PRE-REVIEW: Fri, July 5th to Thur, July 18th | Certification: Fri, July 19th to Mon, August 20th

**Pre Review Items:**
- Establish your department procedure for reviewing, updating, & certifying effort statements.
- Check your access to the eCRT system & your departments
  - 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 the payroll & certified effort is correct
  - Keep the Committed Effort in mind! Certified effort should be at the level of committed effort
  - Use the Effort Calculation Worksheet to compute the percentages
    *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 & Cost Sharing guidance
- Submit all PASS transactions &/or Cost Transfers, if needed
  *PASS Transactions take 2 pay cycles from final approval to show on effort statements*
- Request report with PI Commitments (Other Support) from S&R by emailing effort@uth.tmc.edu
- Review Training Materials & FAQ's on SPA-Effort website

**Certification Items:**
- Confirm payroll & certified effort are correct:
  - If Payroll > 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/Speed type’ 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
- **Manual certification** is required for PI’s no longer at UTHealth & statements with a Department Suspense account listed
- Email S&R for missing commitments, PI’s no longer at UTHealth, No Certification Required statements, eCRT Access, & HCM Funding History File Access

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

Friday, July 5th to Thursday, July 18th

Pre-Review

- Establish your department procedure for reviewing, updating, & certifying effort statements.
- Review Training Materials & FAQ's on Effort website
- Ensure you have access to the eCRT system & your departments - 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 period
  - Check personnel on Dept. Dashboard in eCRT

Ensure all the payroll & certified effort is correct
- Keep the Committed Effort in mind!
- Use the Effort Calculation Worksheet to compute the percentages *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 & Cost Sharing guidance
- Submit all PASS transactions &/or Cost Transfers, if needed
  *PASS Transactions take 2 pay cycles from final approval to show on effort statements*
- Request Other Support report, for list of current & proposed effort commitments, by emailing effort@uth.tmc.edu

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

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/Speed type’ link on the statement

Effort should ALWAYS total to 100%. It’s not based on a 40-hour work week!

Confirm payroll & certified effort are correct:

If Payroll > Certified Effort, the statement IS NOT correct & adjustments are needed!
- Certified Effort: Must be at level of commitment
- Payroll: Must be equal to or less than the commitment (if less, must be cost shared on non sponsored account)

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 reduce effort commitments. Reduction of effort commitments must be approved by the sponsor.

University policy applies! UTHealth requires a 2% effort commitment & maximums based on position

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

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

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

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

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

Friday, July 19th to Monday, August 20th

Certification:

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• eCRT Login: go.uth.edu/effort

Email: effort@uth.tmc.edu
• Website: https://www.uth.edu/effort-reporting/index.htm
Post Certification

Travel restrictions will be enforced on **Tuesday, August 21st (for statements not on hold)**
- Travel restrictions enforced for ALL statements not certified on **Friday, Sept 21st**!

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.

To remove travel restriction:
- Complete the certification process
- Email S&R at effort@uth.tmc.edu once statement has been certified

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

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- Email: effort@uth.tmc.edu
- Website: https://www.uth.edu/effort-reporting/index.htm