Certifying Effort Online for Fall and/or Spring Semesters
Quick Start Instructions

1. Log on to the RF’s website. If you have forgotten your User ID and/or Password, please contact either Tatyana_Gun@rfcuny.org or Varsha_Joshi@rfcuny.org.

2. Select Effort Reporting from the Electronic Tools options on the RF website, or use the link provided in the introductory email.

3. Select Certification.

4. Click Select to choose the semester to certify.

5. Click on employee name.

6. Click on Agree next to the effort percentages if they are correct. Effort percentages come directly from Staff Effort Notices. (Click on Disagree if the number looks incorrect and notify your Grants Office).

7. Instruction is the default option for the remainder of faculty effort on your PAR. However, you make take any adjustments necessary for accurate reporting of Instruction, Department Administration, Other Institutional Activity, and University Research categories of effort.

8. Click on Process at the bottom of the screen. Confirm your choice in the pop-up window.

9. Click on Back at the bottom of the screen to ensure that no further certifications remain outstanding. Repeat the process for any open items or simply log off.