

From: The Effort Reporting Team

To: Effort Coordinators

The annual Effort Certification Period for Fiscal Year 2009 begins today and will remain open until **December 7, 2009**. We have sent the attached announcement to all faculty and PIs with sponsored project funding. Since Effort Coordinators are integral to the success and smooth running of effort reporting and certification, we ask that you begin the following tasks:

- √ Sign-up for Effort Reporting Training (if you have not already done so)
- √ Log onto ECRT and review the data for your department(s) or sub-department(s)
- √ Support faculty certification, including prompt submission of any necessary cost transfers or salary adjustments

In addition, Primary Effort Coordinators need to:

- √ Let us know of any changes to your effort coordinator team (new ECs, changes, etc.)
- √ After faculty and PIs complete their certifications, use ECRT to process effort certifications for all individuals with sponsored project funding in your department(s) or sub-department(s)

Check Your Department's Information in ECRT

Please log onto ECRT at <https://ecrt.columbia.edu> to review the data for your department. Once you have logged in, please check the information for your department(s) or sub-department(s) and whether cost sharing commitments have been captured.

If you need to make corrections, please email effort-reporting@columbia.edu. If you know of cost sharing commitments that are not reflected in ECRT, please provide the information to Sponsored Projects Administration (SPA) by using the form posted on the Effort Reporting Website at http://asp.cumc.columbia.edu/ecrt/costsharing/Effortreporting_Costsharing.asp, or by sending an email to Stephanie Scott in SPA at sfs2110@columbia.edu. If you would like a report of your cost sharing information from last year, please send an email request to effort-reporting@columbia.edu. For more information on Cost Sharing, refer to the Certification Section on the Effort Reporting Website, <http://www.effortreporting.columbia.edu/certification.html>.

Changes for FY09

We have implemented several enhancements to this year's certification process:

- Work-Study Students And Casuals — PIs will now certify 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. As a result of this change, some PIs may see more non-self certifiers than they did last year and may ask you about it.
- PECs Certify Non-Sponsored Effort – The non-sponsored effort for all non-self certifiers will now be certified by the PEC using suitable means of verification. In the past, non-sponsored effort could be certified by the PI; however, now the PI only has the ability in ECRT to certify those accounts on which he or she is listed as the responsible person. PEC's can certify the non-sponsored effort using the Certify My Researchers-Group View.
- Certifying For Individuals Who Have Left – PEC's can no longer certify in ECRT for individuals who have left the University. Please refer to the 'Certifying for Individuals Who Have Left the University' reference guide on the Effort Reporting website for details on how to complete these certifications manually.

ECRT Functions Assist Monitoring

Remember, it is the responsibility of each department to monitor and ensure that faculty and PIs certify effort during the certification period. For that reason, ECRT has tools to assist you and your PIs:

- Status by Certifier Report – shows you the role (self-certifier, non-self certifier) and certification status (certified, not certified) of all of the individuals in your department(s) or sub-department(s).

- Uncertified Staff Detail Report – shows you the status of all non-self certifiers in your department(s) or sub-department(s) who have open effort cards, and the PI responsible for each line item.
- Certify My Researchers-Group View – lets PIs view a list of all the non-self certifiers on their projects.

The reports can be found under “View Reports” on your ECRT homepage. A reference guide is available on the Effort Reporting Website at http://www.effortreporting.columbia.edu/reference_guides.html.

Certification Targets

The University has established targets for certification rates during the certification period:

Oct. 7	Oct. 26	Nov. 9	Nov. 22	Nov. 30	Dec. 7
Certification Opens	25%	50%	75%	90%	100% Certification Closes

Following each target date we will be sending status reports to chairs, deans and associate deans indicating whether their departments/schools have met the targets. We strongly encourage you to have people complete their certifications early to avoid a last-minute rush, ensure that everyone can receive the support they need and leave you ample time to process any necessary adjustments.

Effort Reporting Resources

To help with your effort reporting and certification responsibilities, the University continues to provide a number of resources, including:

- *The Effort Reporting Website* - for information on effort reporting policies and ECRT, including reference guides, FAQs, links and other helpful tools, www.effortreporting.columbia.edu.
- *The Effort Reporting Helpdesk* - for answers to your effort reporting questions, effort-reporting@columbia.edu.
- *On-site Support* – to schedule on-site support for you or your faculty, contact us at effort-reporting@columbia.edu.
- *EC Conference Calls* – we will once again be hosting regular conference calls with the effort reporting team so you can raise questions and discuss issues. Details to follow.
- *Refresher Training* – if you missed the recent refresher training sessions and would like to attend one of our future sessions, let us know.
- *Flyers* – Please print and hang copies of the attached flyer around your department to encourage your faculty to complete their certifications. Hard copies are available on request.

In addition, if your department would like to have a presentation on Effort Reporting at a department meeting, please let us know and we will work with you to set it up.

Training

If you have not completed the full effort reporting training, including both ECRT System Training and Effort Reporting Policy and Process, you must contact us immediately at effort-reporting@columbia.edu.

As always, if you have any questions, comments or suggestions, please let us know.

We look forward to a successful FY '09 certification, and thank you for all of your support.