October 8, 2013

Dear Colleague:

The annual Effort Certification Period for Fiscal Year 2013 begins today and will remain open until **November 22, 2013**. By 5:00 on that date, 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 the University’s electronic effort reporting system, ECRT, at [https://ecrt.columbia.edu/](https://ecrt.columbia.edu/).
- For principal investigators, review and certify the effort of your sponsored project staff.

**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/](https://www.rascal.columbia.edu/login/tc0068/). For faculty in non-science departments, click here: [https://www.rascal.columbia.edu/login/tc0501/](https://www.rascal.columbia.edu/login/tc0501/). If you completed training previously, you do not need to take it again.

**New Refresher FAQ**
For your 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. You may find it helpful to review the reference guide before you begin the certification process.

**ECRT 2013**
There are no major changes to the ECRT system this year. However, 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 for yourself or your non-self certifiers, please use [https://ecrt-legacy.cc.columbia.edu](https://ecrt-legacy.cc.columbia.edu).

**Certify Your Effort**
For detailed instructions on certifying your own effort in ECRT, please review the reference guide [How to Certify Your Effort in ECRT](https://ecrt.columbia.edu).  

**PIs Certify the Effort of Project Staff**
PIs certify the effort of their sponsored project staff *using suitable means of verification*, such as direct supervision, discussion with the employee, or other methods of verifying the individual’s activities. Instructions for PIs on certifying the effort of project staff in ECRT can be found in the reference guide [How to Certify Your Effort and the Effort of Your Researchers in ECRT](https://ecrt.columbia.edu).

**PIs Certify Non-Sponsored Effort**
As in previous years, 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 the non-sponsored effort line.*

**Support Available**
To help you with your effort reporting and certification requirements, the University has a number of resources available, including:
• The Effort Reporting Website - Contains information on effort reporting and ECRT, including updated reference guides on using ECRT to certify effort for yourself and your research staff, FAQs, links and other helpful tools.

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

Effort certification is required by University policy and federal regulation. Because this requirement is so important, the University may impose the following consequences on those who fail to meet the November 22 deadline:
• Hold proposals for new funding
• Transfer salary relating to uncertified effort from sponsored projects to departmental accounts

If you have any questions, comments or suggestions, please contact us at effort-reporting@columbia.edu.

We look forward to a successful FY13 certification, and thank you for your support.

Sincerely,

Naomi Schrag
Associate Vice President for Research Compliance

Jim Kemp
Associate Vice President for Research Financial Operations