JOB AID

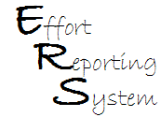## When and How to Set Up Co-PIs to Certify Effort Reports

This Job Aid provides useful information to assist the user in requesting Co-Principal Investigator (Co-PI) certification authority in ERS for faculty with <u>designated</u> financial responsibility for federally sponsored projects. You will learn when it is appropriate for Co-PIs to certify effort reports, and how to complete the Co-PI worksheet.

This Job Aid covers the following:

When is Co-PI Certification Required?

Effort Reports can be certified by the individual (self-certified) or by a supervisor or someone who has firsthand knowledge of the work performed and the benefitting projects. If the Primary Principal Investigator (PI) has financial responsibility as well as firsthand knowledge of the work performed and the projects that benefit, Co-PIs do not need to be identified. The Primary PI, as identified in BFS, is automatically granted access to certify the effort reports of staff paid from the fund.

When a Primary Investigator gives a Co-PI independent financial responsibility for staff in the scientific development or execution of a project, a request should be submitted for "Co-PI Designate" certification authority. The designation as Co-PI in ERS gives access to certify the effort of individuals paid from the specific federal funds for which s/he is financially responsible, and for which s/he has firsthand knowledge of the work performed and the benefitting project.

How to Request Co-PI Setup by Flexfield

Co-PIs that can be identified by flexfield are the easiest to establish in ERS and will have increased beneficial functionality. In these cases, ERS will automatically list the effort reports of the Co-PI's staff on the Co-PI's "My Projects" list and <u>not</u> on the primary PI's "My Projects" list.

To request Co-PI designation by flexfield in ERS, the Department Administrator should complete and submit a Co-PI Worksheet (sample below) to efahelp@berkeley.edu.

Co-PIs can also be identified by project, as outlined on the following page. However identifying Co-PIs by project code rather than flexfield results in staff effort reports appearing on the Primary PI's "My Projects" list AND ALSO on the Co-PI's list. This duplication will require additional monitoring and coordination from the Department Administrators to ensure that the correct PI or Co-PIs certifies the reports.

Effort Reporting System (ERS)
Co-PI Worksheet--Flexfield version   Date: **01/01/0000**

Department Name: Effort Reporting Unit

Completed By: User MSO

Telephone/ e-mail:

Co-PI's Last Name	First Name	Employee ID # (9 digits)	Fund(s) (5 digits)	Org(s) (5 digits)	Flexfield(s) (5 digits)
Scientist	Doctor	xxxxxxxxx	XXXXX	YYYYY	XXYY1
Investigator	Doctor	yyyyyyyy	YYYYY	XXXXX	YYXX2

add additional lines as needed

Note: Co-PIs' staff will automatically appear on the Co-PI's "My Projects" list in ERS and not on the primary PI's "My Projects" list.
In the future, Co-PI flexfield information will be downloaded from BFS to ERS. Until notified, use this form to establish Co-PI access.

Co-PI by Flexfield Revisions

The BFS team is developing a BFS panel which will automatically upload Co-PI fund-org-flex information to ERS. When your Co-PI information changes you will be able to update it in BFS. Until the BFS panel is functional, departments should process any updates using the Co-PI Worksheets. Begin with your department's <u>original</u> Co-PI spreadsheet, and add additional lines as needed. Mark the updated spreadsheet as "REVISED" and change the date, per the sample below.

Effort Reporting System (ERS)   REVISED
Co-PI Worksheet--Flexfield version   Date: **2/2/2000**

Change the date on the revised spreadsheet

Department Name: Effort Reporting Unit   Please mark revised

Completed By: User MSO

Telephone/ e-mail:

Co-PI's Last Name	First Name	Employee ID # (9 digits)	Fund(s) (5 digits)	Org(s) (5 digits)	Flexfield(s) (5 digits)
Scientist	Doctor	xxxxxxxxx	XXXXX	YYYYY	XXYY1
Investigator	Doctor	yyyyyyyy	YYYYY	XXXXX	YYXX2

Co-PI "My Projects" by Flexfield

Co-PI "My Projects" lists are available in ERS after the Co-PI worksheet data has been uploaded to BFS. ERS is updated regularly with new BFS and Payroll data. Updated ERS reports are generally available two business days after the payroll deadline dates in the OPTRS Schedule.

How to Request Co-PI Setup by Project

The Co-PI Workbook contains two tabs -- one for Co-PIs by flexfield, and the other for Co-PIs identified by **project code**. Department administrators should complete and submit the "Project Code" version of the Co-PI spreadsheet, per the sample below.

Identifying Co-PIs by project will **not** generate a "My Projects" list for the Co-PI. Co-PIs identified by project code will require Reviewers to build a search in ERS to select the effort reports for the Co-PI to review and certify. We <u>cannot</u> remove these staff effort reports from the Primary PI's "My Projects" list. Therefore, Department Administrators should clarify which staff reports should be certified by the Primary PI and which should be certified by the Co-PI, since the employee names will appear on <u>both</u> reports.

Effort Reporting System (ERS)
Co-PI Worksheet--Project Code version   Date: **01/01/0000**

Department Name: Effort Reporting Unit   **Completed By:** User MSO
                                                    Telephone/ e-mail:

Co-PI's Last Name	First Name	Employee ID # (9 digits)	Account Number(s) (5 digits)	Fund(s) (5 digits)	Org(s) (5 digits)	Project(s) (6 digits)	Flexfield(s) (5 digits)
Investigator	Doctor	XXXXXXXXX	50015	XXXXX	YYYYY	ABCDEF	XXXXX
Scientist	Doctor	YYYYYYY	50015	YYYYY	XXXXX	GHIJKL	YYYYY
add additional lines as needed							

NOTE: Co-PI identified by project codes will manually be set up within ERS with special access for Co-PI to certify his/her staff's effort reports. However, unlike Co-PIs identified by fund-org-flexfield, staff's effort reports will not automatically appear on Co-PIs "My Project" list. Co-PI staff will continue to appear the primary PIs' "My Project" list. Reviewers will need to conduct searches to identify Co-PIs staff's effort reports for Co-PI to certify.

Co-PI by Project Revisions

When a department's Co-PI by Project information changes, you should process any updates using the Co-PI Worksheets. Begin with your department's <u>original</u> Co-PI spreadsheet, and add additional lines as needed. Mark the updated spreadsheet as "REVISED" and change the date, per the sample below.

Effort Reporting System (ERS)
Co-PI Worksheet--Project Code version REVISED   Date: **2/2/2000**

Department Name: Effort Reporting Unit   **Completed By:** User MSO
                                                    Telephone/ e-mail:

Co-PI's Last Name	First Name	Employee ID # (9 digits)	Account Number(s) (5 digits)	Fund(s) (5 digits)	Org(s) (5 digits)	Project(s) (6 digits)	Flexfield(s) (5 digits)
Investigator	Doctor	XXXXXXXXX	50015	XXXXX	YYYYY	ABCDEF	XXXXX
Scientist	Doctor	YYYYYYY	50015	YYYYY	XXXXX	GHIJKL	YYYYY

You should DELETE the line containing the old Co-PI information that you want to remove. Each upload replaces the previous worksheet, and deleting the line will remove the Co-PI designation from ERS.

"My Projects" Not Available for Co-PI by Project

Unfortunately, Co-PIs who are identified by project code rather than flexfield will not have a "My Projects" list. Creating the Co-PI by Project is a manual function in ERS, and the department will need to build a search to capture these effort reports for the Co-PI.

If you need assistance completing the spreadsheets or if you have questions on building a custom search, please contact efahelp@berkeley.edu.