Pre-Review

- Determine your department procedure for reviewing, editing, & certifying effort statements.
- Ensure you have proper access to the eCRT system
  - To Request or Adjust Access submit an eCRT Access Request Form to effort@uth.tmc.edu
- Ensure all pay periods are reflected on the statements & you are not missing any personnel
  - Run Payroll report in eCRT to confirm pay periods
  - Check personnel on Dept. Dashboard in eCRT
- Ensure all payroll, computed effort, & certified effort is correct
  - Use the Effort Calculation Worksheet to compute % effort
    *Highly recommended for PI’s with Salary Cap & Cost Sharing*
    *Use HCM Funding History File only to complete*
  - Run the External Audit Report, in eCRT, to see effort by individual/department for the 6 month period
  - Review Salary Cap guidance & Cost Sharing guidance
- Submit all PASS transactions &/or Cost Transfers, if needed
  *PASS Transactions take 2 pay cycles to show on effort statements*
- Request report with PI Commitments from S&R by emailing effort@uth.tmc.edu
- Review training materials & FAQ's on SPA-Effort website

If you are unable to identify corrective action for a statement, please contact S&R immediately

effort@uth.tmc.edu
713-500-3374

Chrome is the recommended browser
- eCRT Login: go.uth.edu/effort
- Email: effort@uth.tmc.edu
- Website: https://www.uth.edu/effort-reporting/index.htm
Certification

- Confirm payroll & effort are correct:
  - If Payroll/Computed Effort > Certified Effort, the statement IS NOT correct & adjustments are needed!
  - Must certify effort at level of commitment

- Document missing projects! PI’s are expected to certify effort for ALL projects, including projects with no pay!
  - You can add missing projects, in eCRT, by selecting the Add Project/Speedtype link on the statement

- Place cards on hold if Cost Transfer or PASS transaction is needed &/OR the statement is in jeopardy of missing the deadline

- Email S&R for missing commitments, PI’s no longer at UTHealth, No Certification Required statements, eCRT Access, & HCM Funding History File Access

- Manual certification is required for PI’s no longer at UTHealth & statements with a Department Suspense account listed

If you are unable to identify corrective action for a statement, please contact S&R immediately

effort@uth.tmc.edu
713-500-3374

Certification

Friday, January 19th through Monday, February 19th

- Chrome is the recommended browser
- eCRT Login: go.uth.edu/effort
- Email: effort@uth.tmc.edu
- Website: https://www.uth.edu/effort-reporting/index.htm
EFFORT CERTIFICATION DATES, TIPS, & REMINDERS

Certification

If you are unable to identify corrective action for a statement, please contact S&R immediately
effort@uth.tmc.edu
713-500-3374

Friday, January 19th through Monday, February 19th

- Effort is not based on a 40-hour work week; it is based on the total time spent on university activities, no matter how many hours are worked. It should ALWAYS total to 100%

- All federal research awards require some level of committed effort (a reasonable and measurable amount of effort, as determined by the PI/Sponsor is required). If this effort is not directly charged to the sponsor, it must be captured as cost sharing

- Cuts in funding do not automatically reduce effort commitments. Reduction of effort commitments must be negotiated with the sponsor, or else the original effort commitment must be met with cost sharing

- Remember certification is a 2 step process. The PI must certify & the PEC must process to complete certification!

Chrome is the recommended browser
eCRT Login: go.uth.edu/effort
Email: effort@uth.tmc.edu
Website: https://www.uth.edu/effort-reporting/index.htm
EFFORT CERTIFICATION DATES, TIPS, & REMINDERS

Chrome is the recommended browser
Email: effort@uth.tmc.edu
Website: https://www.uth.edu/effort-reporting/index.htm

eCRT Login: go.uth.edu/effort

Post Certification

Tuesday, February 20th & Later

• **Travel restrictions** will be enforced on **Tuesday, February 20th**
  1\(^{st}\) Non-Compliant Notice sent Tues, Feb 20\(^{th}\) to Primary EC & DMO (or equivalent)
  2\(^{nd}\) Non-Compliant Notice sent Tues, April 3\(^{rd}\) to Dean
  3\(^{rd}\) Non-Compliant Notice sent Tues, May 15\(^{th}\) to EVPARA
  4\(^{th}\) Non-Compliant Notice sent Friday, June 26\(^{th}\) to EVPARA, & Compliance

• Travel restrictions are enforced for outstanding effort certification cards after the 30 day certification window has closed. These restrictions include travel on University funds or using University time.
  - Certification is a 2 step process. The PI must certify & the PEC Process to complete certification!

• Effort statements placed on hold will not have travel restrictions imposed.
  - Statements placed on hold have 60 days to certify
  - Monitor the status of your reports, PASS transactions, & cost transfers

• Effort cards reopened for certification after the 30 day certification period have 10 business days to be recertified and processed before travel restrictions are imposed

• If PI is placed on travel restrictions, please email S&R once the statement(s) have been certified. S&R will then remove the travel restriction

If you are unable to identify corrective action for a statement, please contact S&R immediately effort@uth.tmc.edu 713-500-3374