October 8, 2013

Dear Effort Coordinator:

The annual Effort Certification Period for Fiscal Year 2013 begins today and will remain open until **November 22, 2013 at 5:00 p.m.** We have sent the attached announcement to all faculty and PIs with sponsored project funding.

**Same ECRT, Better Organization**
The ECRT version we are using this year is essentially the same as last year. However, there are some changes that will affect the way ECRT looks as well as a new way to enter cost sharing information. Cost share information can now be entered by the effort coordinator; just look for the “Add Cost Sharing” option in the “Manage” drop-down menu.

Also, we want to remind you that due to the conversion of data last year in accordance with the transition to ARC, only certifications from FY12 and later will be visible in the current ECRT environment. To access prior year effort cards, please use [https://ecrt-legacy.cc.columbia.edu](https://ecrt-legacy.cc.columbia.edu). The legacy environment is accessible only by individuals who had access to the system in FY11; if you did not have access to the system in FY11, or have changed departments since then, please contact us for assistance with prior year effort cards.

**Check Your Department's Information in ECRT**
As we begin the certification, we ask that you log into ECRT at [https://ecrt.columbia.edu](https://ecrt.columbia.edu) to review the data for your department. Some things to look for:

- That the people in your department(s) are assigned to the correct department.
- That the correct PI is listed on sponsored projects. If not, please work with SPA to have the correct PI listed.
- Cost sharing commitments that are not reflected in ECRT – Effort coordinators can now add cost share information themselves.
- Faculty who are no longer at Columbia. These individuals or the non-self certifiers of former PIs will need to be manually certified. They are identified in ECRT as “Requires Manual Certification.” Refer to the reference guide on Certifying for Individuals who have left the University.

**Training**

Training for new faculty

All self-certifiers and PIs need to take the Effort Reporting Policy and Process training in Rascal. Training is required only once and need not be repeated each year. We are contacting new faculty who have not yet completed training. If you would like a list of faculty in your department who need training, send us a request via email.

**New Refresher FAQ for Self-Certifiers and PIs**
For your faculty’s convenience, we have created a brief effort reporting refresher with answers to frequently asked questions. You can find the Effort Reporting Refresher FAQs for Self-Certifiers and Principal Investigators in the Reference Guides section of the Effort Reporting website. Faculty may find it helpful to review the reference guide before they begin the certification process.

**EC Training**

We have held multiple training sessions for new and returning Effort Coordinators over the past weeks. If you were unable to attend training but would like refresher training, please let us know and we will attempt to schedule additional trainings. However, if you are a new EC who has not attended training, you must let us know immediately.
Certification Targets
The University has established targets for certification rates during the certification period:

<table>
<thead>
<tr>
<th>Oct. 8</th>
<th>Oct. 18</th>
<th>Oct. 29</th>
<th>Nov. 8</th>
<th>Nov. 15</th>
<th>Nov. 22, 5 p.m.</th>
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</thead>
<tbody>
<tr>
<td>Certification Opens</td>
<td>25%</td>
<td>50%</td>
<td>75%</td>
<td>90%</td>
<td>100%</td>
</tr>
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Certification Closes!

Following each target date, we will be sending PECs department status reports to help you monitor your department’s progress. We ask that you share the information with your chair or director. In addition, reports are sent to deans and associate deans indicating whether their departments/schools/centers have met the targets. Please encourage your faculty to 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:

- **Effort Coordinator Call-ins** – Have your questions answered and hear how others are handling problems. Call-ins will be held each Wednesday from noon to 1:00. The first EC call-in is scheduled for Wednesday, October 16 at noon. To participate, dial 888-278-0254, and enter Access Code: 6691003#.
- **The Effort Reporting Website** - Contains information on effort reporting and ECRT, including reference guides, FAQs, links and other helpful tools.
- **The Effort Reporting Helpdesk** - For answers to your effort reporting questions, contact the effort reporting team at effort-reporting@columbia.edu.
- **On-site Support** – To schedule on-site support for you or your faculty, contact us at effort-reporting@columbia.edu.
- **Department meetings** - If your department would like to have a presentation on Effort Reporting at a department meeting, please contact us.

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

Kristi and Joel and the Effort Reporting Team