

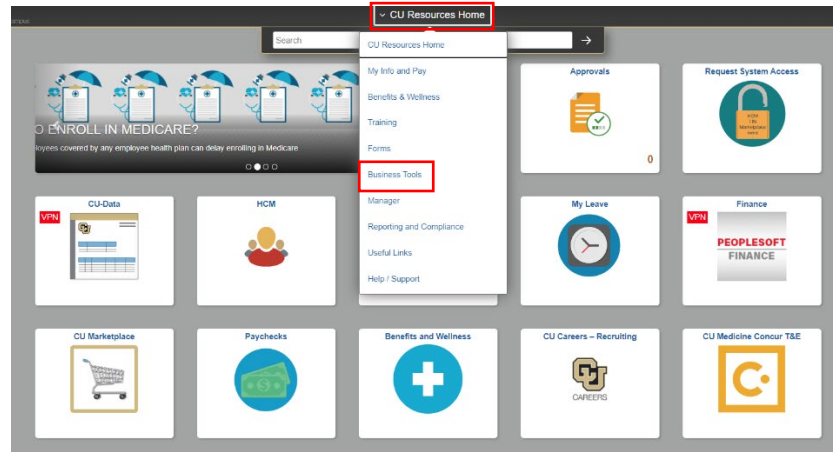
Individual Person Effort Report (ePER) Certification Instructions

WHAT is an ePER? WHY is Certification required?

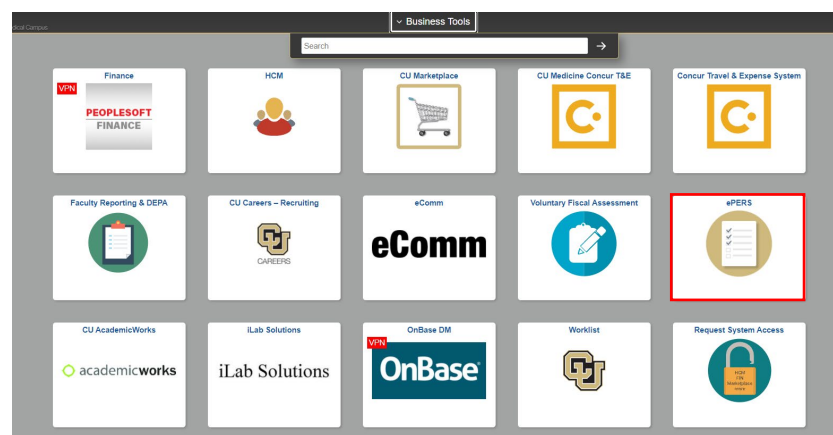
If you work on a sponsored project, you are required to certify effort on that project. Certification provides assurance to the sponsor that the effort being put into a project matches the effort paid by grant funding. Sponsored projects include federal grants, service contracts, association and foundation awards, and industry-sponsored studies.

WHERE to find your ePER page?

1. Log into the [UCD Portal](#) [here](#).



2. Select the **CU Resources** tab at the top center of your screen. Then select **Business Tools** and click on the **ePERs** link.

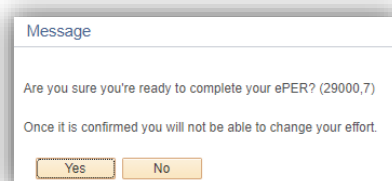


3. On the ePERs home page, you will see three search options:
 - a. **Current:** ePERs that need to be certified
 - b. **Recertification Required:** ePERs that need to be recertified. Recertification may occur due to changes in payroll/effort through Payroll Expense Transfers (PETs).
 - c. **History:** ePERs that have already been certified.

HOW to certify your ePER?

1. To complete the ePER you will need to enter the correct actual percentages in the Actual Effort % column to match the Payroll Distribution %. Your total effort, including sponsored projects and institutional support, for all positions combined must equal 100%, whether you work full- or part-time.
2. Once the Actual Effort % column equals 100%, you will be able to click the "CERTIFY" button on the bottom left of your screen.

3. The system will ask you to verify your action: "Are you sure you're ready to complete your ePER?"
 - a. If you click "NO", you will return to the ePER screen for additional updates prior to certification.
 - b. If you click "YES", you will see the message "You have successfully certified this ePER" displayed at the top of the form. From there, you can print the ePER or log out of the portal.



WHO to contact with questions?

If your actual effort as performed does not match the Payroll Distribution % amounts, please contact Pamela.AlvarezMoran@CUAnschutz.edu to assist with funding corrections.

For more information, please visit <https://www.cu.edu/controller/training/epers-training/certifying-electronic-personnel-effort-reports-epers>.