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To: Faculty

The annual Effort Certification Period for Fiscal Year 2010 has begun and will conclude on December 7, 2010. 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)  
✓ Review and certify your own effort through ECRT  
✓ For principal investigators, review and certify the effort of your sponsored project staff

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

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

Complete Online Training Before You Certify
All faculty who have not previously completed training must complete the mandatory Effort Reporting Policy and Process Training Course available in Rascal at: https://www.rascal.columbia.edu/login/tc0068/. For faculty in non-science departments, a modified course is available here: https://www.rascal.columbia.edu/login/tc0501/. If you completed training previously, you do not need to take it again.

Certify Your Effort
For detailed instructions on certifying your own effort, please review the reference guide How to Certify Your Effort in ECRT.

PIs Certify the Effort of Sponsored Project Staff
PIs must certify the effort of their sponsored project staff, including the non-sponsored effort (see below). Instructions for PIs on certifying the effort of their research staff can be found in the reference guide How to Certify Your Researchers in ECRT.

Changes for PIs in FY10: PIs Certify the non-sponsored effort of non-self certifiers
As in 2007 and 2008, and in response to recent federal audit reports for peer institutions, this year PIs must certify both sponsored and non-sponsored effort for their project staff. Where project staff work for more than one PI, PIs will need to coordinate and share information. In some cases, this coordination will need to take place not only within departments, but across departments or schools. Effort coordinators can support this process. Ultimately, one PI will need to certify the non-sponsored effort. Ideally, this should be the PI who supports the largest share of the individual’s sponsored effort; however, any PI who has knowledge of the activities of the individual may perform this function. Please note: all PIs listed on an individual’s effort card will continue to receive reminders until the card has been fully certified, including non-sponsored effort.

ECRT Updates
This version of ECRT now contain a status indicator at the top of each effort card showing whether the card has been certified. The indicators are labeled “Base Effort” and “Legal Attestation”. The status icons will change automatically from red X to green ✓ once the card has been certified.
Support Available
The University has a number of resources available to help with effort reporting and certification requirements:

The Effort Reporting Website - Contains information on effort reporting and ECRT, including reference guides on using ECRT to certify effort for yourself and your research staff, FAQs, links and other helpful tools, http://www.effortreporting.columbia.edu/index.html.

The Effort Reporting Helpdesk - For answers to your effort reporting questions, contact the effort reporting team at effort-reporting@columbia.edu.

If you have any questions, comments or suggestions, please contact your effort coordinator, or the effort reporting team at effort-reporting@columbia.edu.

We look forward to a successful FY10 certification, and thank you for your support.