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 2017 = Year 2017
    - Spring Semester 2018 = Year 2018
    - Summer Semester 2018 = Year 2018
- 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 form 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 form Banner Screen Header
            - Insert Row

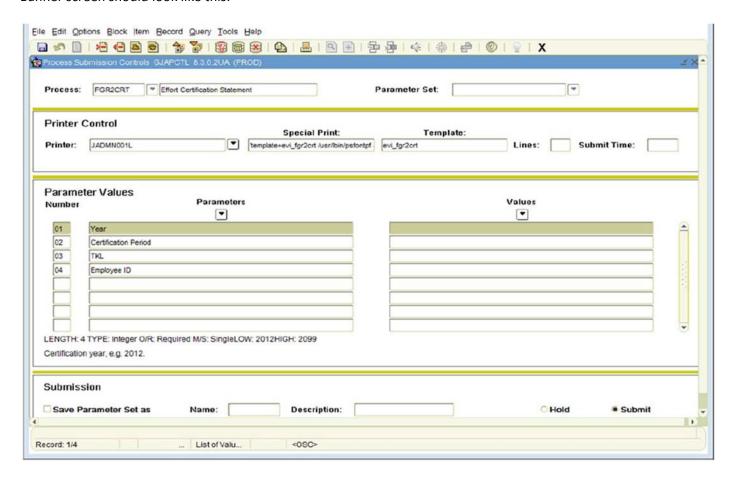After criteria is entered, control page down
- Save parameter
- F10 to complete job submission

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:

Term	Period	Print Date	Due Date
Summer 2017	5/14/2017 – 8/19/2017	8/28/2017	9/25/2017
Fall 2017	8/20/2017 - 1/6/2018	1/15/2018	2/19/2018
Spring 2018	1/7/2018 – 5/12/2018	5/21/2018	6/25/2018
Summer 2018	5/13/2018 – 8/18/2018	8/27/2018	9/27/2018
Fall 2018	8/19/2018 – 1/5/2019	1/14/2019	2/14/2019
Spring 2019	1/16/2019 – 5/11/2019	5/20/2019	6/20/2019

Banner screen should look like this:

Printed, template, certification form:

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

The date the statement is due.

The name we want you to use.

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%)
Non Grant research				54.00%	
Climate Change: NASA's Eyes—Arctic	G00006218	01/01/2010	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%

Where changes are written.

Use whole percentages.

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: _____

Mock Up #5A