

September 20, 2016

Dear Effort Coordinator,

It's that time of year again. The University's annual effort reporting period is just around the corner. As always, researchers and PIs will be confirming effort for the previous fiscal year: July 1, 2015 – June 30, 2016. This year, the effort reporting period will open on **Wednesday, October 5** and close on **Wednesday, November 16 at 5:00 p.m.**

If you are no longer an effort coordinator, please let us know ASAP.

Information Sessions

As you may have heard, in response to the federal Uniform Guidance, the University has an updated "Policy on Charging and Documentation of Personnel Costs Charged to Sponsored Projects," and we are holding information sessions for research and finance administrators, including Effort Coordinators. While the revised policy is generally consistent with our past practices, we believe that the complexity of new regulations, increased external scrutiny, and nuances in any range of specific circumstances here at the University warrant attendance by effort coordinators at one of the upcoming Information Sessions. The Information Sessions serve as this year's refresher training for ECs and will be held on each campus. You may attend on either campus; please use the links below to RSVP for one of the sessions. (If you attended the P&S Finance Forum on September 19 – and signed it – you do not also need to attend one of the sessions below.) ***All returning effort coordinators who did not attend the P&S Finance Forum should attend one these trainings:***

- CUMC – Alumni Auditorium, Black Building , 650 W. 168 St.
 - [Tuesday, October 11, 11:00-12:30](#)
 - [Thursday, October 13, 10:30-12:00](#)

- Morningside – Schapiro Center, Davis Auditorium, 412 CEPSP, 530 W. 120 Street
 - [Thursday, October 13, 2:15-3:45](#)
 - [Tuesday, October 18, 9:00-10:30](#)

Mandatory Training for New Effort Coordinator

All new Effort Coordinators (and those returning ECs who have not completed training) must complete the full ECRT System Training and Effort Reporting Policy and Process Training (refresher training is *not* sufficient for first-time ECs). *If you have new ECs in your department, please let us know immediately. If you are an Effort Coordinator who has not already attended the full training (or a returning EC who would like a review) you must RSVP to one of the following sessions:*

- [CUMC – Monday, September 26, 9-11:30, in Health Sciences Library Room 202A](#)
- [Morningside – Thursday, October 6, 9:00-11:30 – Room 252 Engineering Terrace, 1210 Amsterdam Ave.](#)

Please use the links above to RSVP for one of these training.

Extended Period for Primary Effort Coordinators (PECs) to Process Effort Cards

As we did last year, we are keeping ECRT open exclusively for PEC's until November 23rd in order to ensure that effort coordinators have sufficient time to review last-minute certifications and process all effort cards for their departments. All effort cards should be reviewed for necessary cost transfers, and any errors should be reviewed with the certifier. *November 23rd will be the last date to accept corrections to effort certifications.* No recertifications will be allowed after that time.

In addition, all cost transfers must be completed by Friday, December 9th.

As always, if you have any questions, comments or suggestions please let us know. The [Effort Reporting Website](#) has FAQs, reference guides and other valuable resources. We look forward to a successful FY16 certification, and thank you again for all of your support.

The Effort Reporting Team
Joel and Kristi