Dear Effort Coordinator,

Thank you again for your support for Effort Reporting 2007. And to those of you who responded to our on-line survey, we thank you for your thoughtful feedback.

Now that the FY07 effort certification period has closed, we will continue to send you regular updates regarding what needs to be done in each phase of the effort reporting cycle; system modifications; training opportunities; and any changes in federal guidelines or Columbia effort reporting policy. In this update, we highlight some activities to complete during the year that will enhance the FY08 certification process:

**Monitoring Effort** – Regular monitoring throughout the year is essential to avoiding effort reporting issues during the certification period. Unlike past years, faculty can now monitor their salary allocations regularly through ECRT and should do so at least quarterly. Please remind faculty to review their effort now and alert you of any needed changes. That way, you can process the necessary cost transfers. As you know, salary can only be transferred onto sponsored projects within 90 days of the effort being expended. By monitoring regularly, you and your faculty can make any necessary changes within the 90-day window.

**Certification Payroll Report** – The Certification Payroll Report is a tool that will make monitoring effort during the year easier. This Report shows a monthly breakout of employee salaries that are subject to effort reporting. To access this report, click on the “Certification Payroll Report” link in the top right corner of any effort card in ECRT.

**Cost-Sharing Procedures** – In the last effort certification cycle, you were asked to provide cost sharing information to Research Administration for them to input into the ECRT system. For active grants, we ask you to continue to provide that information to RA. For new awards, RA is developing a process for collecting this information and we will be communicating with you when that new process is in place.

**When People Leave the University During the Fiscal Year** – IMPORTANT – When a self-certifier or a PI leaves the University, his/her effort for the partial or complete fiscal year must still be certified. Since the system will not be open for certification until after the close of the fiscal year, before leaving the University the individual must review and update the effort card. Print out a hard copy of the card and have the individual sign the hard copy. Then, when the certification period opens, scan the signed card and attach it to the individual’s record in ECRT. The PEC can then certify for the individual (only if there is signed documentation) and process normally.

**New Self-Certifiers and PIs** – As faculty (self-certifiers and PIs) who were not part of last year’s certification process are added to the system, please let them know about the training and certification requirements.

**Coordinator Changes** – If you have a new effort coordinator in your department, or if an individual is no longer an effort coordinator, the PEC should contact effort-reporting@columbia.edu as soon as possible. Don’t wait until the effort certification period opens. Remember, only the Effort Reporting Team can add or delete effort coordinators in ECRT. An updated PEC list is posted on the Effort Reporting Website. Please review the information and let us know of any changes or corrections.

With one successful ECRT certification process under our collective belt, let’s all help make FY08 run as smoothly and easily as possible. As always, if you have any comments or suggestions, please be sure to let us know. Finally, we are also sending an update to faculty, a copy of which is attached for your information.

Thank you,
The Effort Reporting Team