**Certified Effort Reset Request**

### Effort Form Information
- Employee Name
- EMPLID
- Effort Period

### Request Details

**What is your reason for resetting this form?**

**If the cause of this request was a late NOA, why was a PAN not requested?**

**Do you plan to move salary charges if the form is reset? (RST)** If you are requesting to move salary dollars onto a sponsored project and this would be considered a late cost transfer as per Emory Policy 7.19, then approval will only be granted under extenuating circumstances and would require review by the Associate Vice President for Research Administration. If this is a late cost transfer, please provide the details of the extenuating circumstances below.

If salary charges are to be moved, please complete the fields below:

<table>
<thead>
<tr>
<th>Debit Project/Smartkey (TO)</th>
<th>Credit Project/Smartkey (FROM)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sponsored? (Y/N)</td>
<td>Sponsored? (Y/N)</td>
</tr>
<tr>
<td>Federal? (Y/N)</td>
<td>Federal? (Y/N)</td>
</tr>
</tbody>
</table>

### Requestor Information
- Name
- Department
- Email
- Phone

### Approval