July 5, 2011

Dear Colleague,

We are writing to remind you that it is time to REVIEW your quarterly effort allocations through the fourth quarter of the fiscal year. At this time, you will have VIEW-ONLY access to ECRT and cannot enter any information or certify effort. We ask you to please take a few minutes to:

1. Log onto ECRT, the University’s on-line effort reporting tool.
2. Review your effort (and, if you are a PI, that of your research staff) for the preceding 3 months looking for:
   ▪ overcharges or undercharges to sponsored project accounts
   ▪ unlisted projects on which work was done and salary should have been allocated
   ▪ unlisted projects on which work was done as a cost share
3. Alert your effort coordinator of any necessary cost transfers or adjustments.

Please note: YOU WILL HAVE VIEW-ONLY ACCESS TO THE ECRT SYSTEM FOR MONITORING ONLY. YOU CANNOT CERTIFY EFFORT OR ENTER ANY INFORMATION INTO ECRT. If you see that accounts are missing or that the percentages reflected in ECRT do not reflect a reasonable estimate of the effort devoted to one or more sponsored projects, you must communicate any necessary changes to your effort coordinator, who will complete the required documentation.

Possible update to ECRT - We are currently evaluating a new ECRT interface that will help users navigate more easily through the system. ECRT’s vendor created the new interface with input from CU investigators and effort coordinators, in response to concerns raised in the past about ECRT’s usability. If the new interface passes all tests and usability criteria, you will see it in the coming certification period this fall.

Self-Certifiers - To view/monitor your effort, select “Certify/View My Effort” from the Effort Lifecycle.

PIs - To view/monitor the effort of your research staff, select “View My Researcher Staff,” click on the researchers name and click “View Current.” You will need to review each individual’s effort card separately; there is no group view during monitoring. (Please note: You should only review the effort for individuals who worked on your sponsored projects during the current fiscal year. Your list contains historical information, and includes effort cards for individuals who have worked for you in prior years.)

Salary Information - To make monitoring easier, you can view a monthly breakout of salary. Simply go to an effort card in ECRT, click on “Related Reports” on the left-hand side above “Accounts,” and select “Certification Payroll Report.”

For more information on effort reporting generally and ECRT specifically, please refer to the Effort Reporting Website. If you have not completed mandatory training or if you would like a refresher on Effort Reporting at Columbia, you can access it through the Rascal training center.

Columbia policy requires all University Officers of Research and Officers of Instruction (except for postdocs) who committed to and devoted effort to sponsored projects in the current fiscal year to monitor effort and salary allocations quarterly and to certify effort annually after the close of the fiscal year. 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.

As always, if you have any questions, comments or suggestions, please contact the Effort Reporting Team know at effort-reporting@columbia.edu.

Sincerely,
The Effort Reporting Team