

To: Faculty  
From: Naomi Schrag, Associate Vice President for Research Compliance  
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The annual Effort Certification Period for Fiscal Year 2009 begins today and will remain open until **December 7, 2009**. By December 7, you must complete the following tasks:

- √ Take the online Effort Reporting Policy and Process Training Course (if you have not already done so)
- √ Certify your own effort through ECRT
- √ For principal investigators, certify the effort of your sponsored project staff

Effort certification is required by federal law. Because this requirement is so important, the University may impose the following consequences on those who fail to meet the December 7 deadline:

- Hold proposals for new funding;
- Eventually, transfer salary relating to uncertified effort from sponsored project accounts to departmental accounts.

### **Complete Online Training Before You Certify**

Access the mandatory Effort Reporting Policy and Process Training Course at:

<https://www.rascal.columbia.edu/login/tc0068/>. If you completed training last year, you do **not** need to take it again.

### **Certify Your Effort**

1. Log onto ECRT 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

### **PIs Certify the Effort of Sponsored Project Staff**

PIs will log onto ECRT to certify the effort of sponsored project staff. For those who are certifying more than one staff member, you can view lists of staff to be certified using “Group View.” (Refer to the “Group View” reference guide at [http://www.effortreporting.columbia.edu/reference\\_guides.html](http://www.effortreporting.columbia.edu/reference_guides.html).)

### **Changes for PIs**

Work-Study Students and Casuals - New this year, and in keeping with best practices, PIs will certify in ECRT the effort of **all** staff on their sponsored projects, including casuals and work-study students, who previously were certified manually following the certification period. As a result, some PIs may see more 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.

PECs Certify Non-Sponsored Effort – When certifying for project staff, a PI can only certify those accounts on which he or she is listed **as the responsible person**; all non-sponsored effort for non-self certifiers will be certified by the Primary Effort Coordinator.

### **Additional Support**

Please visit the Effort Reporting website at <http://www.effortreporting.columbia.edu/index.html> for updated answers to frequently asked questions, additional reference guides, and other helpful materials. If you have additional questions, please don't hesitate to email the Effort Reporting Team directly at [effort-reporting@columbia.edu](mailto:effort-reporting@columbia.edu).