Effort Report Certification Timeline – Online System

- **Effort Reporting Period Ends**: 45+ Days
  - HGF Submits Payroll
  - Info to OSP
  - Departments Process any Necessary LD Adjustments
  - OSP Updates Cost Share Commitments

- **OSP Completes Generation and Distribution of Effort Reports**: 15 Days
  - Email to ERC

- **ERC Pre-Reviews Effort Reports and Forwards to IC**: 30 Days
  - Email to Certifier
  - Reminder Email to Certifier 10 Days Before Deadline
  - Delinquency Notification Email to Designee if not Certified

- **Certifiers Review and Certify Effort Reports**: Immediately
  - Email to Certifier

- **Certified Reports Archived**: Immediately
  - ERC Post-Reviews Effort Reports

**Total 90+ Day Process**