Annual Cost Sharing Effort Certification
Instructions

Logging in
Principal Investigators will use their UH username and password to login to https://apps.ors.hawaii.edu/effort/pi

Fiscal Administrators will use their UH username and password to login to https://apps.ors.hawaii.edu/effort/fa

Principal Investigator (PI) Instructions

Navigation
1. In the upper right hand corner is the logout button.
2. Use the scroll bar to view the report, if the form doesn’t appear entirely in one window.

PI Responsibilities
1. Reviewing the report to determine whether it reasonably represents the effort you and your colleagues contributed to your extramural project(s) during the period from July 1, 2013 to June 30, 2014 and to Certify or Submit Annotations by the September 30, 2014 deadline.
   a. If you have no issues with the computations, please click Certify.
   b. If Cost Sharing amounts are not reasonably reflected, please enter brief annotations of the differences and click Submit.
2. Contacting your Fiscal Administrator, if you have questions regarding the cost sharing figures.

Fiscal Administrator (FA) Instructions

Navigation
1. In the upper right hand corner is the logout button.
2. The Show pull down menu allows you to display 25, 50, 100, 200 or All of the entries on the screen.
3. The Search box allows you to search for a PI Name or PI username.
4. The carrot buttons atop the PI Name, PI User, Certified and Changes columns allows you to use that column as the primary sort. The ^ carrot button sorts A->Z and the ^ carrot button sorts Z->A.
5. The details hyperlink allows you to view the Cost Sharing Effort Report for that PI.
   a. Use the browser back button to return to the main menu.

FA Responsibilities
1. Monitoring the Cost Sharing Effort Certification status and following up with PIs to ensure that the certifications are completed by the September 30, 2014 deadline.
2. Assisting the PI with questions regarding the cost sharing figures.
3. Informing compliance@ors.hawaii.edu if a PI is no longer with the University or otherwise not able to complete the certification. ORS Compliance will work with the FA on identifying an
appropriate person to complete the certification and redirecting the web form to that person for certification.
Question #1: What is the purpose of this form?

Answer: Consistent with past practices for Federal Compliance, the Principal Investigator must certify cost shared effort for their Federal and non-Federal awards.

Question #2: Should I print out the form and sign it?

Answer: Instead of manually signing the form, the Principal Investigator will click a button to electronically certify the form. Also, instead of separate certifications per award, all awards will be certified on one form.

Question #3: Where did the data come from?

Answer: For the past year, your Fiscal Administrator has been inputting the cost sharing data for your awards. We have integrated the salary information from the UH PeopleSoft program and calculated you and your colleague’s effort for the award.

Question #4: None of us were paid from the award. Was a salary transfer made without our knowledge?

Answer: Consistent with the cost sharing practices, no salary was transferred. The form summarizes the inputted data that indicates a portion of your salary paid with state funds is cost shared to the award. The Source Account field identifies the account that contains your actual salary.

Question #5: Who do I contact if I have questions?

Answer: If you have questions about the cost share figures, please contact your Fiscal Administrator. If you have questions about the electronic form, please email compliance@ors.hawaii.edu.