University of Pennsylvania
Effort Reporting System
Process Flow Diagram

1. Central Administrator
   - Extract data from Institution's systems
   - Initiate Effort Forms
   - Email Departmental Coordinators that forms are ready

2. DC
   - Verify that assignments for Pre/Post & Certifiers are correct
   - Sent Notifications to Pre Reviewers that forms are ready for Pre Review

3. Pre Reviewers
   - Pre Review Effort:
     - Add Missing Accts
     - Create Cost Transfers
     - Note Cost Sharing
     - Note K Awards
     - Sponsored Accts
   - Complete University Summary (Optional)
   - Complete Pre Review
   - Automated Email sent to Certifier

4. Certifier
   - Update Certified Effort Percentages
   - Complete or Amend University Summary and Complete Average Weekly Hours (if applicable)
   - Certify Effort Statement
   - Was Effort % Changed?
     - Yes
     - Automated Email sent to Post Reviewer
     - No
     - Effort Form Complete

5. Post Reviewer
   - Enter Differences as Cost Sharing or Cost Transfer