NMSU – Electronic Effort Certification Process:

**Sponsored Projects Accounting**

- **Start**
  - A
  - Run Extract Process to create Effort Reports
  - Review or Certification?
    - Certification Email Notification sent
      - B
      - Certification Email Notification sent
        - C
        - Review Certified Effort Reports
          - All Certified?
            - Yes
              - End
            - No
              - Reminder Email Sent

  - Review Period Email Notification sent
    - D
    - Review Certified Effort Reports
      - All Certified?
        - Yes
          - End
        - No
          - Reminder Email Sent

**College/VP/CC Pre-Review**

- **Principal Investigators FYI**
  - Effort Reports Reviewed
    - Corrections Needed?
      - Yes
        - Request Labor Changes
          - A
          - D
          - C
        - No
          - Approve
            - B
            - D
            - C

  - End

**Employee Fund Manager for Grad Students**

- **Start**
  - A
  - Run Extract Process to create Effort Reports
  - Review or Certification?
    - Certification Email Notification sent
      - B
      - Certification Email Notification sent
        - C
        - Review Certified Effort Reports
          - All Certified?
            - Yes
              - End
            - No
              - Reminder Email Sent

  - Review Period Email Notification sent
    - D
    - Review Certified Effort Reports
      - All Certified?
        - Yes
          - End
        - No
          - Reminder Email Sent

- **Certify**
  - C
  - Effort Reports Reviewed
    - Corrections Needed?
      - Yes
        - Request Labor Changes
          - A
          - D
          - C
        - No
          - Approve
            - B
            - D
            - C

- **Certificate**
  - D
  - Effort Reports Reviewed
    - Corrections Needed?
      - Yes
        - Request Labor Changes
          - A
          - D
          - C
        - No
          - Approve
            - B
            - D
            - C