



The University of Toledo
Request to Move Expenditures over 90 days and/or
Request to Open a Previously Certified Employee Effort Report

- Request to move non-personnel expenses over 90 days
Request to move personnel expenses over 90 days

Note: Please log into the effort certification module to verify if the effort report has already been certified. If not, please "Request Changes" in the module. If it has been certified and reviewed, please check the box below, fill out the employee information and obtain the signature of the Director Research & Sponsored Prog.

- Request to Open a Previously Certified Employee Effort Report

Employee Name: \_\_\_\_\_ Rocket #: \_\_\_\_\_
Period Code(s): \_\_\_\_\_
(Yr-Quarter)

1. Explanation as to how the error was determined after the original expenditure/certification took place. Please include detailed reason for the transfer/change. If effort was certified, please provide the reason it was originally certified in error.

2. If the change is greater than 90 days from the original date of the transaction, please include an explanation for the delay.

3. Corrective actions taken to ensure that expenditures/effort is allocated appropriately in the future.

\*Please note: After the labor redistribution has been completed, the employee will need to be re-certified within two (2) weeks of the date the record was unlocked. The recertification process will need to be completed by all Pre-reviewers and Certifiers associated with this employee for this certification period.

Requested By:

Name: \_\_\_\_\_ Date: \_\_\_\_\_
Title: \_\_\_\_\_ Department: \_\_\_\_\_

Authorized Approvers:

PI Signature: \_\_\_\_\_
Department Budget Manager: \_\_\_\_\_
Dept. Chair Signature: \_\_\_\_\_
\*\*ONLY required if opening a previously certified effort report:
Director Research & Sponsored Prog: \_\_\_\_\_

If request is to move personnel expenses, please email signed form to EffortChangeReq@UToledo.Edu
If request is to move non-personnel expenses, please email signed form to GrantsAccounting@UToledo.Edu, or your grants analyst.

Grants Accounting Administrator:

Date Received: \_\_\_\_\_ Director of Grants: \_\_\_\_\_
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Effort Period(s) Opened: \_\_\_\_\_
Opened by: \_\_\_\_\_ Date: \_\_\_\_\_