DIRECTIONS FOR PULLING GRANT REPORTS FROM ECERT

- 1. Log in https://vanderbilt.huronecrt.com/vanderbilt/RedirectHome.do
- 2. Select "Reports" in the heading

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Home	Ceddy	Manage	Reports	Administration

- 3. Select the following:
 - a. Category Payroll/Cost Share
 - b. Reports PI and Staff Payroll Report

ecrt Reporting	\bigcirc
Category	Reports
Management Payrol/Cost Share	Cost Share Report Payroll Report Pl and Staff Payroll Report SPES (sponsored Project Employee Summary) Report SPES Summary Report

- 4. Choose the following Parameters:
 - a. PIs last name and select it as it auto populates
 - b. Start and End Dates of the current grant period

Parameters	Results		
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Search By Statement Type:		Base Salary N/A Other	
Date By:		Dates O Employee Type	
Dates:		Start Date:	End Date
		[mm/dd/yyyy]	[mm/dd/yyyy]

- 5. Click "Run Report"
- 6. Export the report to Excel and filter by the project that you need. (You should see the list of everyone on the various projects associated with this lead PI.)
 - a. If there are sub-projects under the PI that is outside of your jurisdiction, reach out to those department and request that they pull the report. You will need an accurate effort reports for all sub-project personnel on the award to ensure all effort is accounted for in the RPPR.