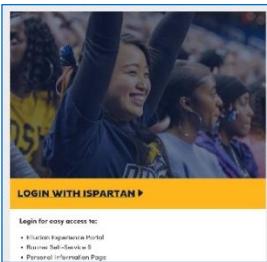


UNCGenie Effort Certification Instructions for PIs – Certifying Student (GA) Effort

If you have any questions or issues after following the instructions below, please contact CGA through effort-certification@uncg.edu for assistance.

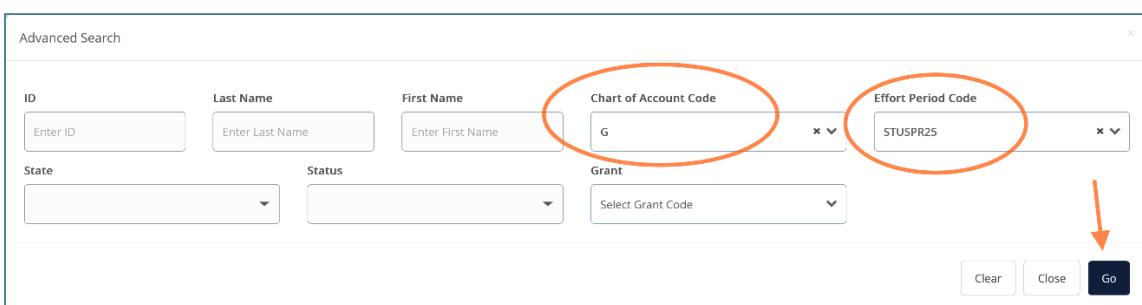
- 1) Log into UNCGenie.
 - If you don't have it bookmarked, go to the UNCG homepage, type "GENIE" in the search box, and select "UNCG Genie Landing Page."
 - You need to "Login with iSpartan."



- 2) Look for the "Effort Reporting" card on the main page (you may need to scroll down).



- 3) This will bring you to the Certify My Effort tab. Click on the next tab, Review or Certify Reports. This window will pop up. There are two spots to fill in here.
 1. Click on the drop-down for Chart of Account Code and choose the only option, G.
 2. Click on the drop-down for Effort Period Code, and choose the appropriate "STU" selection – this will filter out everyone but students on your award(s). For Spring 2025:
STUSPR25 - Grad/Undergrad Jan-Jun 2025
 3. Click Go.



Advanced Search

ID <input type="text" value="Enter ID"/>	Last Name <input type="text" value="Enter Last Name"/>	First Name <input type="text" value="Enter First Name"/>	Chart of Account Code <input type="text" value="G"/>
State <input type="text"/>	Status <input type="text"/>	Grant <input type="text" value="Select Grant Code"/>	Effort Period Code <input type="text" value="STUSPR25"/>
<input type="button" value="Clear"/> <input type="button" value="Close"/> <input style="background-color: black; color: white;" type="button" value="Go"/>			

Note: If you get stuck during this part of the process, hit your browser's Refresh button and it will clear everything out and you can start over.

4) You will now see a list of all your GAs who need certification. Double-click on each one and their detail for you to approve will pop up. Review their effort on your award(s) and click Certify.

Effort Report Pay Period Summary Comments Routing Queue				
Sponsored				
Grant	Fund	Effort Category	Charge Type	Effort
200194 Biopsychosocial Predictors of Obesity During the First 2 Years of Life	200194 Leerkes-Biopsychosocial Predictors	DRORGRSH Direct Organized Spon Research	DIRECT	58.00
200252 Food and Non-Food Self-Regulation in Children's Obesity Risk: A Biopsychosocial Perspective	200252 Leerkes-Food and Non-Food Self-Reg	DRORGRSH Direct Organized Spon Research	DIRECT	21.00
				Total Sponsored Activity 79.00%
Non Sponsored				
Fund	Organization	Effort Category	Charge Type	Effort
110013 Graduate School	11401 Graduate School		DIRECT	21.00
				Total Non Sponsored Activity 21.00%
				Total : 100.00%
				<input type="button" value="Certify"/> <input type="button" value="Save"/>

Note: The above student has two grants with the same PI. Sometimes a GA will work have effort on more than one project, and possibly with more than one PI. The system will record your approval for any of your awards, but will need the other PI to certify that part of the student's effort (CGA monitors this).

5) You will then be asked to agree to the certification. Click "I Agree".

Certify

"I certify that I have first hand knowledge of (or have used suitable means of verifying) work performed by this individual and that the salary distribution for the period covered is reasonable in relation to the work performed."

6) Use your browser's Back button to return to the list. The student you just certified will appear as "Completed" and "Locked." Repeat the process for any remaining students.

7) Once all the students show "Completed" and "Locked," you are finished certifying their effort. Congratulations!

Again, if you have any questions or issues during this process, please contact CGA through effort-certification@uncg.edu for assistance.