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To: Faculty

We are writing to remind you that it is time to review effort for the fourth quarter of FY09, which ended on June 30. As many of you know, at Columbia, effort on sponsored projects and non-sponsored activities is certified once a year after the close of the fiscal year, and monitored at least quarterly to assure accuracy.

The effort certification period for FY 09 will open in October, at which time you will be asked to certify your effort (and for PIs, the effort of your project staff) from the previous fiscal year.

**Time to Review Q4 Effort**

At this time, prior to the certification period, it is important that you review your Q4 effort (and for PIs, that of your project staff) to see that the salary charged to sponsored projects and other activities reasonably reflects the amount of effort expended on those projects. **Don’t wait until October to review effort.** Remember, funds can only be transferred onto sponsored accounts within 90 days of the original charge. Here’s all you need to do now:

1. Log onto ECRT, the University’s on-line Effort Certification and Reporting Technology at [https://ecrt.columbia.edu](https://ecrt.columbia.edu).
2. Review your effort (and, if you are a PI, that of your research staff) for:
   - overcharges or undercharges to sponsored project accounts
   - unreported cost sharing
   - unlisted projects on which work was done
3. Alert your effort coordinator of any necessary cost transfers or adjustments.

**Remember, you cannot CERTIFY effort at this time.** Do not try to click the CERTIFY button or other buttons in the ECRT system. Now is the time to REVIEW fourth quarter effort and make any necessary adjustments through your effort coordinator.

If you have any questions, comments or suggestions, please contact us at effort-reporting@columbia.edu.