October 8, 2014

Dear Effort Coordinator:

The annual Effort Certification Period for Fiscal Year 2014 begins today and will remain open until **November 21, 2014 at 5:00 p.m.** We have sent the attached announcement to all faculty and PIs with sponsored project funding. **Please note: your department or school may set an earlier internal deadline for administrative purposes.**

**Extra time for you!**
In order to ensure that effort coordinators have sufficient time to review last-minute certifications and process all effort cards for their departments, we are keeping ECRT open exclusively for PEC’s until December 2nd. All effort cards should be reviewed for necessary cost transfers, and any errors should be reviewed with the certifier. **December 2nd will be the last date to accept corrections to effort certifications.** No recertifications will be allowed after that time.

**In addition, all cost transfers must be completed by Friday, December 19.** (See schedule below)

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

- That the people listed 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 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 so it is best to begin now. Refer to the reference guide on [Certifying for Individuals who have left the University](https://ecrt.columbia.edu).

**ECRT Improvements and Reminders**

**Changes to Manual Certifications**
The one significant change to the certification process this year is that we have removed the designation "Requires Manual Certification" from those individuals in ECRT who have been identified as no longer active at the University. This will make your life easier in several ways:

1. These individuals will now show up on your work list as “Not certified, not processed” until their certifications are completed.
2. If one PI on a Non-Self Certifier’s effort card has left, the other PIs will be able to certify their portion of the card in ECRT, rather than requiring manual certifications from all PIs.

You will still need to download the effort cards of those self-certifiers who are no longer active, or non-self certifiers whose PIs are no longer active, and have them certified manually, but this change should improve the work flow.

For information on using ECRT, check out the [Effort Coordinator Guide to ECRT](https://ecrt.columbia.edu) and the [Effort Coordinator Quick Guide to ECRT](https://ecrt.columbia.edu).

**Cost Sharing**
The cost sharing for NIH projects reflected in the effort cards is calculated just prior to the opening of the Effort Certification period. If cost transfers are made onto or off of an NIH project, the cost sharing calculation will not automatically adjust. Additionally, for individuals who did not work for a full 12 months, cost sharing is prorated. For these reasons, we ask that you review NIH cost sharing and if you have a question or you feel an adjustment is needed, please email us.

Remember that ECRT allows you to enter cost share information directly; just look for the “Add Cost Sharing” option in the "Manage" drop-down menu. For complete instructions, check out the reference guide [How to Add Cost Sharing in ECRT](https://ecrt.columbia.edu).

**ECRT Archives**
Also, we want to remind you that certifications prior to FY12 have been archived due to the transition to ARC. To access prior year effort cards, 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 ECRT in FY11. If you did not have access to the
system in FY11, or have changed departments since then, please contact us for assistance accessing prior year effort cards.

**Faculty 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.

**Refresher FAQ for Self-Certifiers and PIs**

For your faculty’s convenience, we have 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.

**Targets and Deadlines**

The University has established deadlines and targets for certification rates during the certification period:

<table>
<thead>
<tr>
<th>Oct. 8</th>
<th>Oct. 20</th>
<th>Oct. 31</th>
<th>Nov. 11</th>
<th>Nov. 17</th>
<th>Nov. 21, 5 pm</th>
<th>Dec. 2</th>
<th>Dec. 19</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certification Opens</td>
<td>25%</td>
<td>50%</td>
<td>75%</td>
<td>90%</td>
<td>100% Certification Closes</td>
<td>Final day for processing</td>
<td>Final day for cost transfers</td>
</tr>
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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 15 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