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To: Faculty

We are writing to remind you that the University’s annual effort certification will begin next month. 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 FY09 will open **October 7** 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 (July 1, 2008 – June 30, 2009). The certification period will close **December 7**.

**Time to Review FY09 Effort**

At this time, prior to the certification period, it is important that you review your FY09 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. If you have not already done so, please take a few minutes to:

1. Log onto ECRT, the University’s on-line Effort Certification and Reporting Technology at 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 in the ECRT system. Now is the time to REVIEW effort for FY09, and to make any necessary adjustments through your effort coordinator.

**View Monthly Salary Breakout**

To make monitoring easier, you can view a month-by-month breakout of salary. Simply click on the “Certification Payroll Report” link in the top right corner of an ECRT effort card.

**Changes for PIs in FY09: Work-Study Students and Casuals**

New for the FY09 certification, and in keeping with best practices, PIs will be certifying in ECRT the effort of all staff on their sponsored projects, including casuals and work-study students. Previously, casuals and work-study students were certified manually following the certification period. The new process may mean that some PIs will see more names on their list of non-self certifiers than they did last year. PIs are asked to assess whether the salary charges for those individuals are reasonable in relation to the effort provided on the sponsored project or projects. In making this assessment, please take into account that these individuals are generally paid hourly.

**On-line Training**

If you have not already done so, you must complete the effort reporting Policy and Process training course in Rascal [https://www.rascal.columbia.edu/login/tc0068/](https://www.rascal.columbia.edu/login/tc0068/) as soon as possible. This is a one-time requirement and does not need to be repeated each year.

**Support Available**

To help you with effort reporting and certification requirements, the University has a number of resources available, including:

- The Effort Reporting Website - Contains information on effort reporting and ECRT, including reference guides, FAQs, links and other helpful tools, [http://www.effortreporting.columbia.edu/](http://www.effortreporting.columbia.edu/).
- The Effort Reporting Helpdesk - For answers to your effort reporting questions, contact the effort reporting team at effort-reporting@columbia.edu.
Effort Reporting Requirements
Columbia policy requires all Officers of Instruction and Officers of Research (except for postdocs) who commit to and devote effort to sponsored projects to monitor effort and salary allocations quarterly and to certify effort annually. In addition, all Principal Investigators are required to monitor and certify the effort of staff and other non-self certifiers for whom effort was promised on and devoted to their sponsored projects.

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

We look forward to a successful FY09 certification, and thank you for your support.