Effort Certification - How to Determine Who Needs to Certify Sponsored Research

1. Login to the mymemphis.edu portal.
2. Click on the Employee tab.
3. In the Banner Employee Dashboard channel, click on the Employee Portal link.
4. Click Effort Certification in the ‘My Activities’ section.

5. Note: Admin Staff will need to Proxy.
6. Click on Review and Certify Reports tab.
7. Select the Status of Awaiting Certification.
8. Select Go.

8. This will display all individuals working on research that need to complete their Effort Certification.
9. Please contact these individuals to complete certification, if you have any researchers who are no longer with the University, please certify their Effort.

Visit the Effort Certification website for more detailed information
https://www.memphis.edu/accounting/effort.php