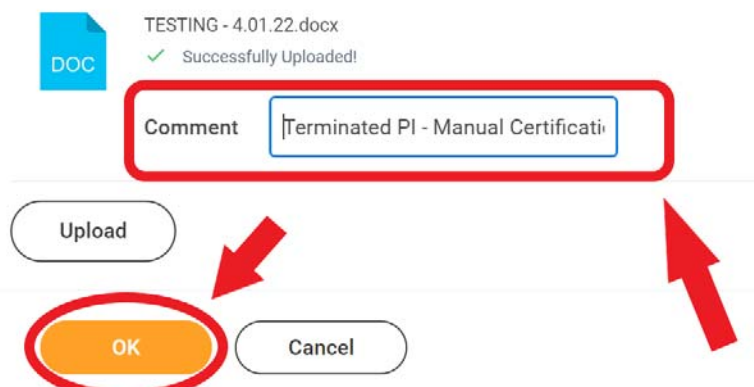


**Step#7** Scroll down to the bottom of the effort document to the **[Attachments]** section. Next, click the [Select Files] button to append the signed manual certification or drop the file into the gray area.



**Step#8** if the manual certification is for a terminated PI, type in the comment box: **[Terminated PI – Manual Certification Signed by + Job Title]**. For On-Leave PI, type: **[On-Leave PI – Manual Certification signed by +Job Title]**. Finally, click the [OK] button to complete appending the document.

### Attachments



# Electronic Manual Certification Instructions

## For Terminated or On Leave PI/Faculty

**Step#9** finally, click the **[Submit]** button to route the document to the eCert Department for approval. Email the eCert Department at ([eCert@usc.edu](mailto:eCert@usc.edu)) to certify the appended manual certification document for the terminated or on-leave PI/faculty.

