NMSU – Paper Effort Certification Process:

**Sponsored Projects Accounting**
- Start
  - Email Notification sent regarding upcoming Effort Reports
    - A
      - Effort Reports run and emailed
        - C
          - Collect Signed Effort Reports
            - Review Returned Reports
              - All Returned?
                - No
                  - Reminder Email Sent
                    - End
                - Yes
                  - Reminder Email Sent
                    - B

**College/VP/CC**
- A
  - Employee Labor Reviewed
    - Labor Correct?
      - No
        - Process ELR to correct Labor
      - Yes
        - Effort Reports Distributed
          - B

**Principal Investigators / Supervisors**
- B
  - Effort Reports Reviewed
    - Report Correct?
      - No
        - Process ELR to correct Labor
        - Correct Effort Report/ Attach ELR
        - Sign Effort Report
      - Yes