Office of Research and Economic Development

ecrt Certifier Training

July 2015

AGENDA

- General Upgrade Information
- Changes & Improvements for Certifiers
- Effort Reporting at FIU
- Certifier Information
- Certifier Responsibilities
- Principal Investigator Responsibilities
- Accessing & Logging into the ecrt system
- Tour of the ecrt Homepage
- Tour of the Effort Card
- Reports

General Upgrade Information:

The ecrt system was upgraded from version 3.0.3 to the newest version, 5.1

Changes & Improvements for Certifiers:

- New Layout
- Resolved Bugs
- Improved Functionality, Performance, Process, & Reporting
- Less Administrative Burden

Effort Reporting:

- Effort reporting provides verification to the sponsor that effort committed on a sponsored project has been performed as promised

- Effort is the proportion of time spent on an institutional activity expressed as a percentage

- Effort reports must account for all effort for which the University compensates an individual. This includes all effort expended on sponsored projects, administration, business development, instruction and non-sponsored scholarly activity, clinical activity, and other activity as prescribed in federal circular 2 CFR § 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance); NIH Salary Limitation on Grants; and other policies that govern the need to provide certification of an individual's effort pursuant to his/her sponsored and non-sponsored activities. It does not include effort for which the employee receives compensation directly from another entity (e.g., outside consulting work) or incidental work for which supplemental compensation (i.e., extra state/overload compensation) is paid.

Effort Reporting at FIU:

- Effort must be certified for any individual who has committed effort on a sponsored project

- Effort is certified 3 times per year (spring, summer, fall)

- The 30-day certification period begins 4 weeks after the period of performance has ended

- All effort reports must be certified by the corresponding Certifier(s) by the certification deadline

Certifier Information

There are two kinds of certifiers:

- Non-Self-Certifiers: individuals with effort on sponsored projects who are not faculty and who are not in a Principal Investigator role. The responsibility for certifying their effort rests with the Principal Investigator of the sponsored project.
- Self-Certifiers: individuals that certify their own effort. This classification includes individuals who are Principal Investigators currently, and/or formerly. Project PI's are also responsible for certifying effort on behalf of the non-self-certifiers who performed effort on their project(s).

Certifier Responsibilities:

- must have first-hand knowledge of the effort performed and/or have suitable means of verifying that the effort was performed
- be aware of his/her effort on sponsored projects and all other University obligations
- work with the departmental effort coordinator throughout the effort reporting process, when necessary
- communicate any significant change in effort to the departmental effort coordinator, ORED post-award representative, and the sponsor

Principal Investigator (PI) Responsibilities:

- PI's must ensure that charges to sponsored projects are:
  - consistent with the effort expended by those working on the sponsored project as they relate to personnel costs
  - in compliance with federal and University policies and procedures
  - allowable, reasonable and allocable to the sponsored project charged
- Faculty will be asked to justify 100% sponsored effort. Activities including proposal writing, departmental meetings, advising students, etc. cannot be charged to sponsored projects.

Accessing the ecrt system:

- The ecrt system log-in screen can be accessed directly by using the link provided: https://ecrt.fiu.edu/ecrt

- You can also access the system log-in screen from the FIU Effort Reporting webpage, http://research.fiu.edu/effort, and clicking on the 'Log into ecrt' button.

Logging into the ecrt system:

- ecrt username = FIU PantherID

- ecrt password = FIU MyAccounts password

Tour of the ecrt Homepage:

- Dropdown Menu Bar – Certify, Manage (look-up), Reports

- Helpful Links

- Worklist - Statements Awaiting Certification

Tour of the Effort Card:

- Basic Card Information – Statement Owner, Period of Performance, Due Date, Status

- Columns – Committed Effort, Payroll, Cost Share, Computed Effort (Payroll + Cost Share), Certified Effort

- Sponsored Project ID's / Non-Sponsored ID's

- Reports available from Effort Cards – Payroll Report, Commitment Listing Report, Cost Share Report

- Notes & Attachments

Reports:

- In addition to the reports available directly from effort cards, reports are located in the reports section on the ecrt drop-down menu

- Reports are now categorized into different sections:
  - -Commitments
  - -Payroll/Cost Share

- Each report provides an explanation on how to run the report and the information it provides

Please contact ecrt@fiu.edu if you have any questions or for any effort reporting related matters.

Thank you,
FIU Research