



## FREQUENTLY ASKED QUESTIONS

### ***What is We Certify?***

We Certify is a web based effort certification system. Although We Certify was originally designed for nonprofits, it is intended for use by any organization that is required to comply with Federal effort reporting regulations

Compliant - Fully compliant with:

- ✓ Cost Principles for Nonprofit Organizations (2 CFR Part 230, formerly known as OMB Circular A-122)
- ✓ Cost Principles for Educational Institutions (2 CFR Part 220, formerly known as A-21)
- ✓ Cost Principles for States, Local and Indian Tribal Governments (2 CFR Part 225, formerly known as OMB A-87)
- ✓ Cost Principles for Hospitals (45 CFR Part 74, Appendix E)
- ✓ Cost Principles for For-Profit and commercial Organizations (FAR 48 CFR 31.2)

Simple – We Certify was designed with the user in mind and the goal to streamline the effort certification process. We Certify is an efficient system that allows the user to certify and document effort with a few simple clicks.

Affordable – We Certify was designed with a nonprofit budget in mind. It is an affordable solution for all nonprofits, regardless of size.

### ***How much does it cost?***

The cost is based on the number of users:

# of Users	Annual Fee
1 – 25	\$ 350
26-50	\$ 750
51-75	\$ 2,000
76-125	\$ 3,500
126-250	\$ 7,000
251-500	\$15,000

There is also a one time set-up and installation fee of \$100. This fee covers:

Initial account set-up

Upload of initial employee information, using the Health Research, Inc. (HRI) template

***I understand you are offering a discount for NYCON members. How does that work?***

We are offering a 17% discount off of the annual fee for all active NYCON members.

***How do I purchase We Certify?***

1. Fill out Client Order Form

2. Review and accept License Agreement

*Once steps 1 and 2 are complete, HRI will send the User Procedure Manual to the client.*

3. Remit payment to HRI. Payment types accepted:

*Purchase Order (Net 30, payment terms)*

*Check*

*Credit card*

4. Once payment is received, your account will be established.

You may also call 518-452-1257 to place your order

***What is the installation process?***

There is virtually no installation required. Once you've paid for the product, HRI will establish an account for your company. You will be emailed your login information and can begin using We Certify as soon as your account has been created.

***How are effort forms stored?***

You are responsible for creating and saving your effort forms. This is simple, as the forms and cumulative reports can be exported directly to Excel from the We Certify system.

HRI will store data for two years from the end date of each certification period.

Your company, however, is the ultimate authority for the data.

***What technology was used to design We Certify?***

We Certify is built on a Web 2.0 platform with a user friendly interactive interface. The application uses Ajax and JavaScript to provide a dynamic and easy-to-use experience.

***Do you provide product support?***

We will provide technical support to your company for 90 days after your We Certify account has been established.

***What if I'm not happy with the product after I sign up?***

We offer a 30-day money back guarantee. If you aren't satisfied with the product, we will refund your payment. Of course, if this is the case, we would appreciate any feedback that you have regarding the system. We are always interested in ways that we can improve the product.

***Has this product been reviewed for compliance? How do I know that it is compliant with OMB Circular A-122?***

Our internal Auditing Department has reviewed the product. At this point, the system hasn't been externally audited.

***What is HRI's background in the field of effort certification?***

HRI has a longstanding history of managing sponsored research and Federal public health funds. Since its inception in 1953, HRI's successful grant development and management solutions have resulted in more than \$7 billion in funding awards.

As an organization, we have a proven track record of providing innovative tools and technologies to assist our PI's, which include:

- Electronic Time Sheet Reporting System
- Dashboard for managing grant information and reporting
- Award winning LISTSERV which is widely used by entities that administer Federal funding

**Effort Certification Questions**

***My staff only spends a portion of their time working on Federal projects. How do I reflect 100% of their effort on my reports if this is the case?***

In order to remain compliant, you must track the effort contributed to the other tasks that employees are working on, even if the projects aren't federally funded.

***What qualifies as a reasonable estimate of effort contributed to a project? How specific do I need to be?***

A reasonable estimate is that which can be made by a person with first-hand knowledge of the work performed without tracking precise time increments.