Dear Colleagues:

This update is the fourth in a series that is providing you with information about Columbia University’s Effort Reporting Initiative.

Each year at around this time, Columbia’s annual Effort Certification Period opens. This year, the Certification Period begins on October 15. We are also pleased to announce that our new web-based effort reporting system, Electronic Certification Reporting Technology (ECRT), is now live. ECRT will make the effort reporting process more efficient and will also provide enhanced reporting functionality that will assist you in monitoring salary distributions throughout the year.

The effort certification period will remain open until **January 15, 2008**.

At this time, all Effort Coordinators must complete the following tasks:

- ✔ Take the Effort Reporting Policy and Process Training Course (if you have not already done so)
- ✔ Take the ECRT training course (if you have not already done so)
- ✔ Log onto ECRT and review the data for your department or subdepartment
- ✔ Support faculty certification, including prompt submission of any necessary cost transfers.

In addition, all Primary Effort Coordinators must:

- ✔ Use ECRT to “process” effort certifications for all individuals with sponsored project funding in your department.

**Checking Your Department’s Information in ECRT**

Please log onto ECRT as soon as you can to review the data for your department. You may access ECRT at [https://ecrt.columbia.edu](https://ecrt.columbia.edu) or through the Effort Reporting website using the ‘ECRT’ tab. Once you have logged in, please check the information for your department, including whether Principal Investigator designations are correct and whether cost sharing commitments have been captured.

If you need to make corrections, please email effort-reporting@columbia.edu as soon as you can. If you know of cost sharing commitments that are not reflected in ECRT, please provide the information to Research Administration as soon as you can, using the form posted on the Effort Reporting Website at [http://asp.cumc.columbia.edu/ecrt/costsharing/Effortreporting_Costsharing.asp](http://asp.cumc.columbia.edu/ecrt/costsharing/Effortreporting_Costsharing.asp).

**Certification**

We strongly encourage you to ask your faculty to complete their certifications by mid-December, to avoid a last-minute rush and ensure that everyone can receive the support they need. Additionally, this should leave you ample time to process any necessary financial adjustments.

**Training**

Over the past two months, over 250 administrators have completed the mandatory Effort Reporting Policy and Process Training, and 100 have completed the mandatory ECRT training. The training and course evaluations have been consistently positive. To sign up for these trainings, please visit the Effort Reporting Website training page at the following link: [http://www.effortreporting.columbia.edu/training.html](http://www.effortreporting.columbia.edu/training.html).

**Additional Support**

We recognize that this new process may raise many questions and issues. Please visit the Effort Reporting website at [http://www.effortreporting.columbia.edu/index.html](http://www.effortreporting.columbia.edu/index.html) for updated answers to frequently asked questions, additional reference guides, and other helpful materials. In particular, on the ECRT page, we have posted new step-by-step instructions for completing common ECRT tasks and ECRT FAQs.

In addition, the Effort Reporting Help Desk is now available. Should you require additional help with technical issues or basic policy questions, please feel free to call the Effort Reporting Help Desk at: (877)
386 -0417 or (212) 851 - 7101 (1-7101 on campus). The Helpdesk will be available Monday – Friday from 9 AM – 5 PM ET. If you have a more complex issue, please email the Effort Reporting Team directly at effort-reporting@columbia.edu.

Thank you for your attention to these matters, and please feel free to contact the Effort Reporting Team with any questions.

Sincerely,

David Hirsh
EVP for Research

Cheryl Ross
Controller