

FGR2CRT: UA GRANT EFFORT CERTIFICATION – Banner Report Quick Sheet

In Banner direct access at screen name: **FGR2CRT**

- Enter BANNER printer name in Printer field
 - DATABASE will auto fill – type over this
- Special print box will auto fill (do not enter here)
- Enter: **evi_fgr2crt** in template fill
- Control page down

Must enter one or multiple criteria

- Year = actual calendar year for the semester
 - Fall Semester 2013 = 2013
 - Spring Semester 2014 = 2014
 - Summer Semester 2014 = 2014
- Certification Period = FALL, SPRING, SUMMER (must be entered in all CAPS)
- TKL: cannot enter a range of TKLs
 - The T is required (e.g. T980, T945)
 - Additional lines can be added to run more than one TKL at a time
 - Choose Record from Banner Screen Header
 - Insert Row
- Employee ID = 3 number
 - Additional lines can be added to run more than one TKL at a time
 - Choose Record from Banner Screen Header
 - Insert Row

After criteria is entered, control page down

- Save parameter
- F10 to complete job submission and print

The print submission will print one-sided and in alphabetical order. If you have entered multiple TKL's it does not sort by TKL, the total run will be alphabetical.

Current Year Certification Periods

See OGCA's website for current certification period dates and other important dates.

Banner Screen should look like this:

File Edit Options Block Item Record Query Tools Help

Process Submission Controls: GJAPCTL 8.3.0.2UA (PROD)

Process: FGR2CRT Effort Certification Statement Parameter Set:

Printer Control

Printer: JADMN001L Special Print: template=evi_fgr2crt /usr/lib/psfontpf Template: evi_fgr2crt Lines: Submit Time:

Parameter Values

Number	Parameters	Values
01	Year	
02	Certification Period	
03	TKL	
04	Employee ID	

LENGTH: 4 TYPE: Integer O/R: Required M/S: SingleLOW: 2012HIGH: 2099
Certification year, e.g. 2012.

Submission

Save Parameter Set as Name: Description: Hold Submit

Record: 1/4 ... List of Valu... <OSC>

Printed, template, certification form:

blank certification statement.pdf - Adobe Reader

File Edit View Window Help

1 / 1 95.8%

Comment Share

University of Alaska - Effort Certification Statement

DUE BY: _____ **PAGE:** _____ **DOCUMENT NAME:** _____

Period: _____

Instructions:

If the 'Recorded % of Effort Distribution' column varies by +/- 10% of your effort expended on any grant, enter the correct percentage in the 'Actual % of Effort Distribution' column. Example: If the effort recorded is 30%, but the actual effort is between 27% - 33%, then no change is needed. Round to the nearest whole percent 27.5% = 28%.

Grant Title	Grant Number	Grant Start Date	Grant End Date	Recorded % of Effort Distribution		Actual % of Effort Distribution
Total:						

I UNDERSTAND THAT NO FURTHER CHANGES SHOULD OCCUR AFTER THIS STATEMENT IS SIGNED AND SUBMITTED.

I certify that I have first hand knowledge of 100% of all of the activities shown above and that this report represents an accurate and reasonable account of work performed during the period reported.

Signature: _____ Date: _____

Printed On: _____

Certification Statement Mock-Up

Certification Statement Mock-Up

University of Alaska—Effort Certification Statement

DUE BY: March 15, 2013

DOCUMENT NAME: GEC-30133456—Fall2012

Jennifer Researcher 30133456

Period: October 7, 2012—January 12, 2013

Instructions:

If the 'Recorded % of Effort Distribution' column varies by +/- 10% of your effort expended on any grant, enter the correct percentage in the 'Actual % of Effort Distribution' column. Example: if the effort recorded is 30%, but the actual effort is between 27% - 33%, then no change is needed. Round to the nearest whole percent 27.5% = 28%.

Grant Title	Grant Number	Grant Start Date	Grant End Date	Recorded % of Effort Distribution	Actual % of Effort Distribution 1. Enter only if the change is +/- 10% 2. If making a change enter all values (they must total 100%)
Not Grant Related				54.00%	
Climate Change: NASA's Eyes—Arctic	G00006218	03/01/2010	02/28/2013	36.42%	
New GK-12 Program: The CASE	G00006316	01/01/2010	03/31/2015	9.58%	
Total				100.00%	Total 100%

I UNDERSTAND THAT NO FURTHER CHANGES SHOULD OCCUR AFTER THIS STATEMENT IS SIGNED AND SUBMITTED.

I certify that I have first hand knowledge of 100% of all of the activities shown above and that this report represents an accurate and reasonable account of work performed during the period reported.

Signature: _____ Date: _____

MockUp #5A

The date the statement is due.

The name we want you to use.

Where changes are written.

Use whole percentages.