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

Fall 2013	August 25, 2013 through January 11, 2014
Spring 2014	January 12, 2014 through May 17, 2014
Summer 2014	May 18, 2014 through August 23, 2014
Fall 2014	August 24, 2014 through January 10, 2015

Banner Screen should look like this:

Printed, templated, 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

The date the statement is due.

Jennifer Researcher   30133456

Period: October 7, 2012—January 12,2013

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%)
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%

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