Effort Reporting Certifications - Procedures

Effort certification is the approval/confirmation that the costing distribution for a period of time captured in the ecrt® system is a reasonable reflection of one's allocation of efforts across all duties and tasks related to their 100% institutional base pay. This approval/confirmation is required by federal rules and regulations when any portion of the distribution is funded by federally sponsored contracts and grants.

Faculty and Principal Investigators (PIs) for federal projects complete the effort certification within ecrt®. The effort amounts are reflected in whole percentages.

The procedures included in this document are complementary to the Effort Reporting Policy and define the processes and procedures surrounding the after-the-fact certification of salary costs for individuals that are paid from federal sources for any portion of their salary distribution.

Certification Process

Effort reports are generated out of the ecrt® system. The faculty member and/or PI receive notification from the system when a report has been generated for them to certify. They log into the system and review the effort reports for themselves as well as any project statements for which they are the PI. If the report is correct and in line with how the effort was performed for the quarter, they certify the effort report(s) within the ecrt® system.

If the salary distribution needs to be adjusted for the period that is currently being reviewed for certification, the faculty member and/or PI will work with the local effort coordinator to get the appropriate retro-active costing changes made within Oracle Cloud. This adjustment will update the information in ecrt® once they are processed. When the adjustments feed through to ecrt®, the faculty member and/or PI will be able to certify the updated report for the adjusted salary distribution for the period.

For a detailed step-by-step recap of the process, see the ***Effort Certification - Guide for Faculty and Principal Investigators*** - click here.

Time Period

Effort Reports will be certified for the following quarterly periods each year:

- September - November
- December – February
- March – May

- June – August

Exceptions

If, for some reason, a faculty member and/or PI is unable to perform this process, the effort coordinator can contact RF to have the individual or project Effort Report reassigned to an appropriate designee who has knowledge of the activities and can reasonably attest to the accuracy of the Effort Report requiring certification.

If, for some reason, the effort report in the ecrt® system cannot be corrected to properly reflect the salary for a particular period, a manual effort report will be done offline, RF will provide the ecrt Coordinator the completed offline form for the faculty member or PI to sign certifying their effort. The signed form will replace the system report for the period in question.

Key Terms

ecrt® – A web-based effort certification tool which supports compliance and allows for proactive monitoring of effort and payroll related to federal funds.

PIs – Principal Investigators

Effort Certification – The approval/confirmation that the salary costing distribution for a period of time is reasonable reflection of the work perform across all sources of funding.

Related Documents

VU Introduction to ecrt® - click here.

Effort Certification - Guide for Faculty and Principal Investigators - click here.