

DIRECTIONS FOR PULLING GRANT REPORTS FROM ECERT

1. Log in <https://vanderbilt.huronecrt.com/vanderbilt/RedirectHome.do>
2. Select “Reports” in the heading



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



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.