Effort Coordinator Training

Office of Research
Ecrt Team
Spring 2020

KU RESEARCH
The University of Kansas

Agenda

1. Effort Reporting Overview
2. Ecrt Workflow and Basic Information
3. Effort Coordinator: Pre-Review
4. PI/Self- Certifier: Individual Certification
5. PI: Project Certification
6. Effort Coordinator: Post Review (Tasks)
7. Additional Resources (Including Reports)

Effort Reporting Overview

Background: Effort Certification

2 CFR 200 (Uniform Guidance) requires KU to have internal controls in place to ensure time expended on sponsored projects is certified.

KU applies Uniform Guidance requirement to all sponsored projects regardless of the funding source. Therefore, effort must be certified for all individuals who receive salary support from a sponsored project or who expend effort on a sponsored project (even if they do not receive salary support from the sponsor.)

Effort Certification is the primary means of verifying that:

- Effort supported (paid) by the project has been performed as promised, and
- Effort expended in support of a project but not paid by the project (cost sharing) has been performed as promised.

What is Effort?

The portion of time spent on a given professional activity and expressed as a percentage of the total 100% professional activity for which an individual is employed by KU.

- The government recognizes that it is a 'reasonable estimate.'
- Total effort for an individual must equal 100%.
- Effort is not based on a standard (e.g., 40-hour) work week, instead based on whatever was worked.
- '100% Effort' considers all professional activities related to the individual's appointment (teaching, research, service.) Effort is expressed as a percentage distribution of total effort, and each percentage must reasonably agree with the actual effort devoted to each activity in relation to the employee's total effort.
- Effort does not include outside activities (e.g., external consulting, additional pay) or voluntary uncommitted cost share (work done on a project that was not committed to a sponsor.)

Effort Certification at KU

All individuals with effort committed to a sponsored project (both paid with sponsor funding and commit cost share) are required to have a completed effort report and/or project report, per federal regulations and university policy.

KU uses ecrt to ensure all certifications can be completed electronically. Additionally, ecrt allows for us to report on and store certifications.

Benefits of ecrt

- Login with KU Online ID anywhere you have internet access
- Ecrt will indicate any report that needs the certifiers review and approval

New HYBRID Model

Effective for the reporting period beginning 6.16.19 (FY20) KU will be moving to a hybrid model for effort reporting.

Ecrt will now in have two types of effort certification. The first being an 'individual effort statement', which will be how faculty/staff certify 100% of their time during a reporting period. The second being what we will refer to as a 'project statement', which will be used to certify effort expended by our graduate students and temp (UPS/USS) staff.

This hybrid model is being implemented to help our researchers by eliminating the need for PIs to certify non-sponsored funds for graduate students and certain temporary employees. Additionally, it is our hope that the project statements will make it clearer to PIs what effort has been expended on individual projects during a given reporting period.

Who Certifies?

Effort reports must be certified by the **employee that performed the work** or the **award/project PI for graduate students and temp (UPS/USS) staff.**

PIs are responsible for Certifying their own effort and the effort of graduate students and temp (UPS/USS) staff on their project, as well as ensuring that the faculty and staff on their awards have certified during the certification period.

Faculty and Staff will be required to certify effort for themselves as well as any graduate students and temps employees for which they are responsible for twice annually. Certification periods will be 60 calendar days long.

What is Recertification?

With our implementation of ecrt in 2016 we were able to address a gap in our previous methods of certifying effort by utilizing what is called recertification.

Rectification is required when a previously certified effort report/project statement is changed by a Retroactive Fund Adjustment (RFA), if the RFA is over our tolerance threshold of 5% change (and $100) per line.

Certifiers will have 30 calendar days from the time that the effort report/project statement is reopened by the Effort Coordinator to recertify effort.

Failure to Certify?

The Office of Research reserves the right to impose the following for those who fail to comply with effort certification policy:

- Failure to certify in the 60-day effort certification period or recertify during the 30-day recertification period can result in
  - Pre-Award not submitting proposals for those who have not certified
  - Post Award not setting up awards (NCEs, continuations, etc.) for those that have not certified
- Emails will be sent to remind certifiers that they have outstanding effort reports/project statements during the certification period
- Effort Coordinators and the KU Office of Research will be monitoring certification and will reach out to those who are at risk of noncompliance

Effort Certification Responsibilities for Faculty and Staff

- Understand federal requirements related to effort
- Certify effort statements to accurately reflect effort during the effort reporting period
- Review, initiate correction if necessary, and electronically certify their individual effort certifications
- Communicate significant effort changes (over 5% and more than $100) to their effort coordinator(s)
- Recertify, if effort changes (over 5% and more than $100) are made after a statement has been certified
- On Federal project, obtain prior approval if disengaged from the project for more than three consecutive months, or effort is reduced more than 25% from the budgeted awarded plan

Additional Effort Certification Responsibilities for PIs

- Certify project statements to accurately reflect the work of graduate students and temp (UPS/USS) staff during the effort reporting period
- Ensure other faculty and staff appointed to their sponsored projects certify within the (re)certification period(s)

Effort Certification Responsibilities for Effort Coordinators

- Understand federal requirements related to effort
- Monitor effort commitments, salary charges, and cost sharing on all applicable awards
- Follow up with faculty, staff, and payroll coordinators to make adjustments as necessary
- Communicate to the Office of Research any changes that require sponsor notification and/or approval
- Review salary charges with faculty and staff, and post any salary distribution updates and/or corrections in a timely manner
- Check effort certification for accuracy during the pre-review period
- Monitor that effort certification are completed within 60 calendar days after release to the certifier and recertifications are completed within 30 calendar days after release to the certifier

Additional Effort Certification Responsibilities for Coordinators

Primary Effort Coordinator

-Each HR department is assigned a single primary effort coordinator, this employee will receive the tasks for the HR department

-Leave notes in the effort reports within the HR department

-Update the certified effort to correctly reflect the effort expended during the reporting period

Effort Coordinator

-Assigned to specific HR departments

-Leave notes in the effort report within the HR department

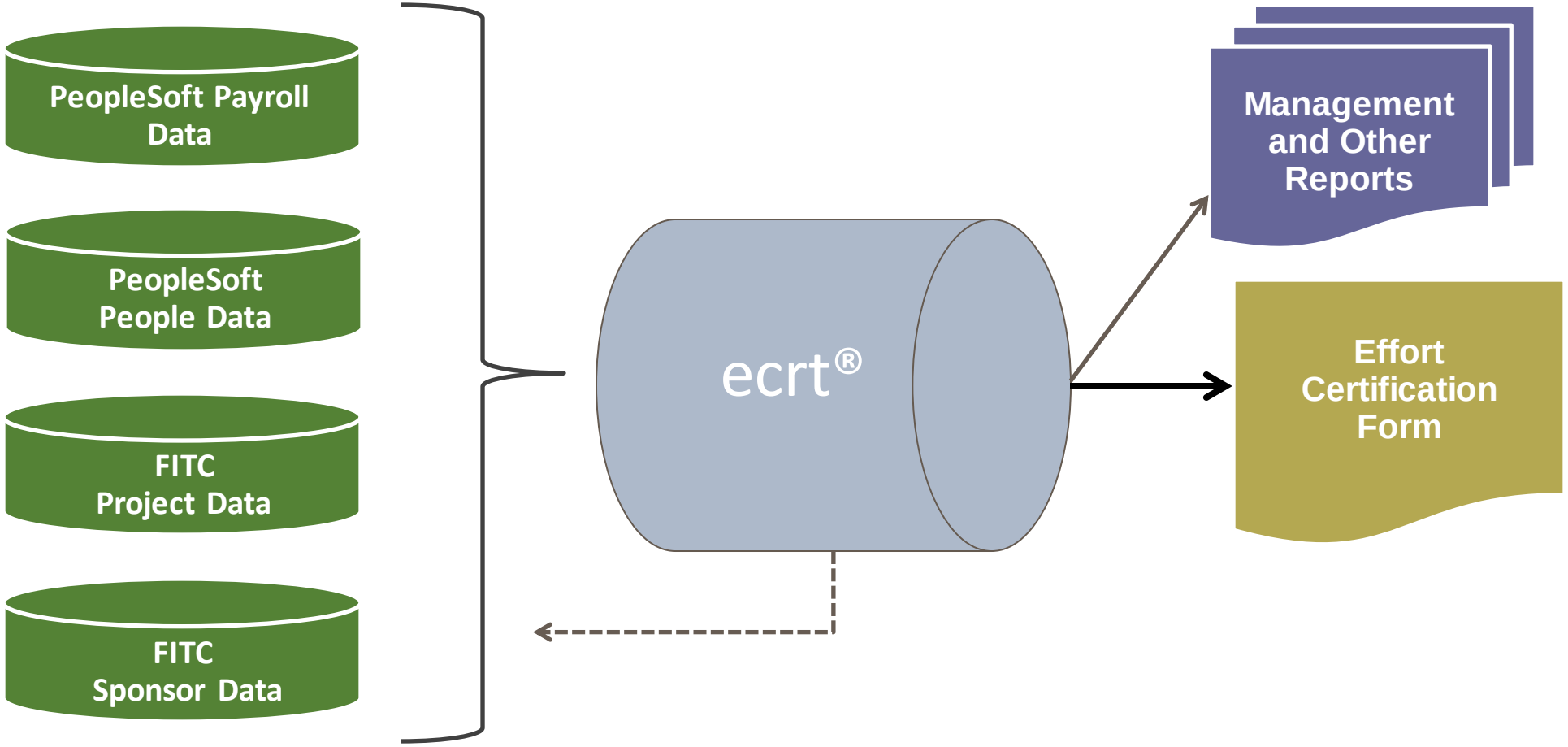
-Update the certified effort to correctly reflect the effort expended during the reporting period

Effort Certification Responsibilities for Office of Research

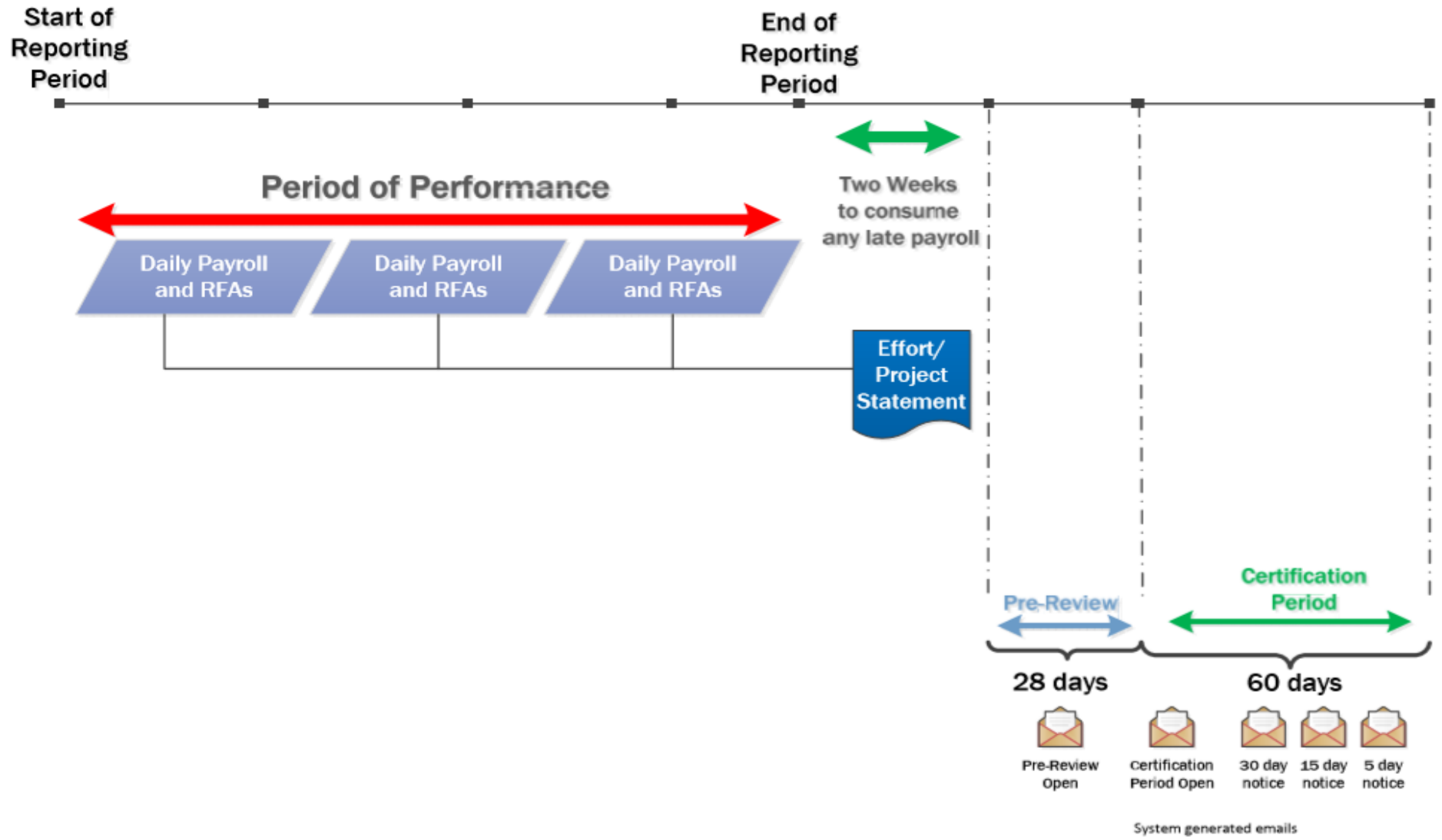
- Answer questions from Effort Coordinators and Certifiers
- Develop and implement effort reporting policies and procedures
- Develop educational programs for all employees involved in the effort certification processes
- Ensure that the effort system produces accurate effort statements and project statements in a timely manner
- Monitor system to ensure compliance
- Monitor the effort process for timely submission and report findings to departments

ecrt Workflow and Basic Information

ecrt System Overview



ecrt Process Overview



ecrt Basic Information: Navigation

System navigation

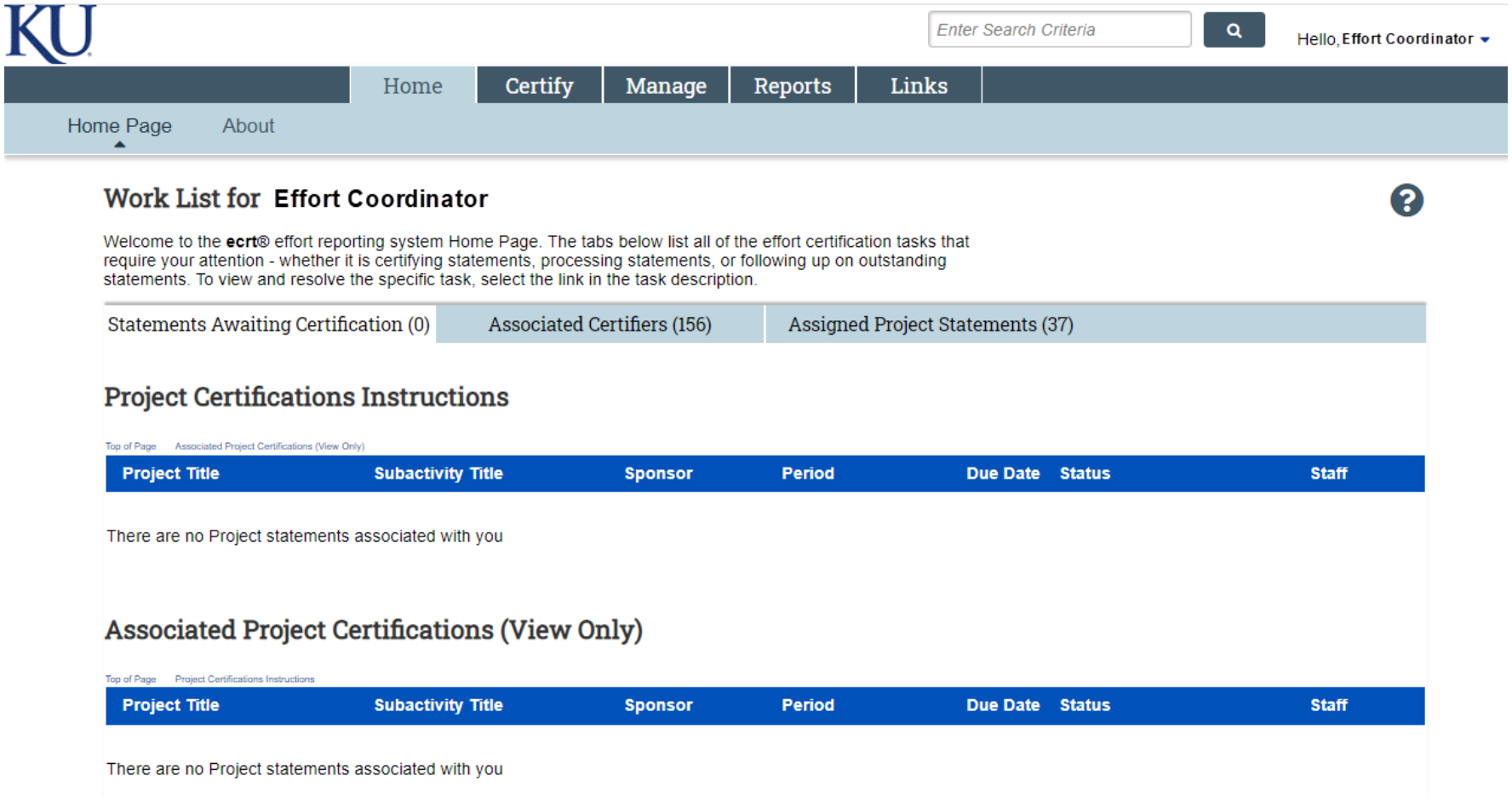
Use the following URL to navigate to the ecrt

https://ecrt.ku.edu

Use your KU Username and password
to sign into the system

ecrt Basic Information: Homepage

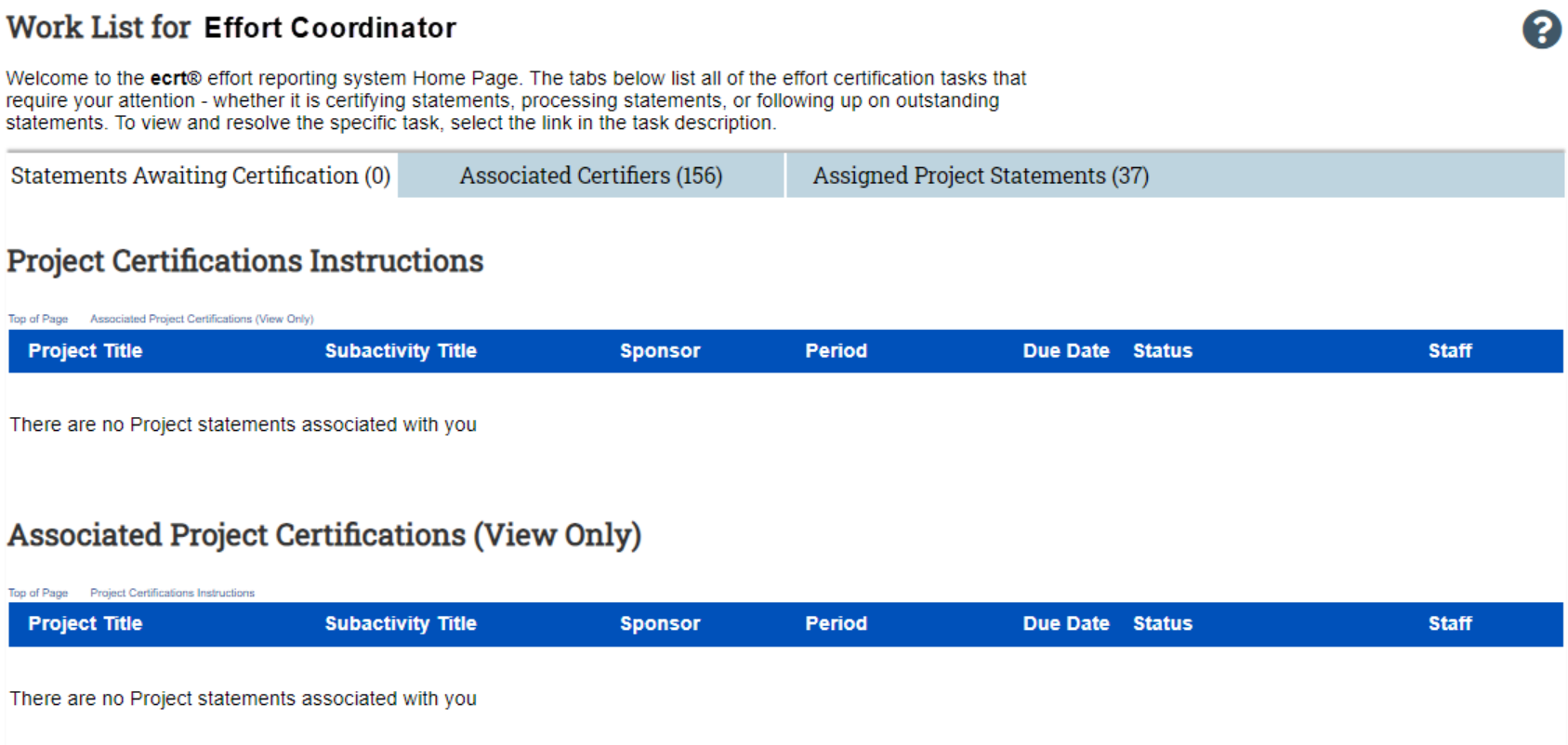
Homepage



The **Home Page** serves as an entry point to all the system functions and provides links to a variety of resources to assist users with effort reporting.

The home page present the Effort Coordinator with up to 4 tabs of information, depending on their access.

ecrt Basic Info: Statements Waiting

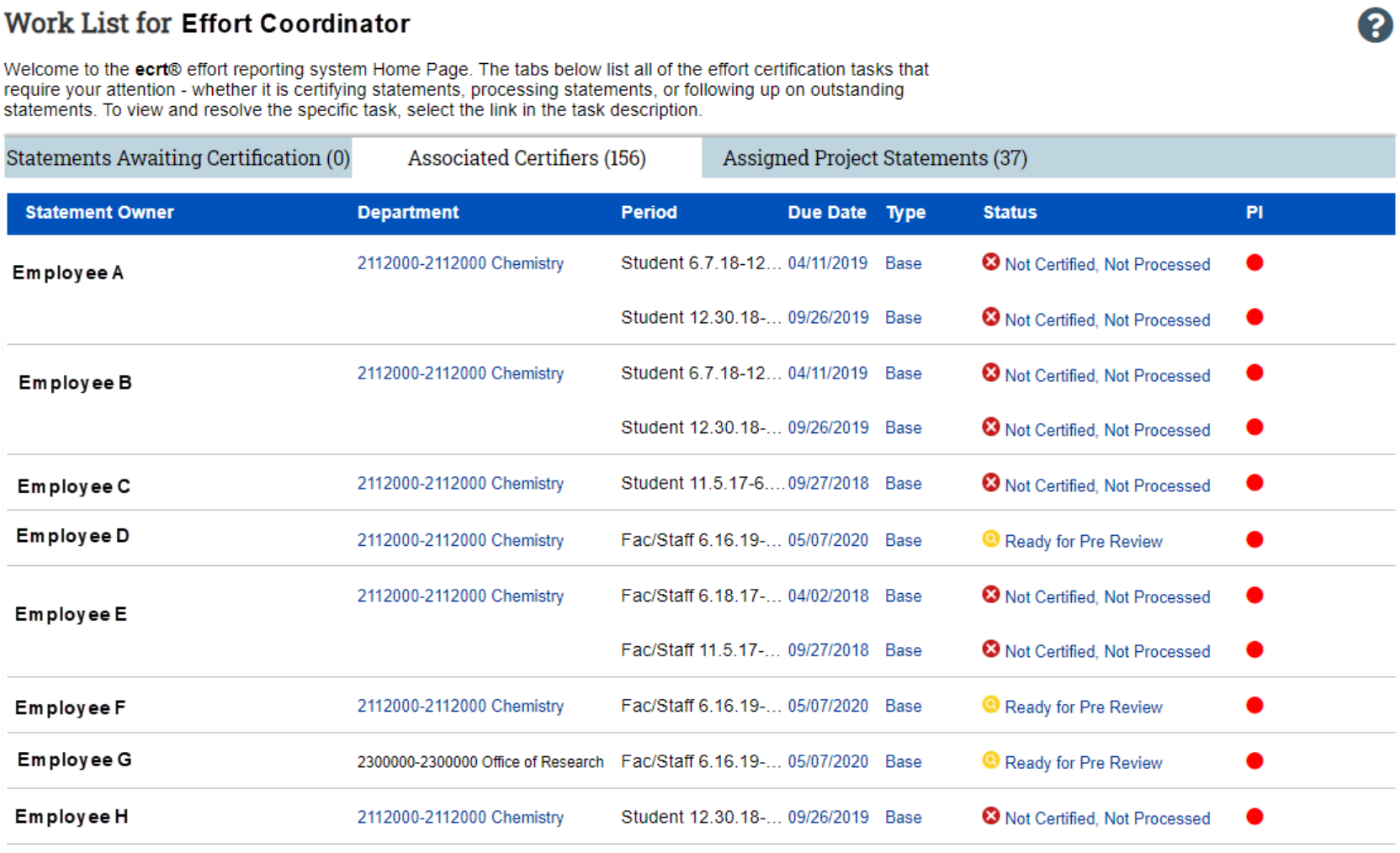


The **Statements Awaiting Certification** tab contains individual and project statements that the Effort Coordinator is responsible for certifying.

As and Effort Coordinator, you will only be able to certify YOUR OWN effort statement (if applicable). IF you do not have an effort statement, this list will be empty.

ecrt Basic Information: Associated

Home Page – Associated Certifier Tab



Work List for Effort Coordinator

Welcome to the **ecrt**® effort reporting system Home Page. The tabs below list all of the effort certification tasks that require your attention - whether it is certifying statements, processing statements, or following up on outstanding statements. To view and resolve the specific task, select the link in the task description.

Statements Awaiting Certification (0) | Associated Certifiers (156) | Assigned Project Statements (37)

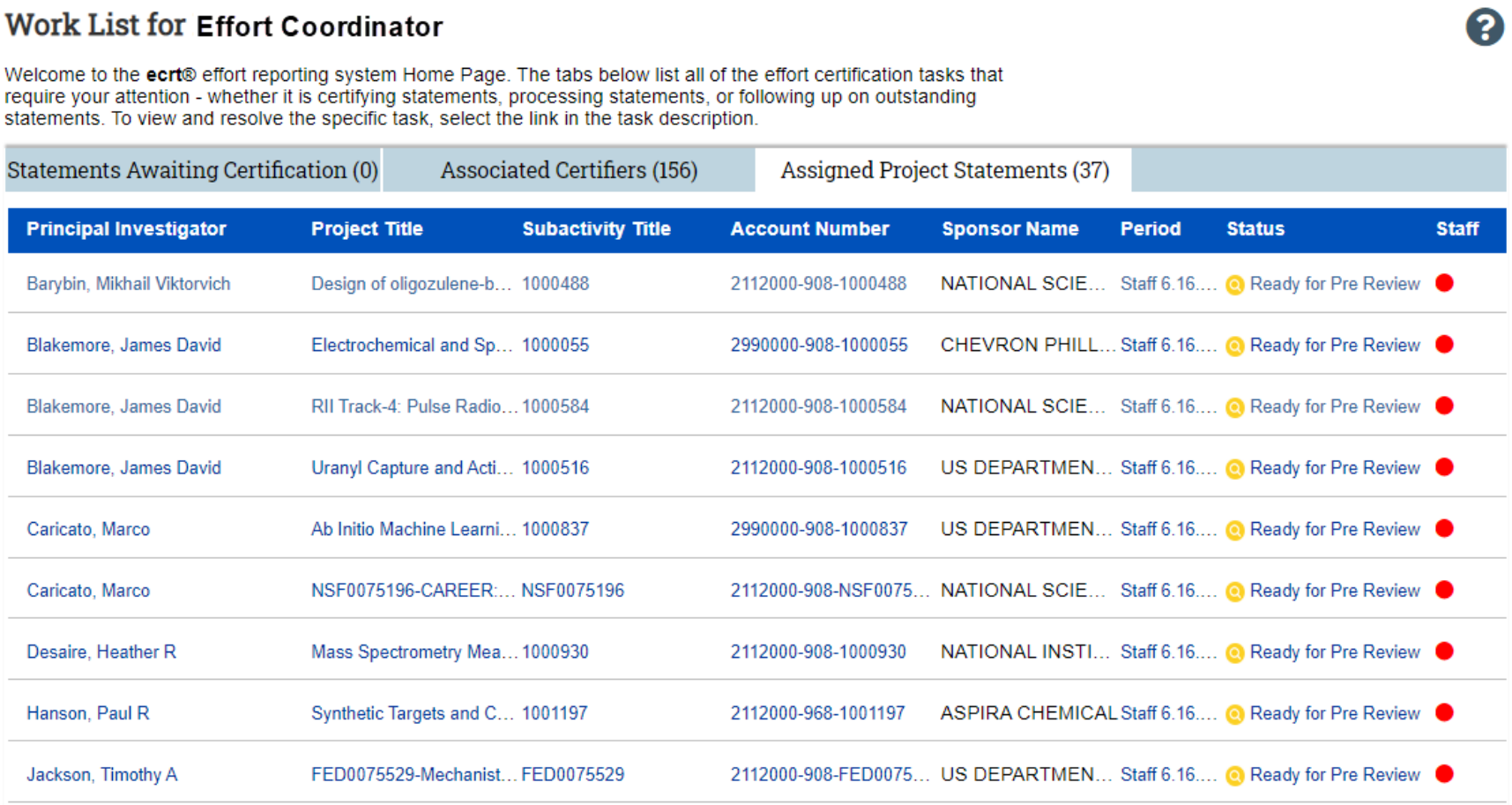
Statement Owner	Department	Period	Due Date	Type	Status	PI
Employee A	2112000-2112000 Chemistry	Student 6.7.18-12…	04/11/2019	Base	Not Certified, Not Processed	
		Student 12.30.18-…	09/26/2019	Base	Not Certified, Not Processed	
Employee B	2112000-2112000 Chemistry	Student 6.7.18-12…	04/11/2019	Base	Not Certified, Not Processed	
		Student 12.30.18-…	09/26/2019	Base	Not Certified, Not Processed	
Employee C	2112000-2112000 Chemistry	Student 11.5.17-6…	09/27/2018	Base	Not Certified, Not Processed	
Employee D	2112000-2112000 Chemistry	Fac/Staff 6.16.19-…	05/07/2020	Base	Ready for Pre Review	
Employee E	2112000-2112000 Chemistry	Fac/Staff 6.18.17-…	04/02/2018	Base	Not Certified, Not Processed	
		Fac/Staff 11.5.17-…	09/27/2018	Base	Not Certified, Not Processed	
Employee F	2112000-2112000 Chemistry	Fac/Staff 6.16.19-…	05/07/2020	Base	Ready for Pre Review	
Employee G	2300000-2300000 Office of Research	Fac/Staff 6.16.19-…	05/07/2020	Base	Ready for Pre Review	
Employee H	2112000-2112000 Chemistry	Student 12.30.18-…	09/26/2019	Base	Not Certified, Not Processed	

The **Associated Certifier** tab displays any statement related to the logged on Effort Coordinator that is in a Not Certified status.

This page will also be utilized during pre-review to display any statements associated to the logged on Effort Coordinator that is Ready for Pre Review.

ecrt Basic Information: Assigned

Assigned Project Statements Tab



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Statements Awaiting Certification (0) | Associated Certifiers (156) | Assigned Project Statements (37)

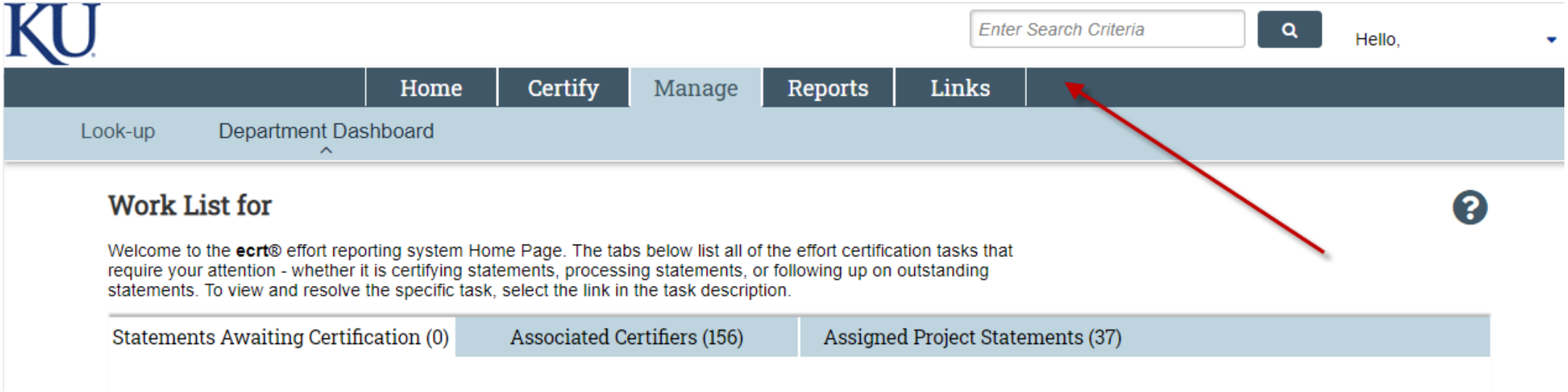
Principal Investigator	Project Title	Subactivity Title	Account Number	Sponsor Name	Period	Status	Staff
Barybin, Mikhail Viktorvich	Design of oligozulene-b…	1000488	2112000-908-1000488	NATIONAL SCIE…	Staff 6.16.…	Ready for Pre Review	
Blakemore, James David	Electrochemical and Sp…	1000055	2990000-908-1000055	CHEVRON PHILL…	Staff 6.16.…	Ready for Pre Review	
Blakemore, James David	RII Track-4: Pulse Radio…	1000584	2112000-908-1000584	NATIONAL SCIE…	Staff 6.16.…	Ready for Pre Review	
Blakemore, James David	Uranyl Capture and Acti…	1000516	2112000-908-1000516	US DEPARTMEN…	Staff 6.16.…	Ready for Pre Review	
Caricato, Marco	Ab Initio Machine Learni…	1000837	2990000-908-1000837	US DEPARTMEN…	Staff 6.16.…	Ready for Pre Review	
Caricato, Marco	NSF0075196-CAREER:…	NSF0075196	2112000-908-NSF0075…	NATIONAL SCIE…	Staff 6.16.…	Ready for Pre Review	
Desaire, Heather R	Mass Spectrometry Mea…	1000930	2112000-908-1000930	NATIONAL INSTI…	Staff 6.16.…	Ready for Pre Review	
Hanson, Paul R	Synthetic Targets and C…	1001197	2112000-968-1001197	ASPIRA CHEMICAL	Staff 6.16.…	Ready for Pre Review	
Jackson, Timothy A	FED0075529-Mechanist…	FED0075529	2112000-908-FED0075…	US DEPARTMEN…	Staff 6.16.…	Ready for Pre Review	

The **Assigned Project Statements** tab displays any project statement related to the logged on Effort Coordinator that is in a Not Certified status.

This page will also be utilized during pre-review to display any project statements associated to the logged on Effort Coordinator that is Ready for Pre Review.

ecrt Basic Information

Menu Bar



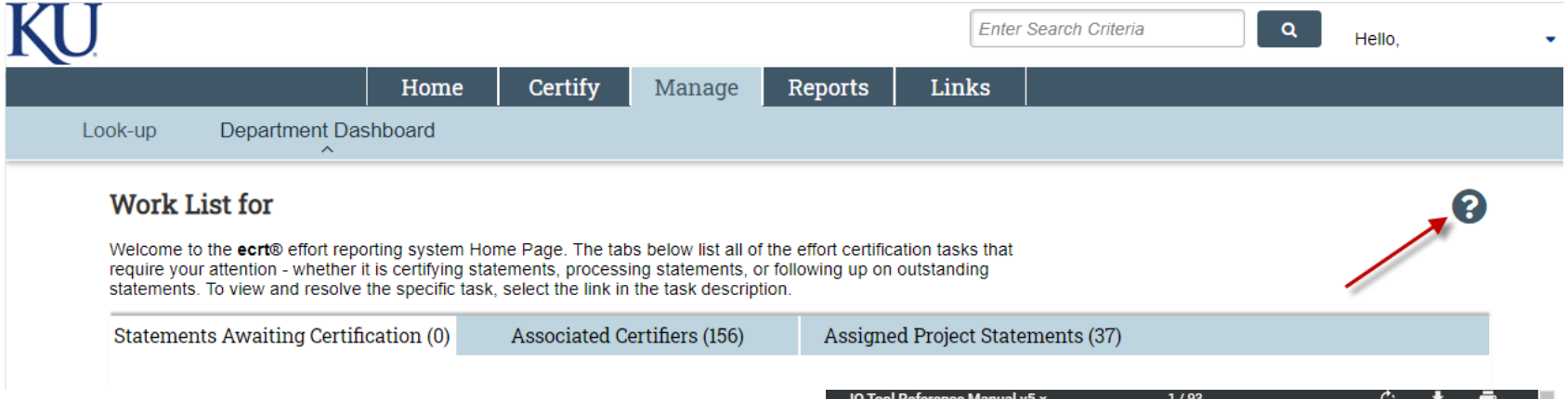
The Menu Bar towards the top of the page contains links to other pages in the system to which the Effort Coordinator has access.

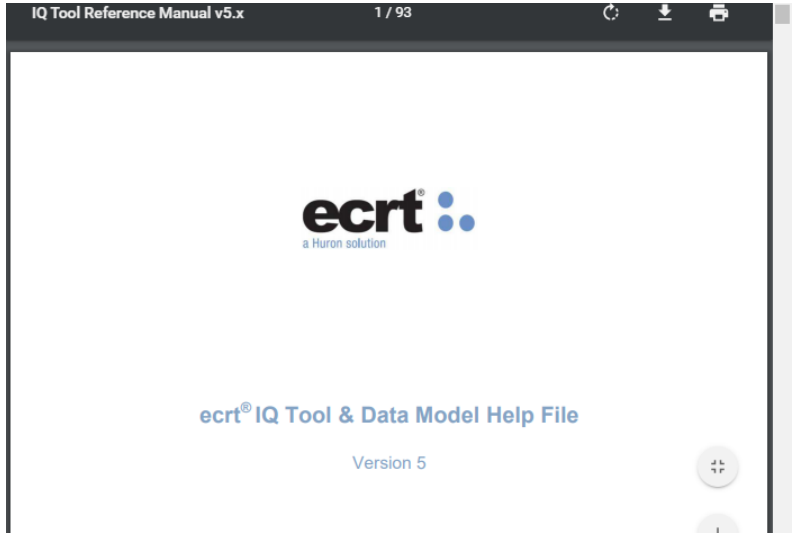
This Menu Bar can be accessed from any page in the system.

In the resource section of this presentation you will find a table defining the purpose of menu selections available to you.

ecrt Basic Information: Help

Online Help



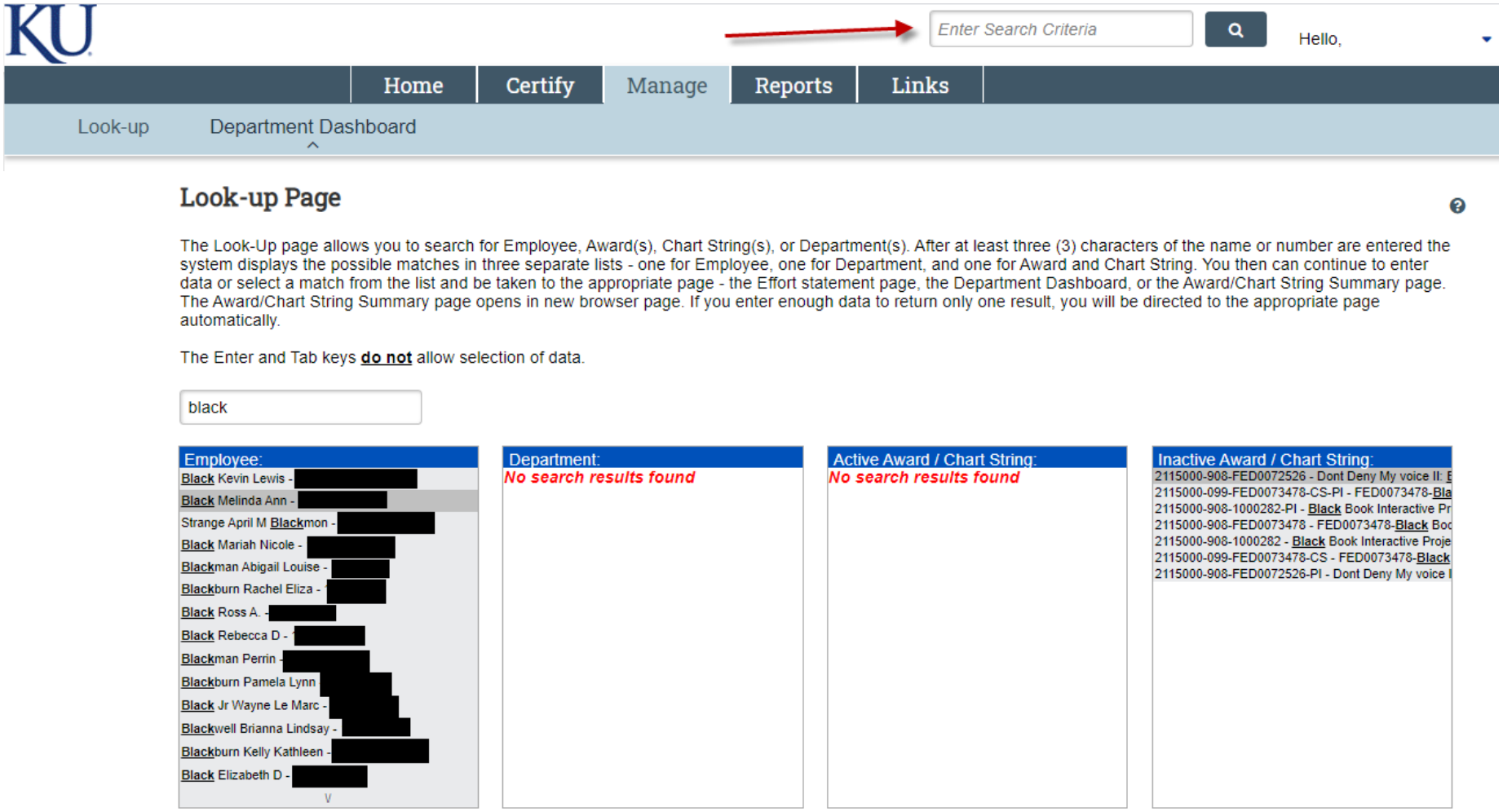


Most screens contain a help icon available in the upper right portion of the page.

Clicking this button will bring up a separate window containing help on the system. This is a general help guide, if the Effort Coordinator has specific KU process question, contact the Central Administrator at ecrt@ku.edu

ecrt Basic Information: Search

Search Bar and Lookup Page

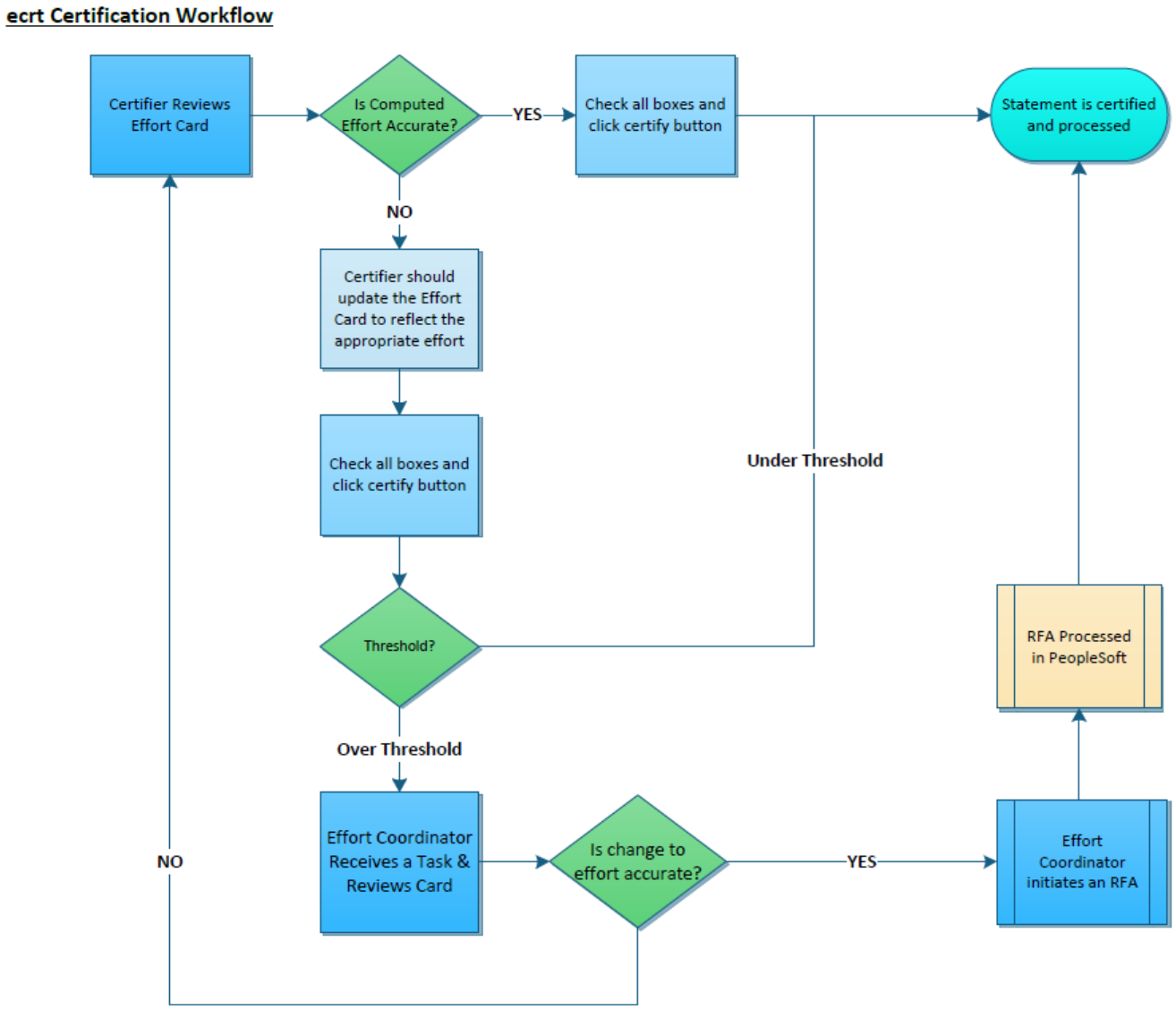


The Effort Coordinator can search for an employee, account or department.

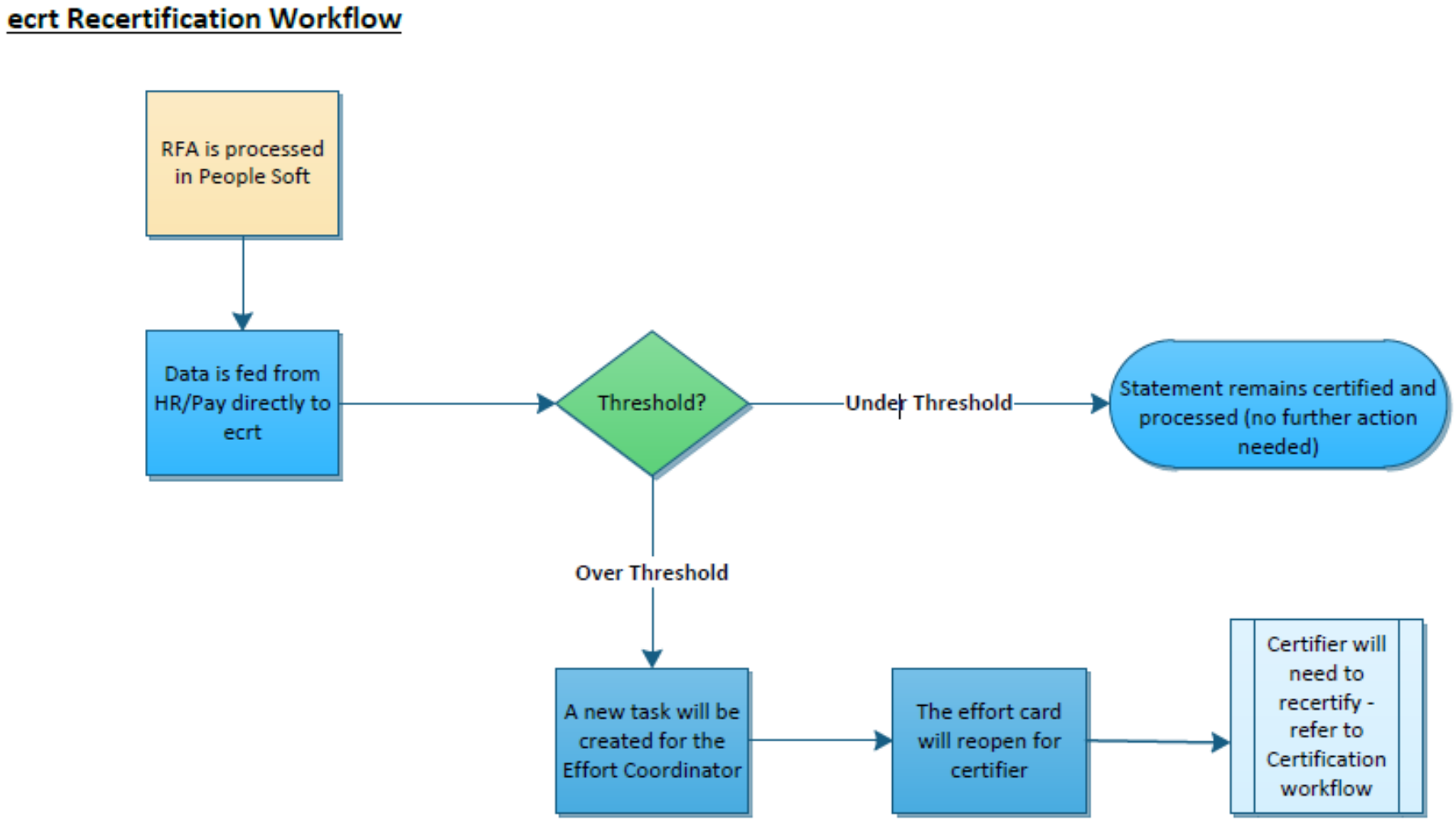
If an item searched for has multiple results, the lookup page will automatically open to display all possible results from which the employee can pick.

Additionally, you can navigate directly to the Lookup page using the Navigation bar *Manage / Look Up*

ecrt Process Flow - Certification



ecrt Process Flow - Recertification



Effort Coordinator:
Pre-Review

What is Pre-Review?

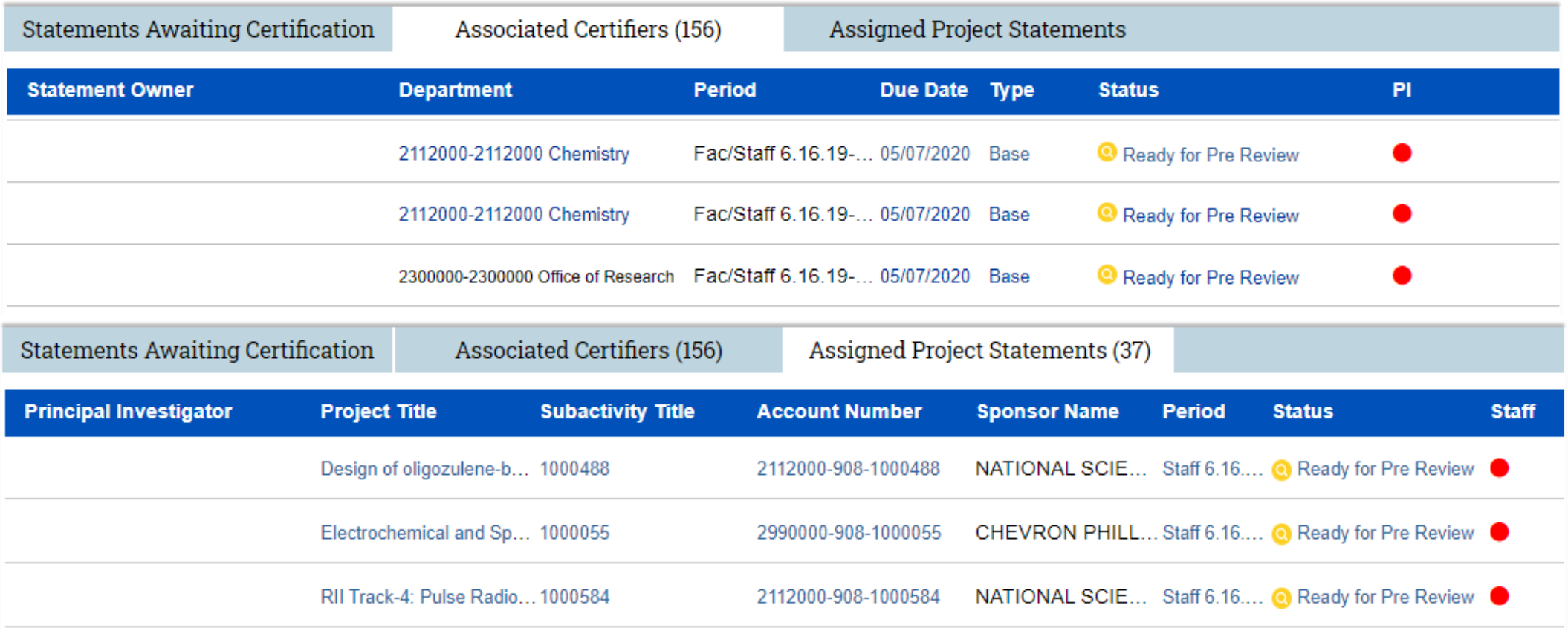
With our upgrade to ecrt version six, we have decided to formalize the pre-review period. This means that effort coordinators will need to move statements from the status of 'Ready for Pre-Review' to 'Pre-Reviewed' prior to the statement being available to the certifiers in the certification period.

- This change will ensure that all statements are reviewed prior to being seen by the certifier.
  - This affords Effort Coordinators the opportunity to update the effort statement/project statements to reflect any RFAs that are already in process or that after your review you deem, as necessary. This saves our certifiers the need to potentially certify multiple times.

- Employees will no longer see building statements in ecrt. You can confirm what an employee's building effort looks like using the PAAG report in OAC.

Additional Pre-Review Details

An additional benefit of moving to a formalized pre-review, is how you will now access statements requiring your review. Instead of having to utilize the department dashboard to find statements that may require pre-review, the statements will not instead be listed on your home page, under the Associated Certifiers and Assigned Project Statements tabs.



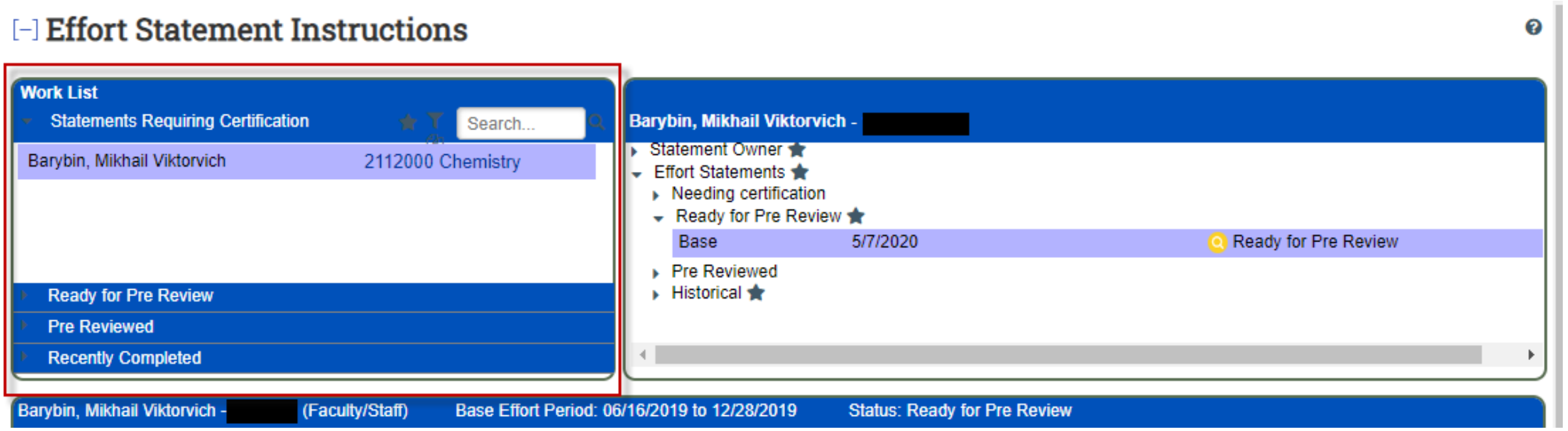
Statements Awaiting Certification | Associated Certifiers (156) | Assigned Project Statements

Statement Owner	Department	Period	Due Date	Type	Status	PI
	2112000-2112000 Chemistry	Fac/Staff 6.16.19-...	05/07/2020	Base	Ready for Pre Review	
	2112000-2112000 Chemistry	Fac/Staff 6.16.19-...	05/07/2020	Base	Ready for Pre Review	
	2300000-2300000 Office of Research	Fac/Staff 6.16.19-...	05/07/2020	Base	Ready for Pre Review	

Statements Awaiting Certification | Associated Certifiers (156) | Assigned Project Statements (37)

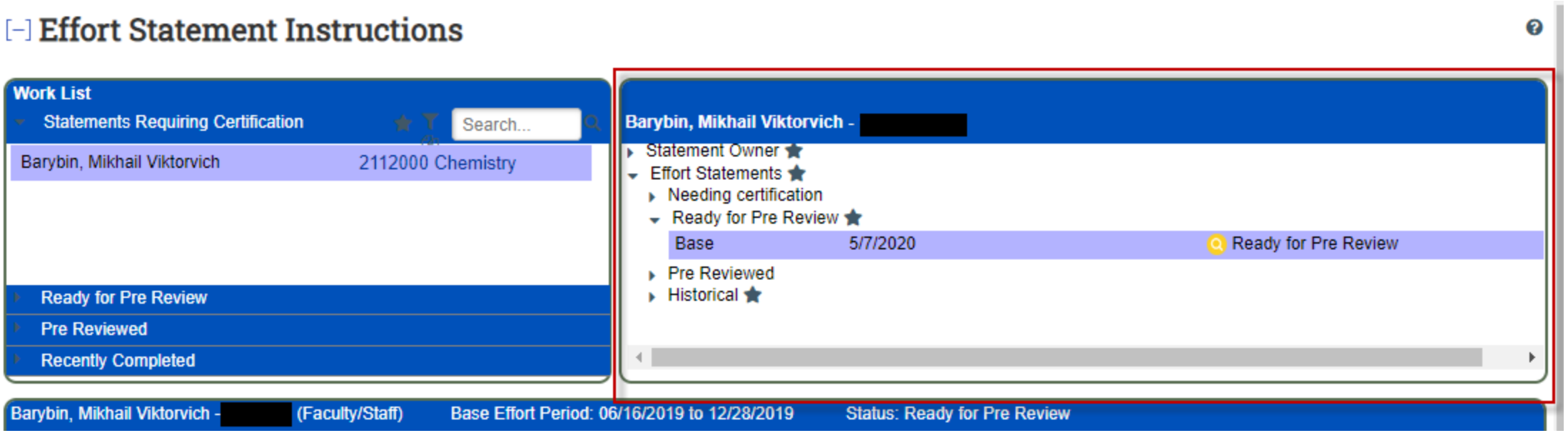
Principal Investigator	Project Title	Subactivity Title	Account Number	Sponsor Name	Period	Status	Staff
	Design of oligozulene-b...	1000488	2112000-908-1000488	NATIONAL SCIE...	Staff 6.16....	Ready for Pre Review	
	Electrochemical and Sp...	1000055	2990000-908-1000055	CHEVRON PHILL...	Staff 6.16....	Ready for Pre Review	
	RII Track-4: Pulse Radio...	1000584	2112000-908-1000584	NATIONAL SCIE...	Staff 6.16....	Ready for Pre Review	

Pre-Review: Individual Effort Statements Work List



An individual's certification page is made up of 3 windows. The top left window is the **Work List** - this will list the name of any individual who the Certifier is responsible for certifying apart from any project statements.

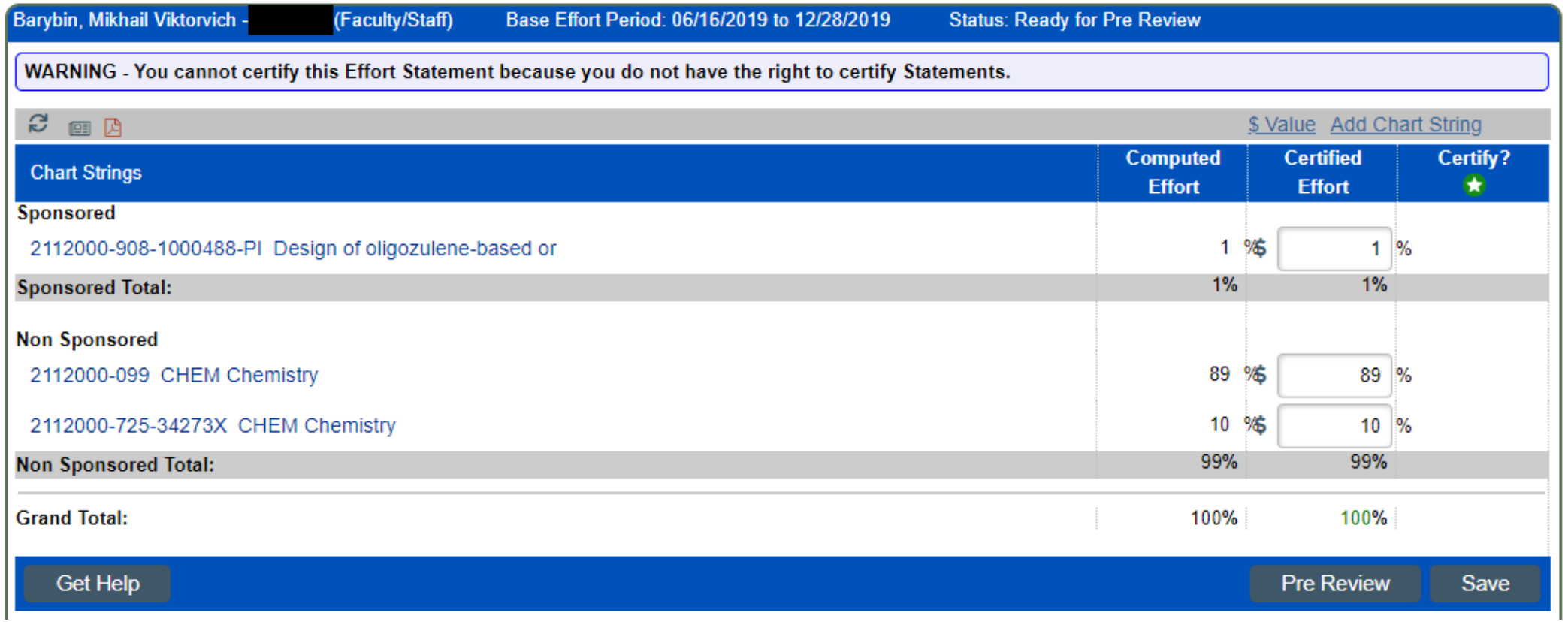
Pre-Review: Individual Effort Statements Details



The top right window populates with information specific to that individual.

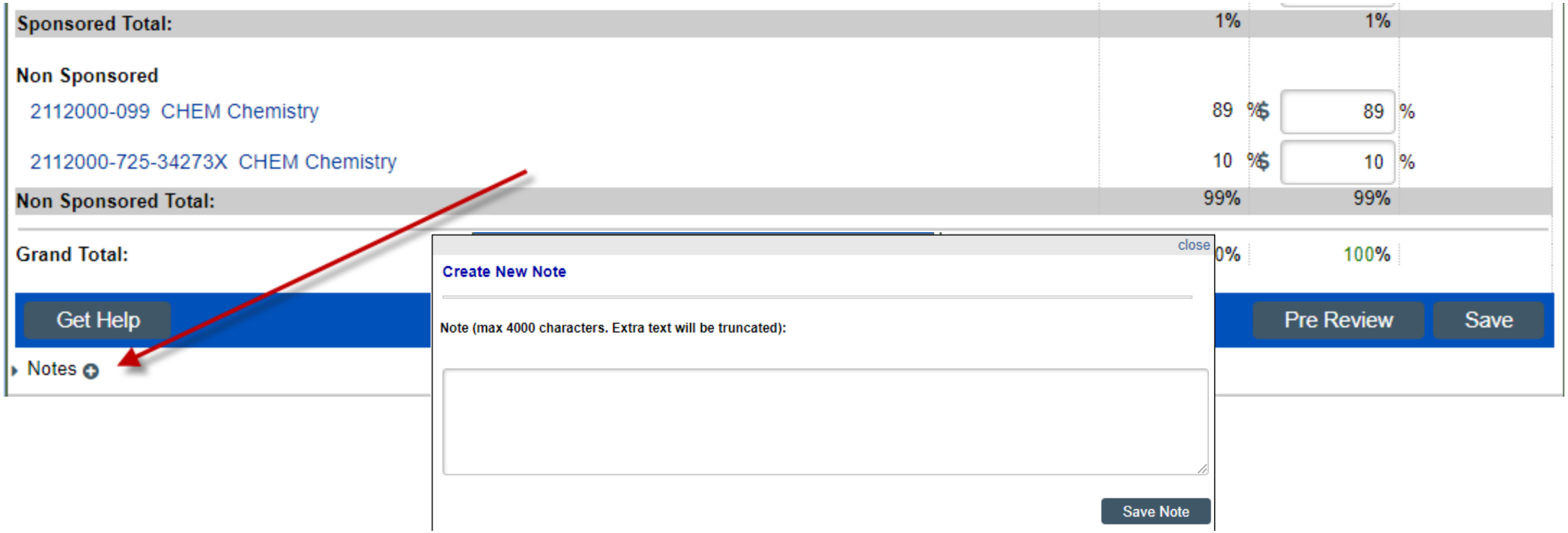
In addition to some basic information on the individual, you can see any statements needing certification, ready for pre-review, pre-reviewed, and historical (previously certified/auto approved)

Pre-Review: Individual Effort Statements Display Criteria



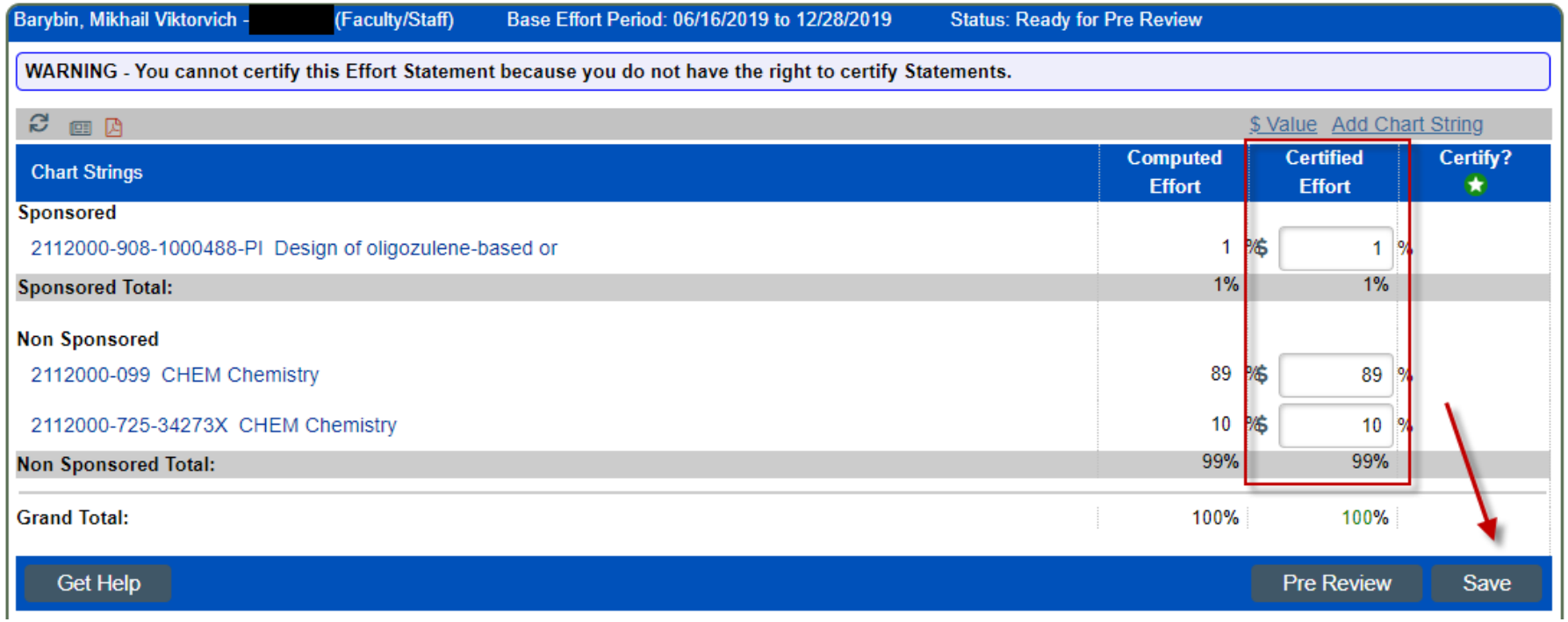
The system will automatically display the most recent open statement of the individual. Note: With ecrt v6 we have chosen to take effort reporting to the whole number.

Pre-Review: Individual Effort Statements Notes



As an Effort Coordinator you can add notes that might be useful to the Certifier during your review of the statement. To add a note; click on the **Notes** icon at the bottom of the statement. After the Effort Coordinator enters text and clicks **Save Note**, the note can be viewed by expanding the **Notes** section

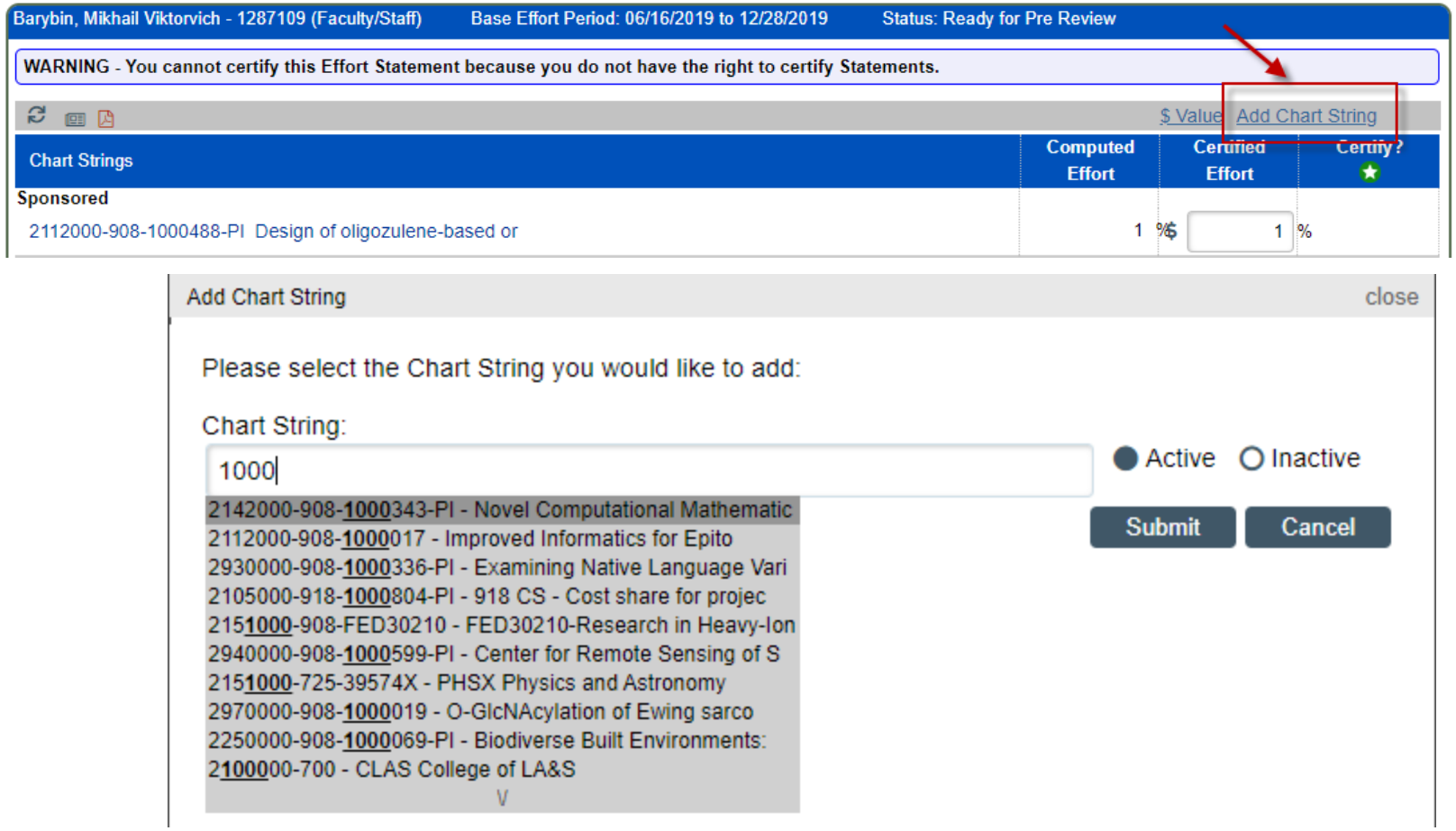
Changing Effort Distribution



If during Pre-review you identify that an RFA is either in process or needed you should update the effort statement so that if reflects how effort will look once the RFA is processed.

Change the effort % in the certified effort column and hit save.

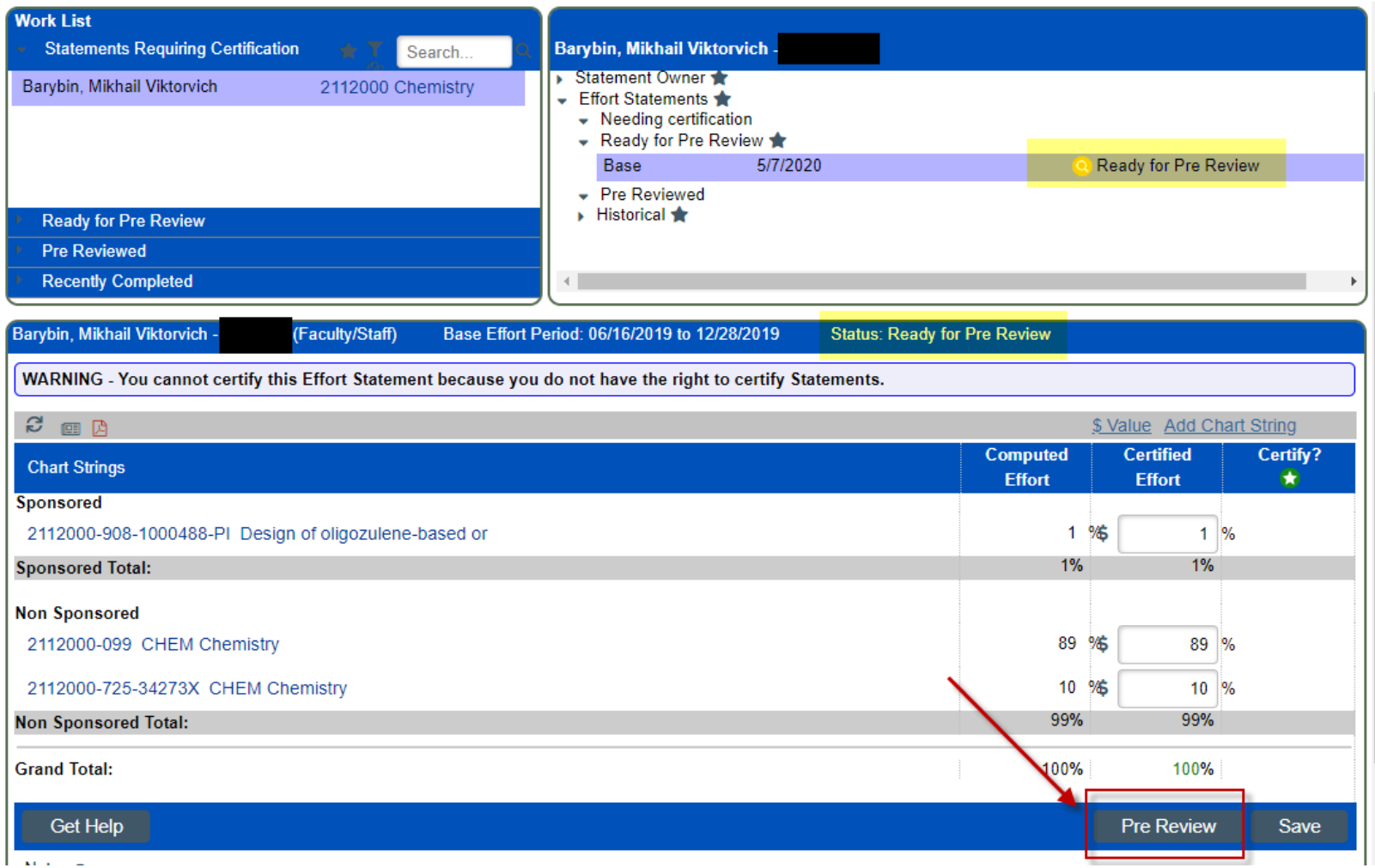
Adding a Chart String



If during Pre-review you identify that an RFA is either in process or needed to add the individual to a source of funding that isn't currently listed, Effort Coordinators can add a 'new' chart string by selecting the **Add Chart String link.** Enter the chart string*, click submit, and the page will refresh. The individual will be able to certify effort on that chart string

*Note: Effort Coordinators can only add chart strings which belong to departments with which they are associated. If you need to add a chart string and it doesn't appear for you email ecrt@ku.edu for the chart string to be added by the central admin.

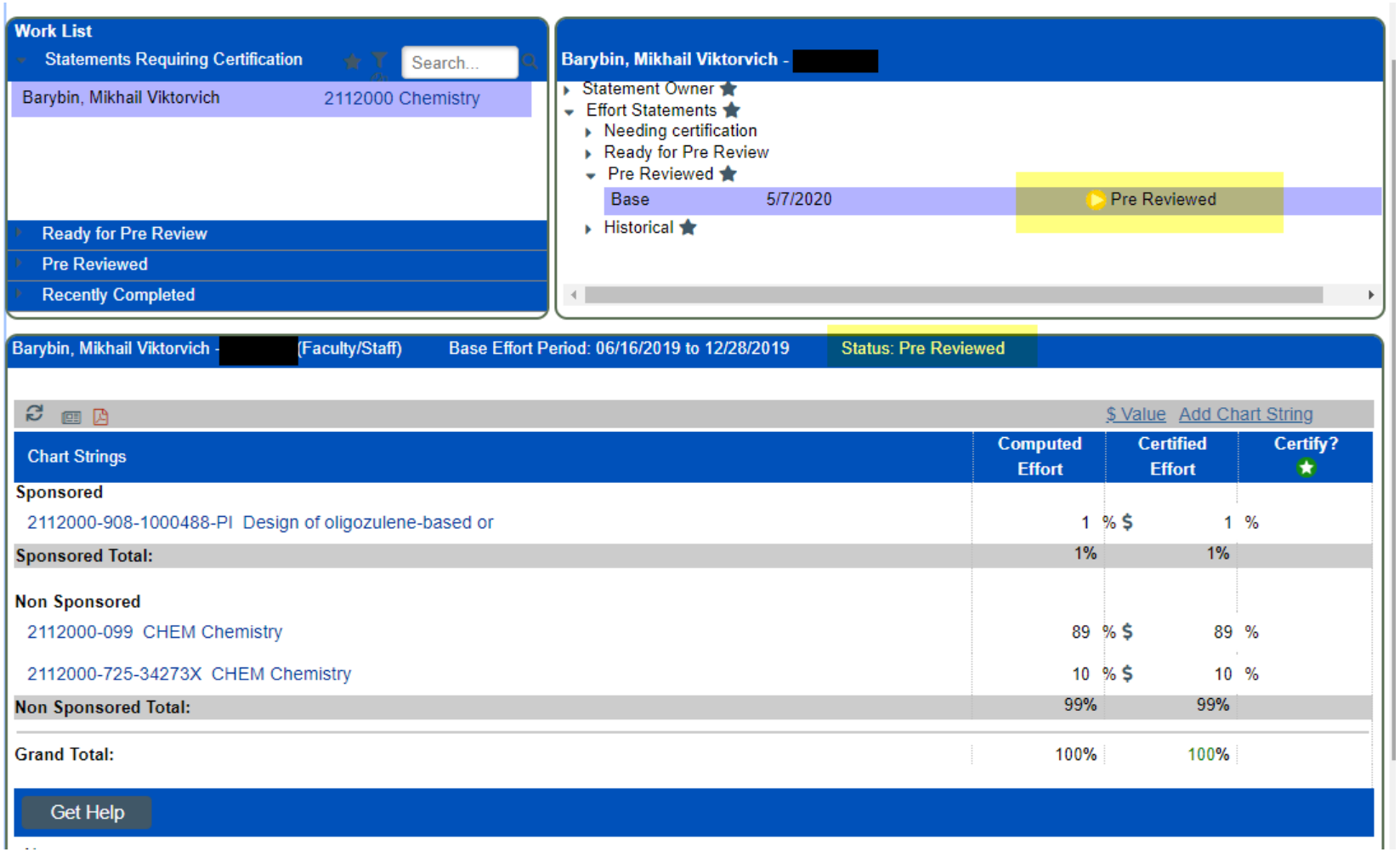
Pre-Reviewed Certificate Page



Once you have reviewed the statement and made any known adjustments for pending and/or requested RFAs you will hit the Pre Review button.

NOTE: Statements must be in a Pre Reviewed status prior to the start of the certification period, for certifiers to have access to certify them. Delays in completing the Pre Review will limit the amount of time certifiers have to complete certification.

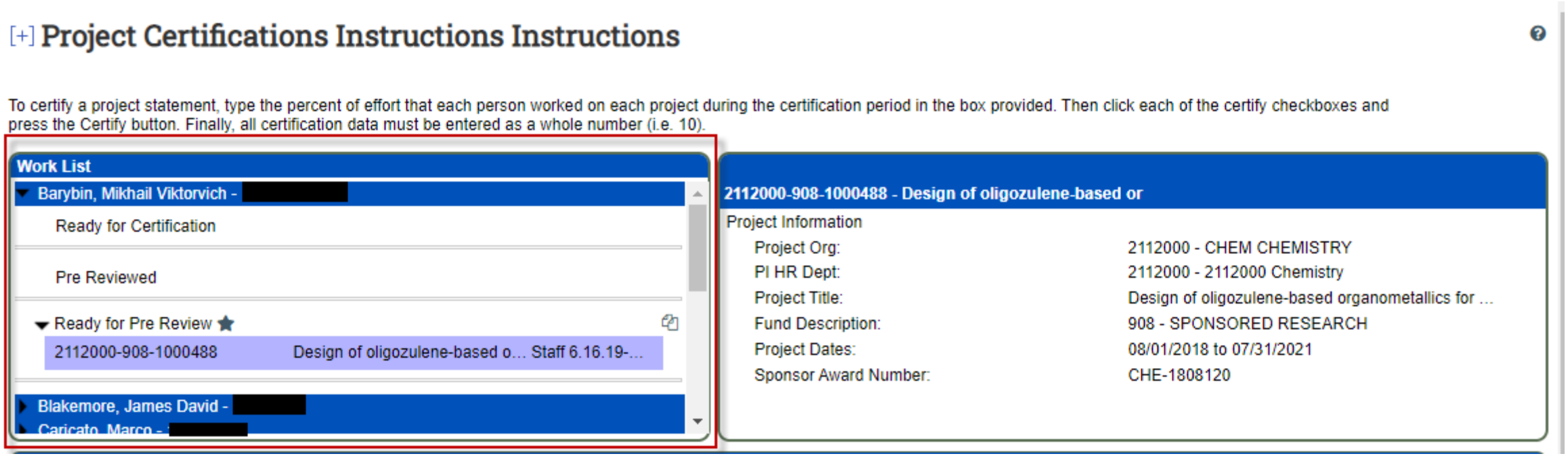
Pre-Reviewed Status Change



Once you have hit the Pre Review button the statements status will change to Pre Reviewed.

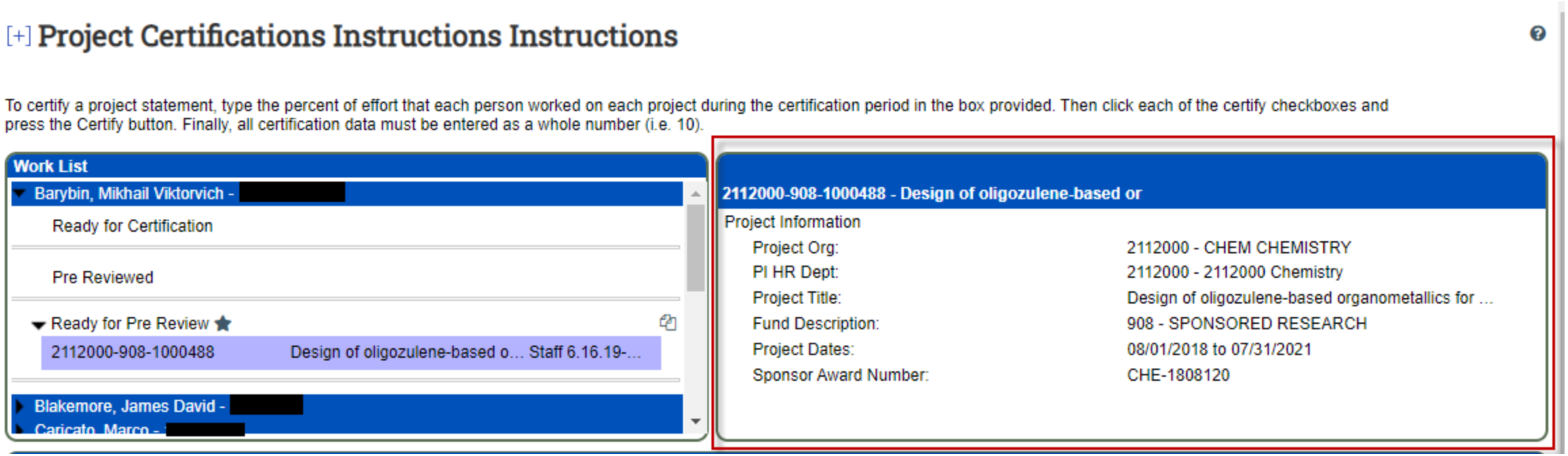
Pre-Review: Project Statements

Certification Page for Project Statements



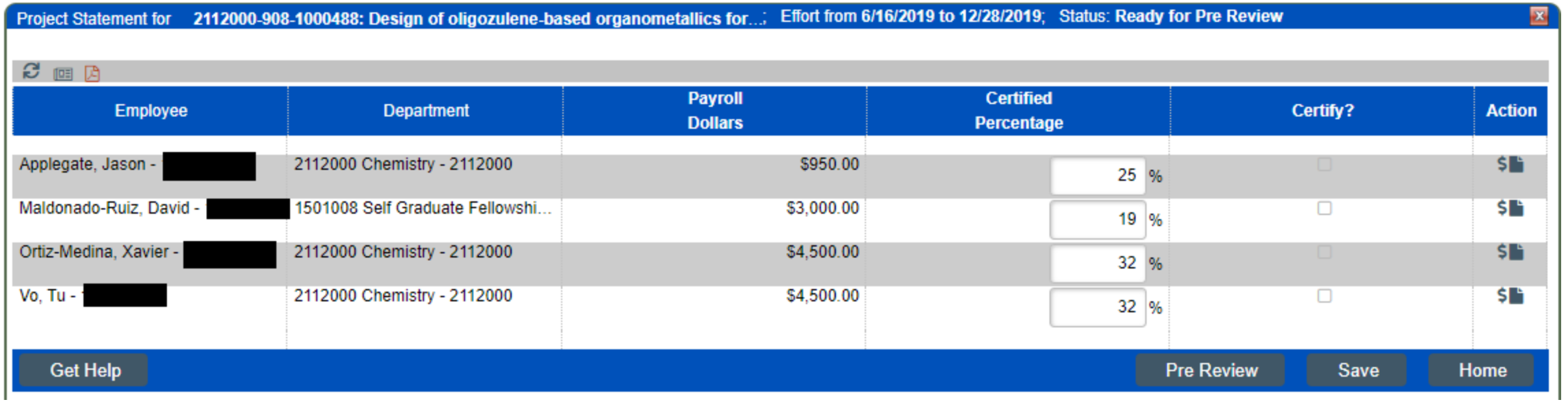
Similar to the Individual Effort Statement, the Project statement is comprised of 3 parts. The first being the **Work List** – this section will list the project PI of record, as well as other key project information.

Pre-Review: Project Statements, Specific Details



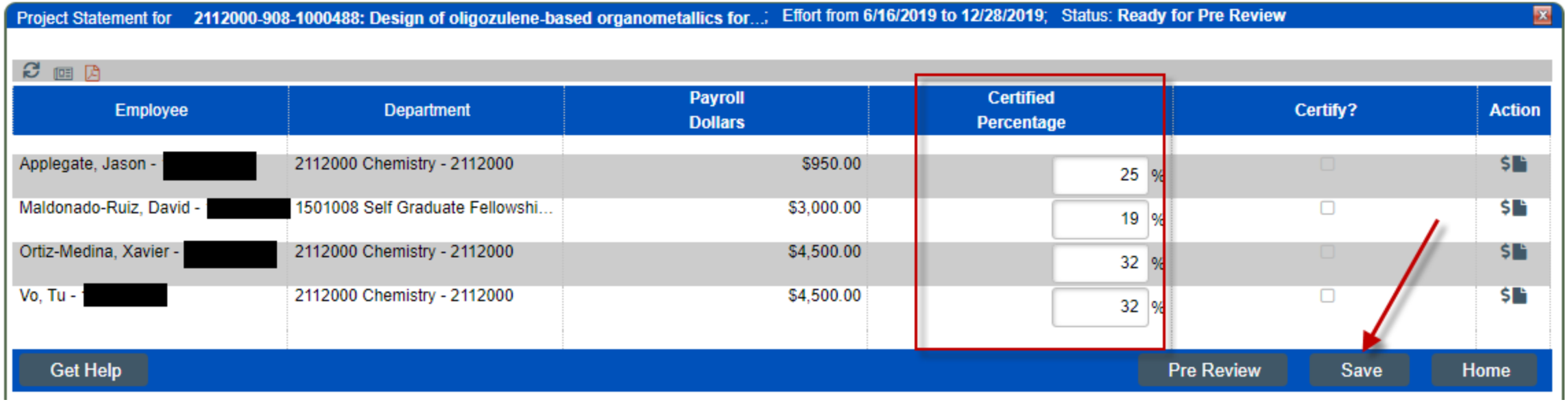
The top right hand corner contains more specific information related to the project.

Pre-Review: Project Statements, Grad Students and Temps



The bottom section contains details on graduate students and temp (UPS/USS) who have effort on the project for the reporting period.

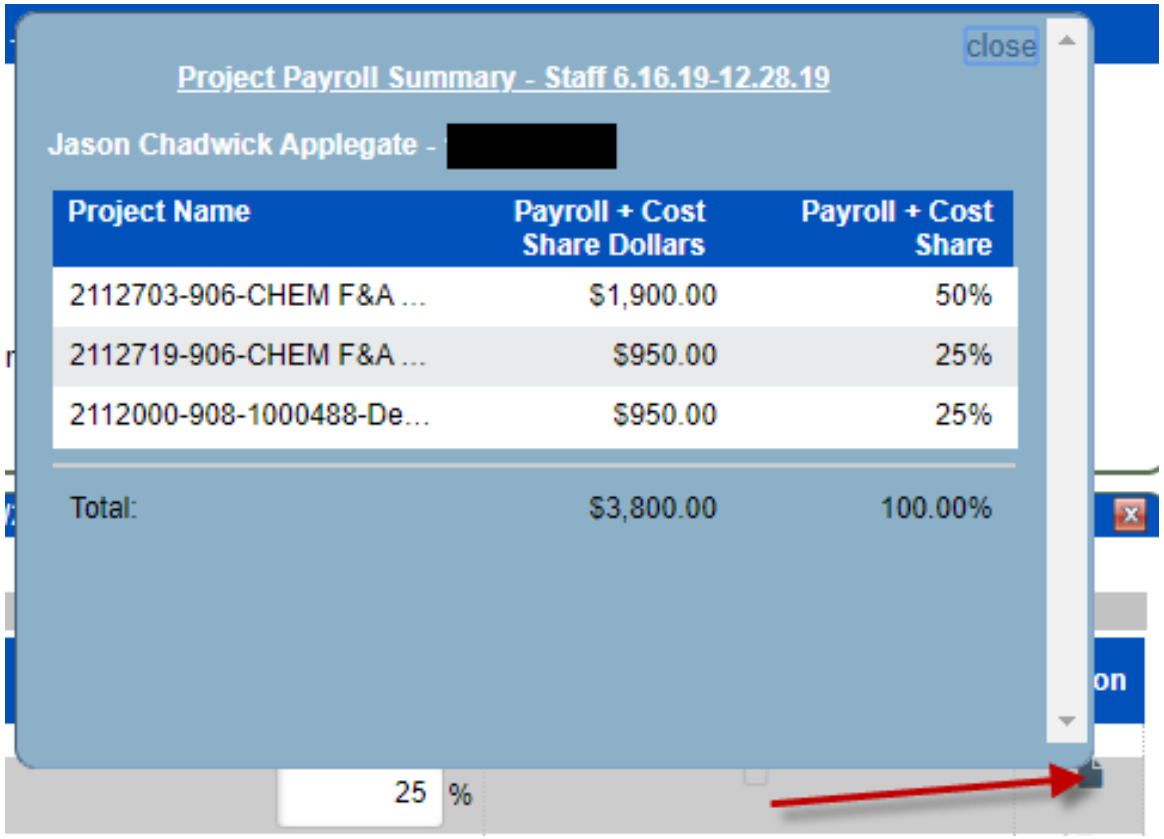
Pre-Review: Project Statements, Updating for RFA



If during Pre-review you identify that an RFA is either in process or needed you should update the effort statement so that if reflects how effort will look once the RFA is processed.

Change the effort % in the certified effort column and hit save.

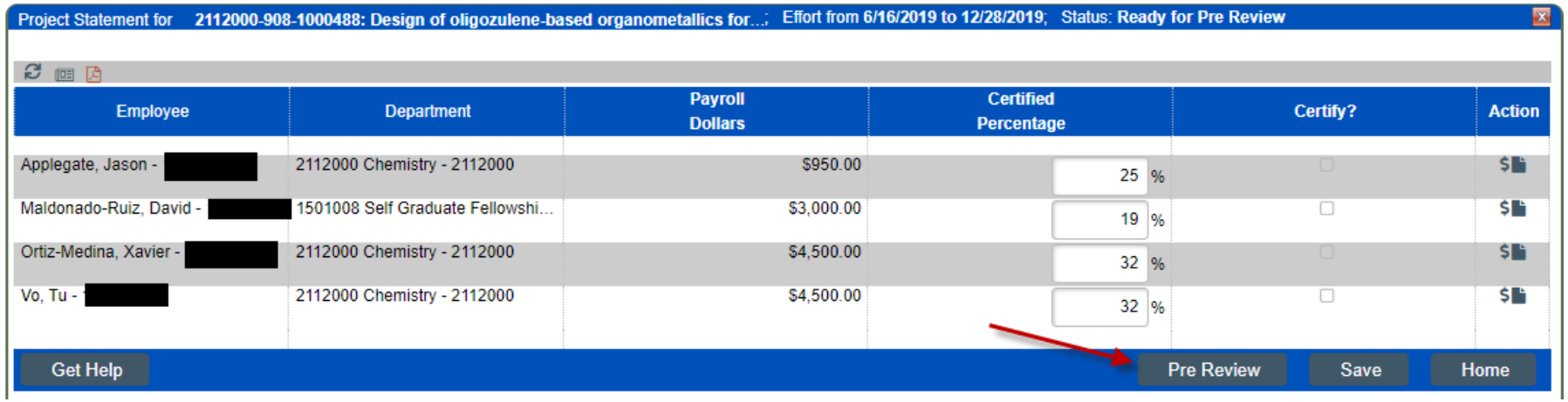
Pre-Review: Project Statements, Confirming Accuracy



Clicking the page icon on the line of a given employee will open a pop up which will display the funding that makes up that individuals 100% effort for the period.

During the pre-review period, Effort Coordinators should confirm the accuracy not only of the effort on a given project but that of the employee as a whole, so that potential RFAs in process can be noted on all effected statements.

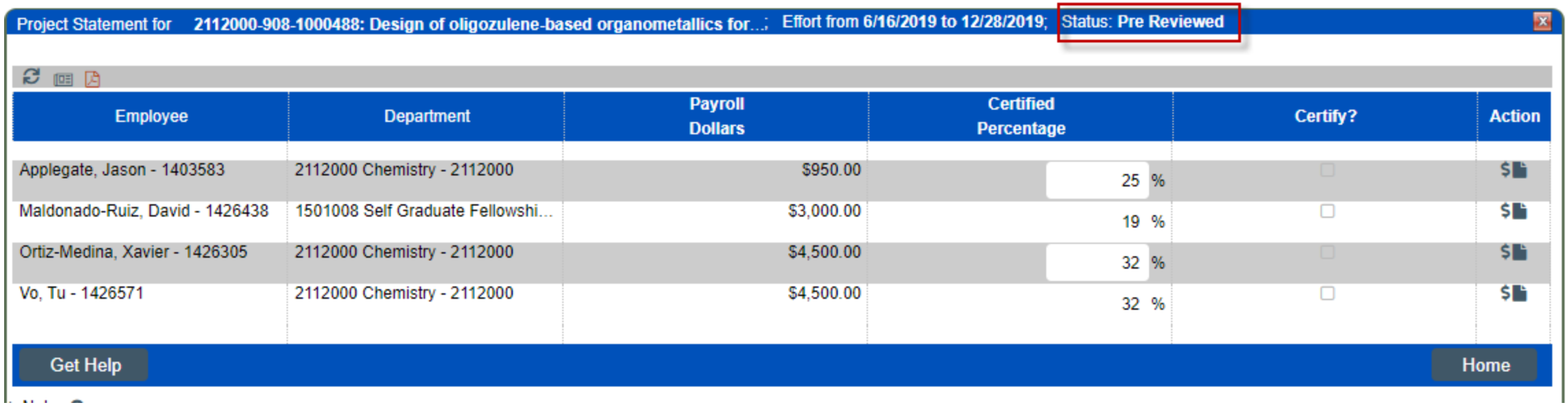
Pre-Review: Project Statements, Sending for Pre-Review



Once you have reviewed the statement and made any known adjustments for pending and/or requested RFAs, you will hit the Pre Review button.

NOTE: Statements must be in a Pre Reviewed status prior to the start of the certification period, for certifiers to have access to certify them. Delays in completing the Pre Review will limit the amount of time certifiers have to complete certification.

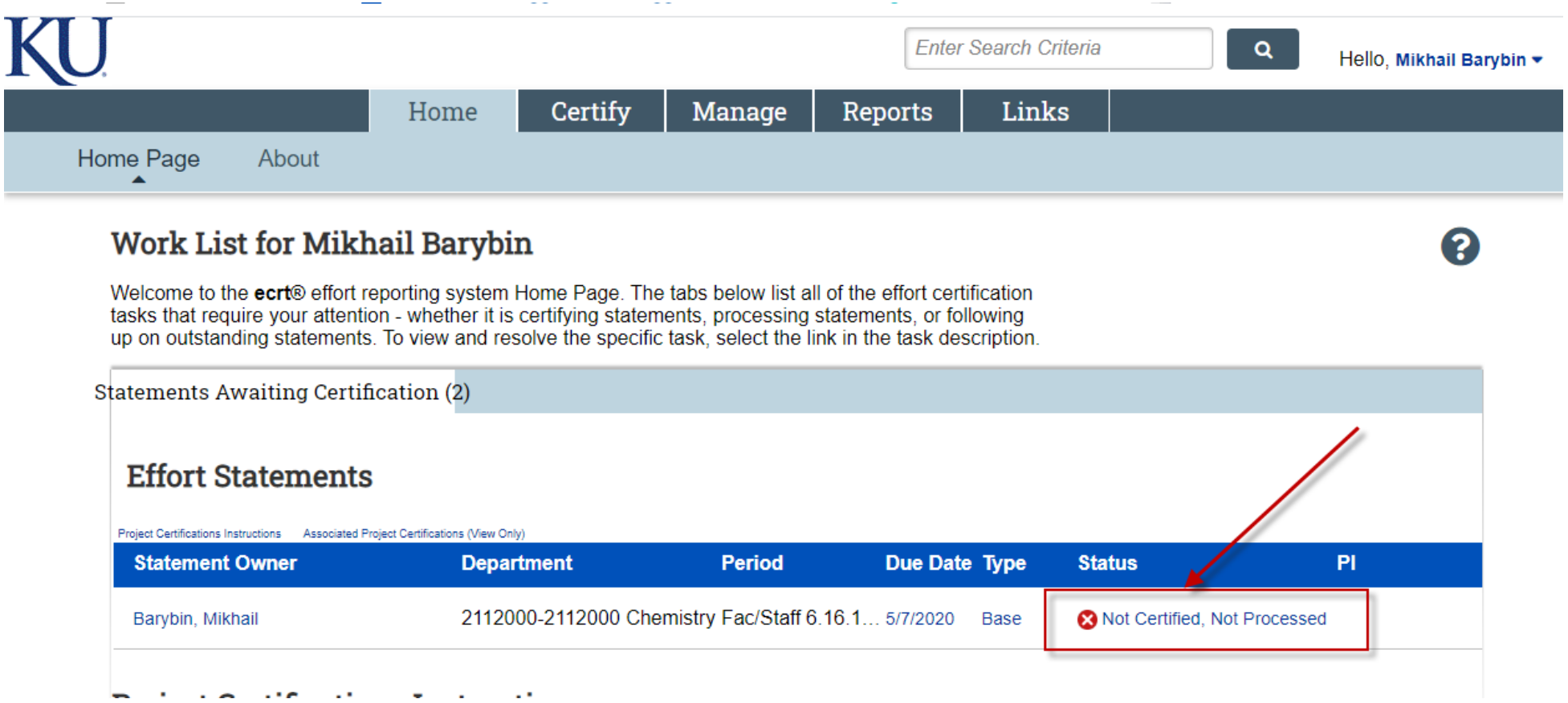
Pre-Review – Project Statements, Ready for Pre-Review



Hitting the pre-reviewed button will move the Project statements status from ‘Ready for Pre Review” to “Pre Reviewed”. Once this step is completed the project statement will no longer appear in your assigned Project Statement tab.

Self-Certifier:
Individual Certification

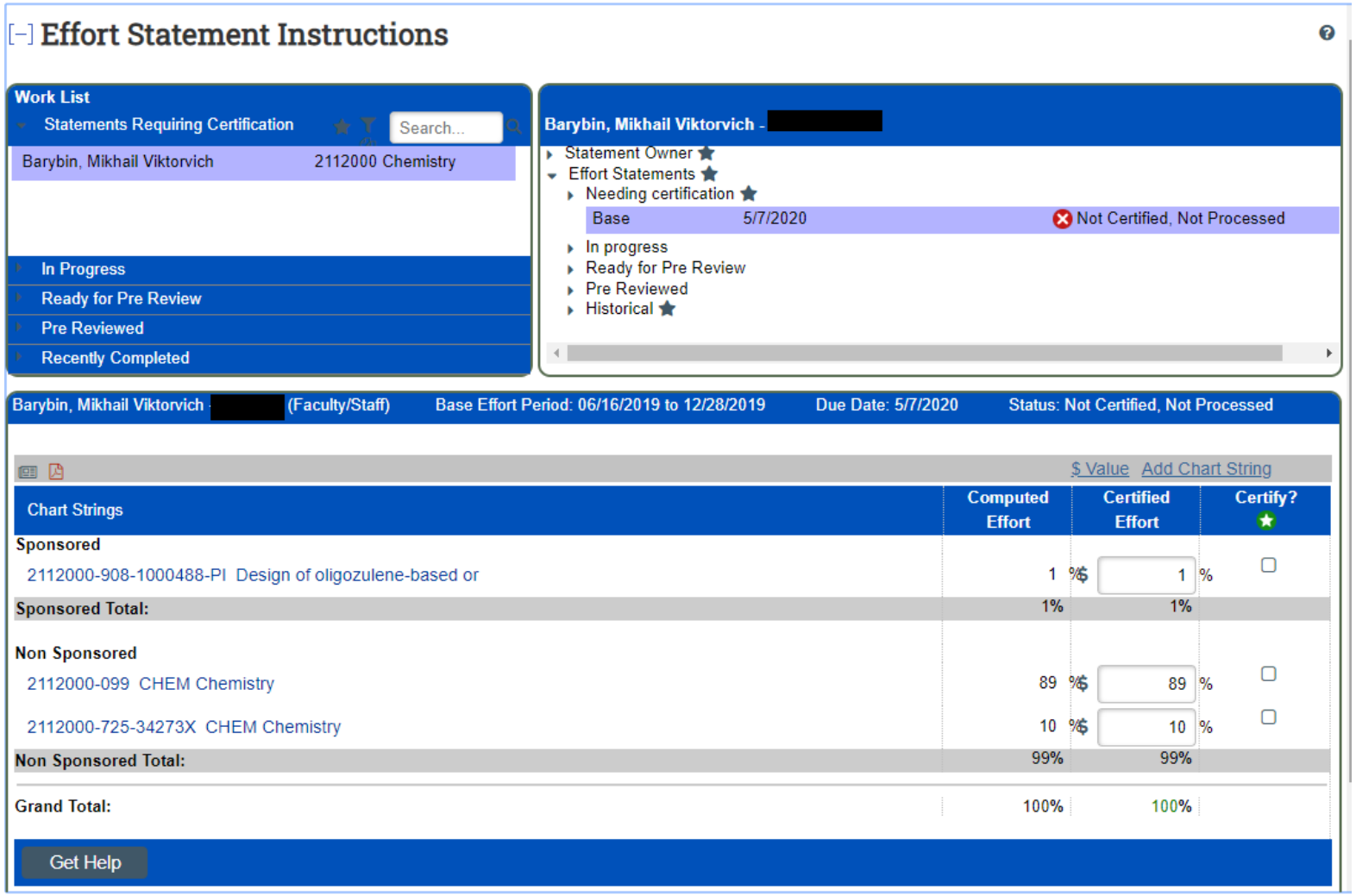
Self-Certifier: Individual Statements



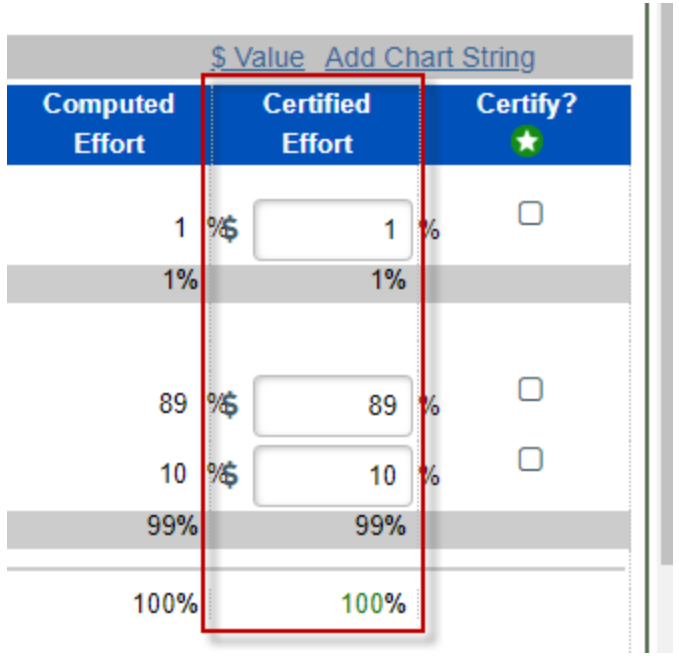
When a Self-Certifier logs into ecrt they will see under the header “Effort Statements” any statements pending certification.

The certifier should click the hyper link to open the statement(s) pending action.

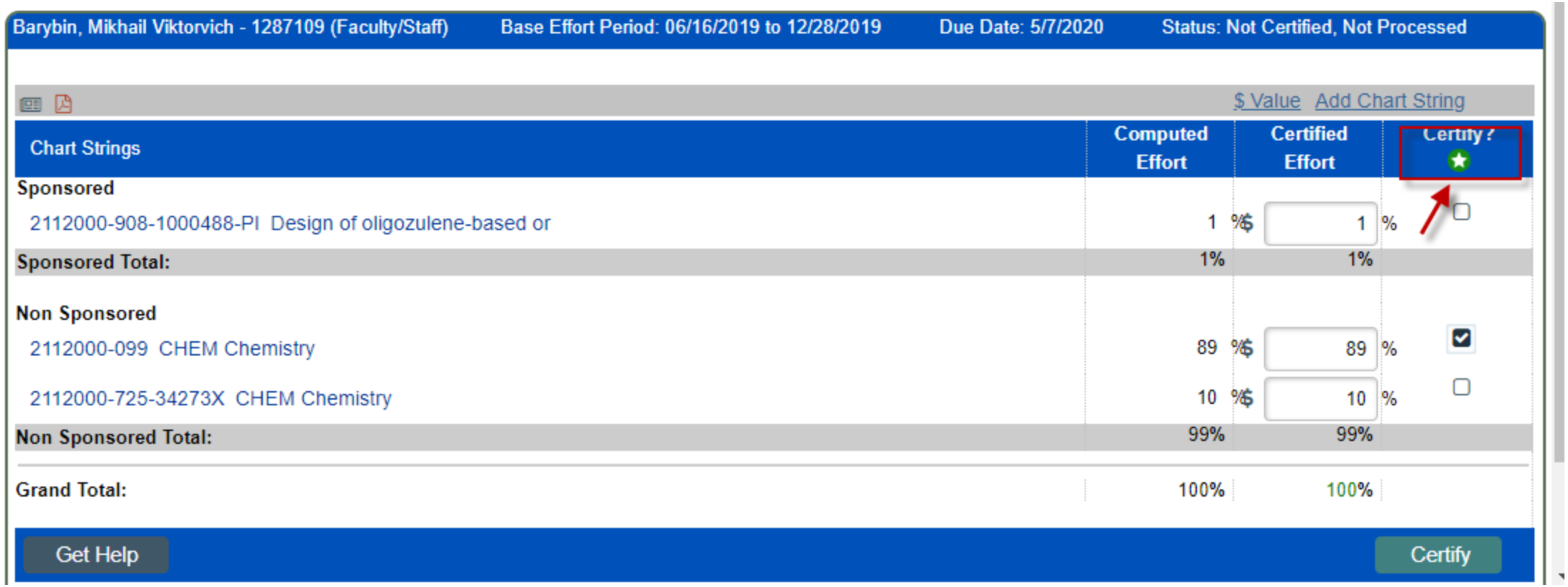
Self-Certifier: Updating Effort



This will open the effort statement for the certifier. Certifiers should be advised to update the certified effort to match how they expended their time during a given period of time.

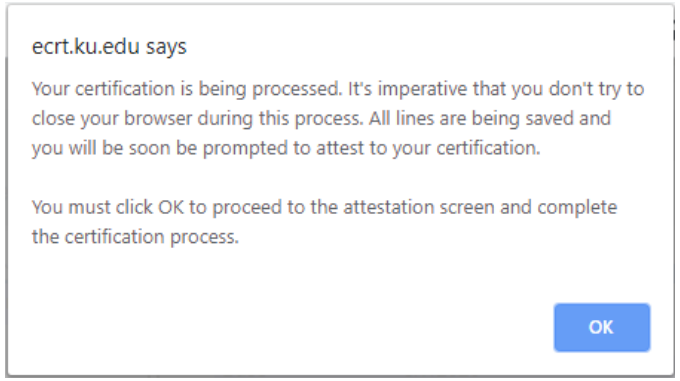


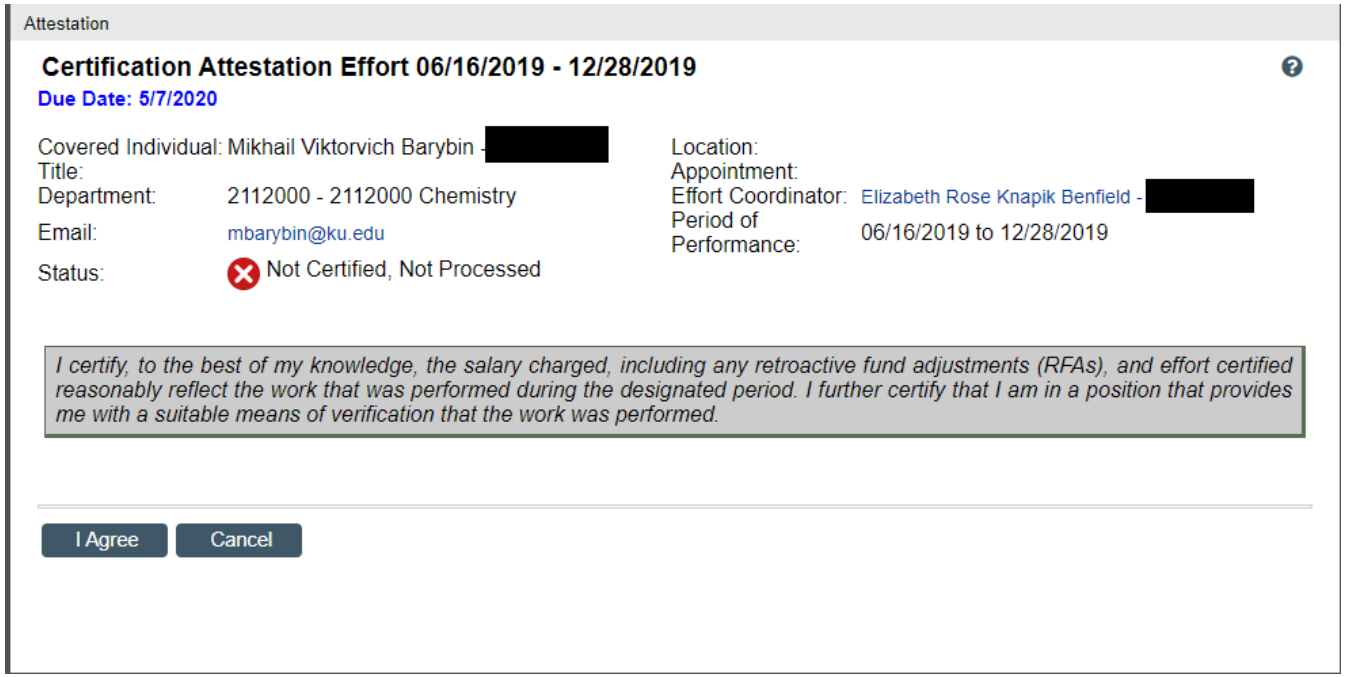
Self-Certifier: Complete Process



Certifiers can check the boxes individually or hit the green star icon to select all. Once at least one line is checked the green certify button will appear. Clicking this button will allow for the certifier to complete the certification process.

Self-Certifier: Attestation Statement

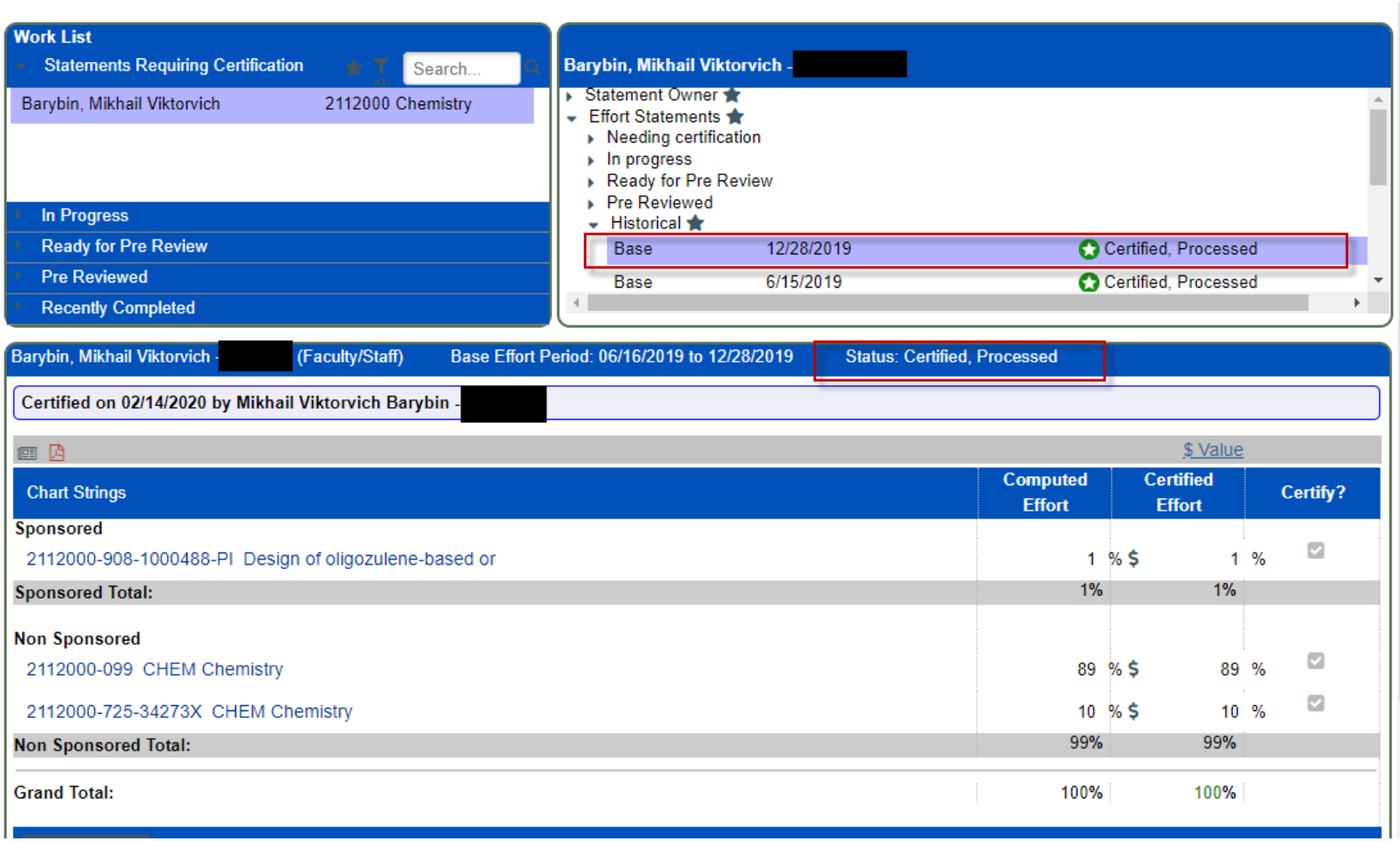




Once the certify button is clicked you will get a pop up message – hit OK.

Next the Attestation statement will appear. If the employee believes the effort is accurate they should select I agree. If they want to return to the statement they should select cancel.

Self-Certifier: Certified, Processed

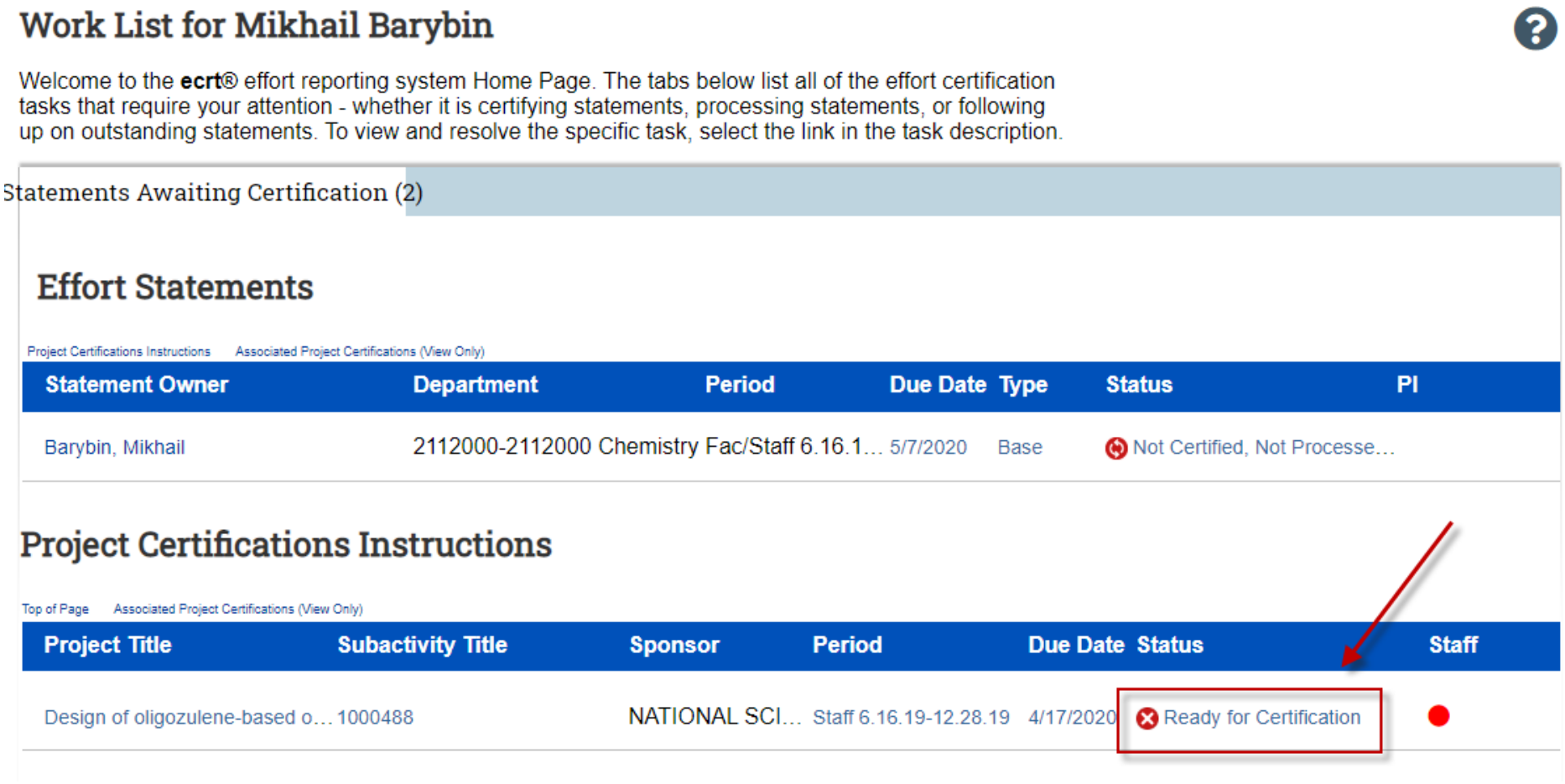


If the certifier selects I agree, and no changes to effort over our threshold of tolerance (5% and $100.00) the statement will be moved to “certified, processed” status.

PI:

Project Certification

PI: Project Statements

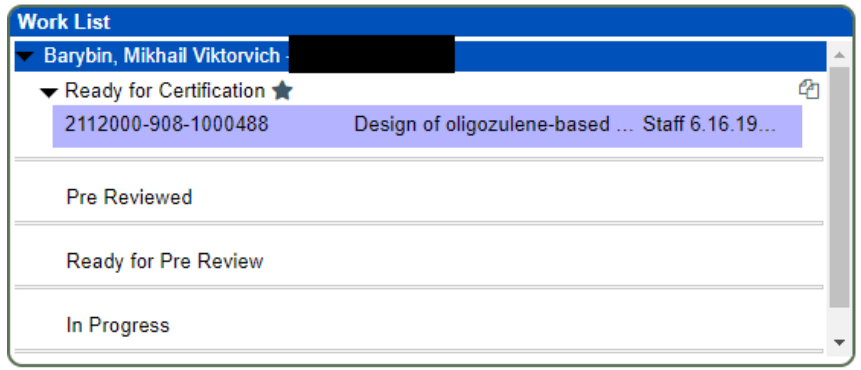


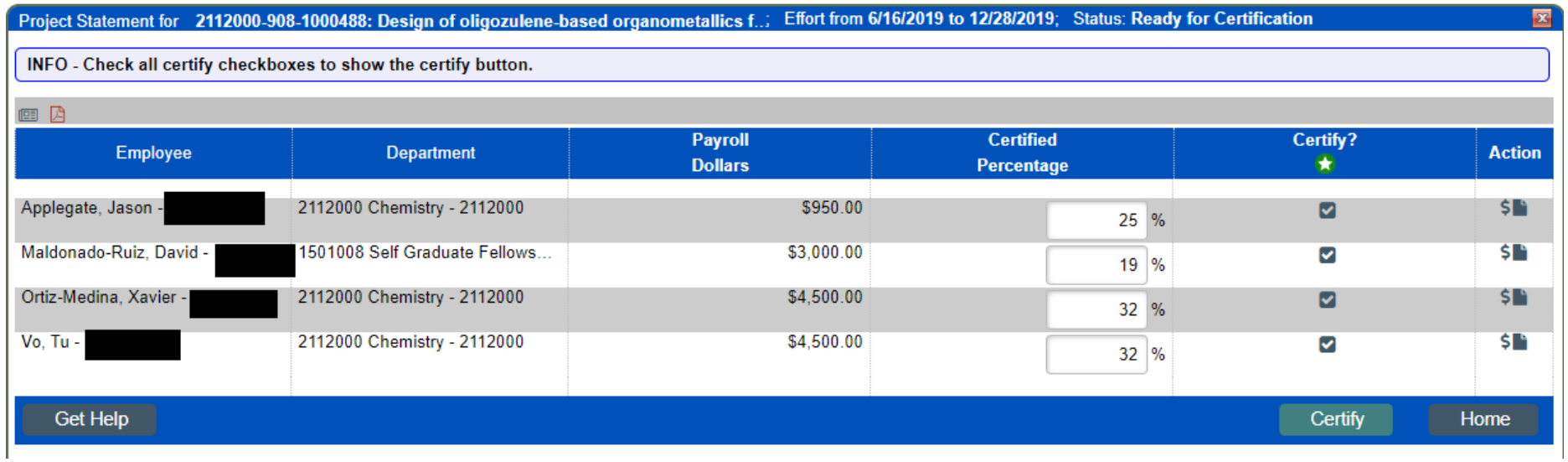
When a PI with graduate and/or Temp (UPS/USS) staff logs in they will see an additional section labeled “Project Certifications Instructions”

This section will list any project statements for which the PI is responsible for certifying. Clicking the hyperlink will take them to the project statement.

PI: Project Statements, Review

Project Statements – PI





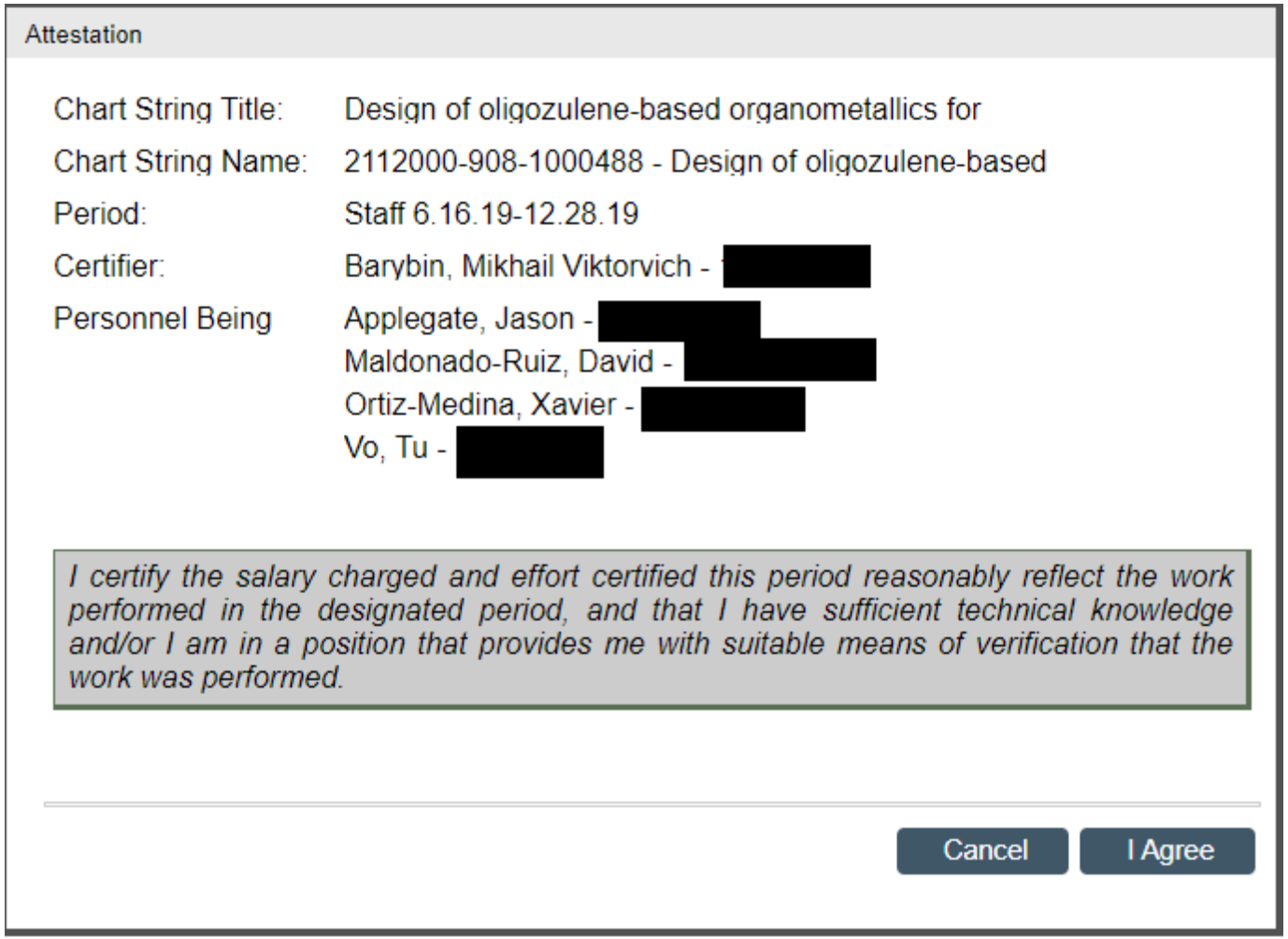
Similarly to the individual statements, PIs should review the effort of the listed employees and confirm it is in line with how they believe effort was expended during the reporting period.

PIs have the option of approving the statement line by line. Or clicking the green star icon to select all.

All lines of a project statement needs to be checked for the certify box to appear.

PI: Project Statements, Attestation

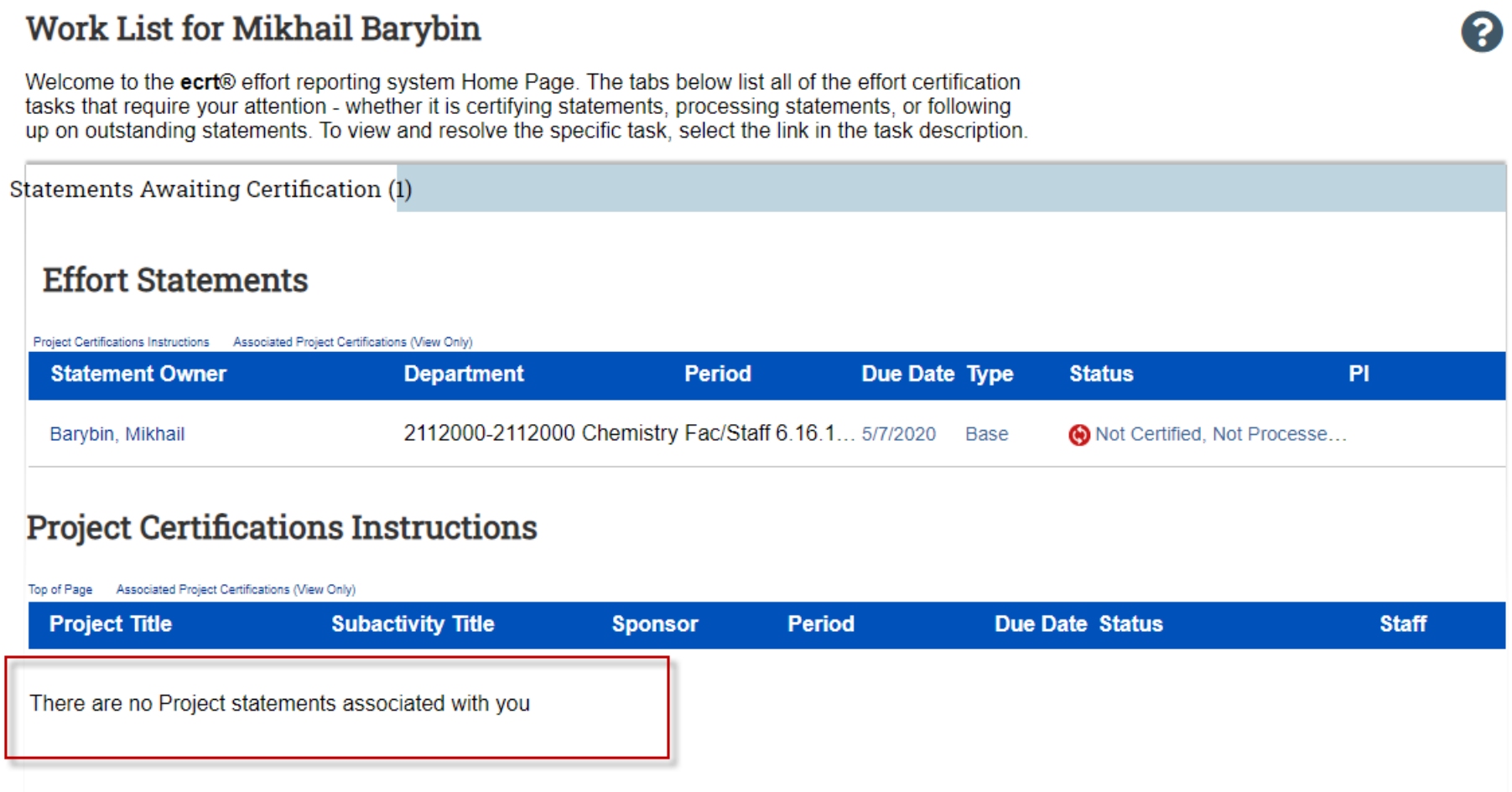
Project Statements– PI



Once the certify button is clicked, the attestation statement will pop up.

PIs, have the option to cancel, which will return them to the project statement, or agree which will move the statement into a certified status.

PI: Project Statements, Certified Status



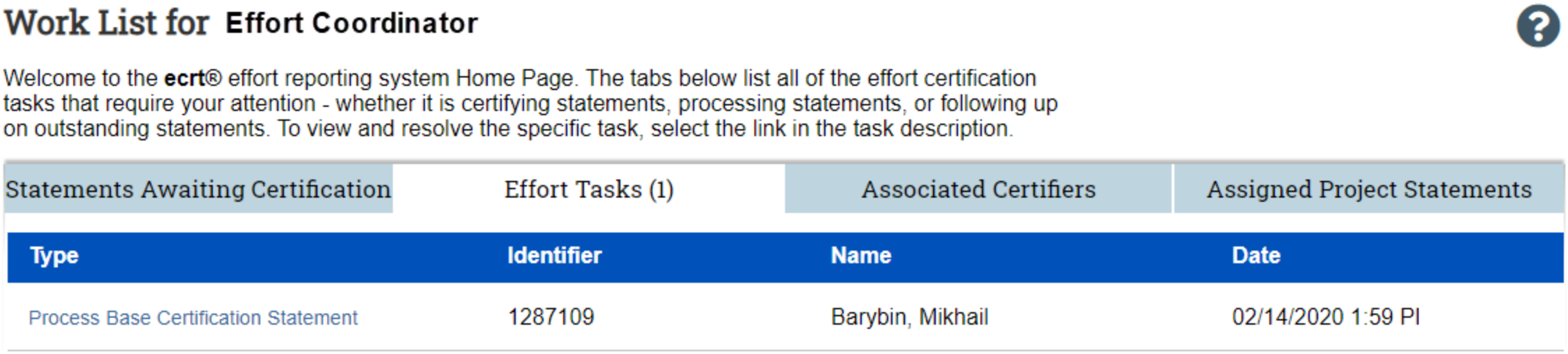
Once the project statement has been certified it will drop from the PIs home page.

Effort Coordinators will also be able to confirm the project has moved into a certified status, via the department dashboard or a search of the project number

Effort Coordinator:

Post Review

Effort Coordinator: Tasks



When an task is created it will appear on the Primary Effort Coordinators homepage. There are two types of effort tasks. The first is created when an certify changes effort over the threshold (5% and $100) while certifying. The second kind of task is created when an RFA is posted in the HR system that changes a previously certified statement over threshold, requiring recertification to take place.

Effort Coordinator: Instructions

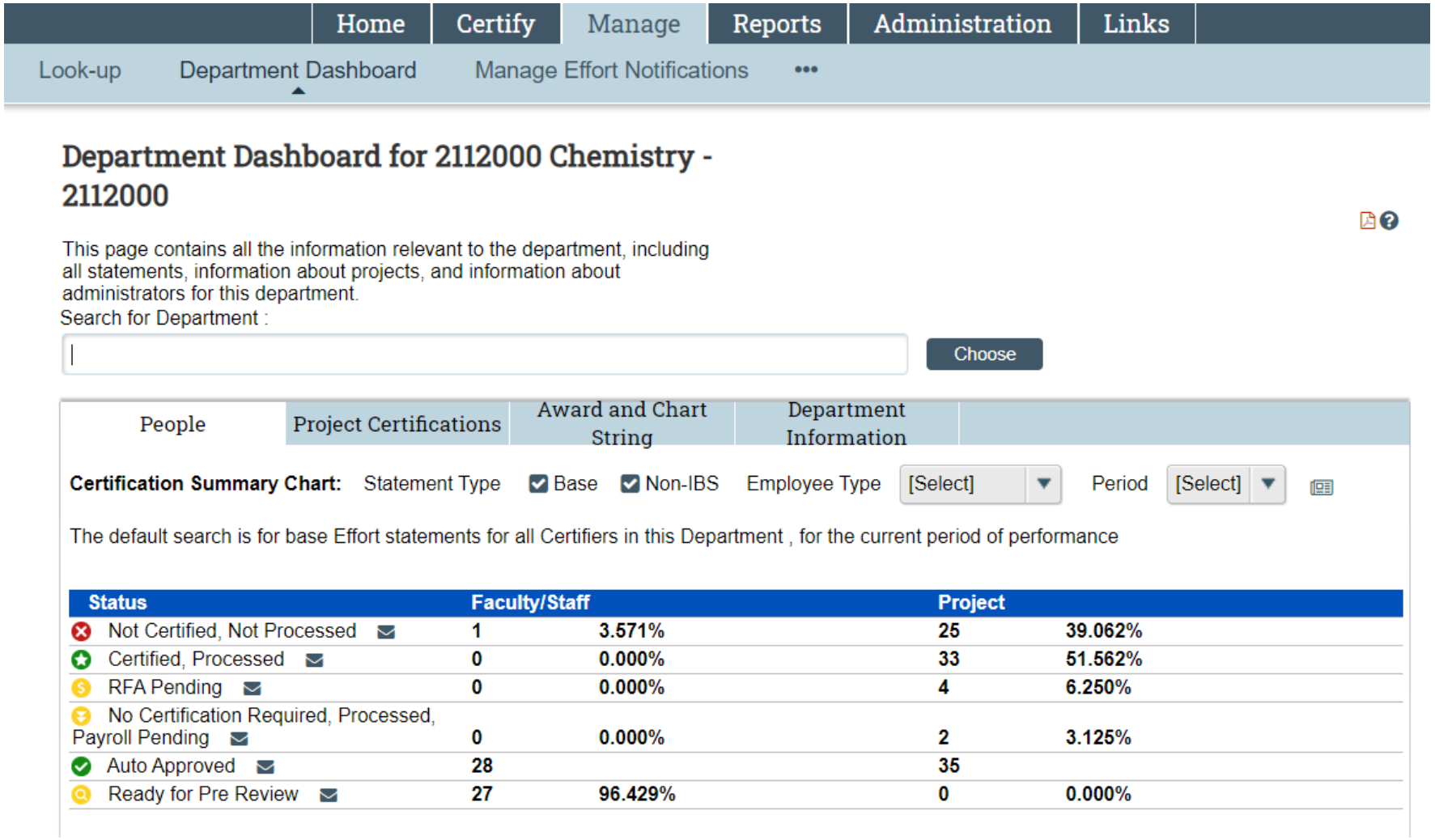
Effort Tasks - Instructions

Detailed instructions on how to process tasks can be found on the KUCR effort reporting page for effort coordinators. https://research.ku.edu/effort-coordinator-training

Effort Coordinator: Additional Resources

Department Dashboard: Summary

People Tab

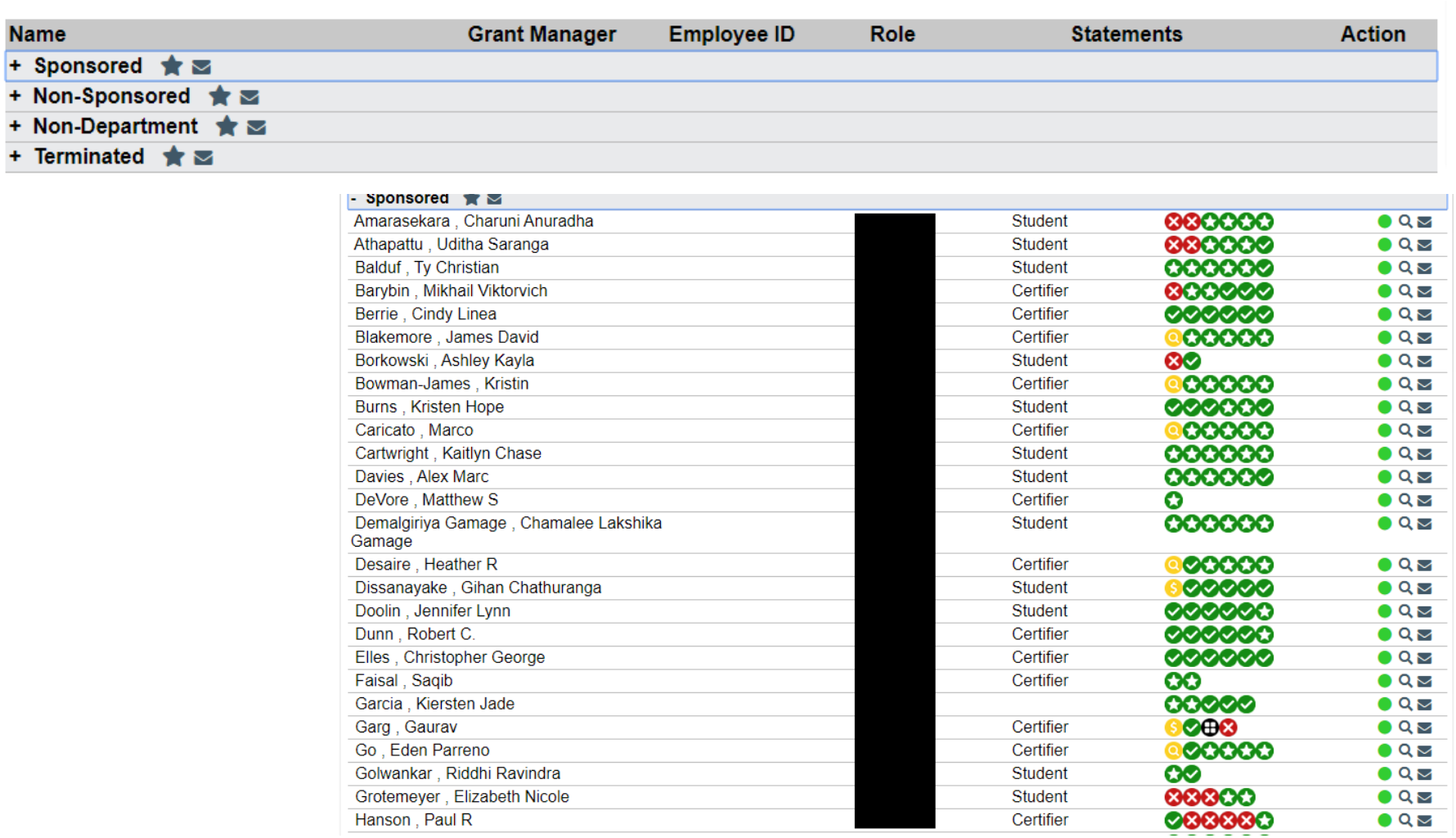


Status	Faculty/Staff		Project	
Not Certified, Not Processed	1	3.571%	25	39.062%
Certified, Processed	0	0.000%	33	51.562%
RFA Pending	0	0.000%	4	6.250%
No Certification Required, Processed, Payroll Pending	0	0.000%	2	3.125%
Auto Approved	28		35	
Ready for Pre Review	27	96.429%	0	0.000%

The top portion of the people tab of the department dashboard will give you a brief summary of the departments standing.

Department Dashboard: Individuals

People Tab



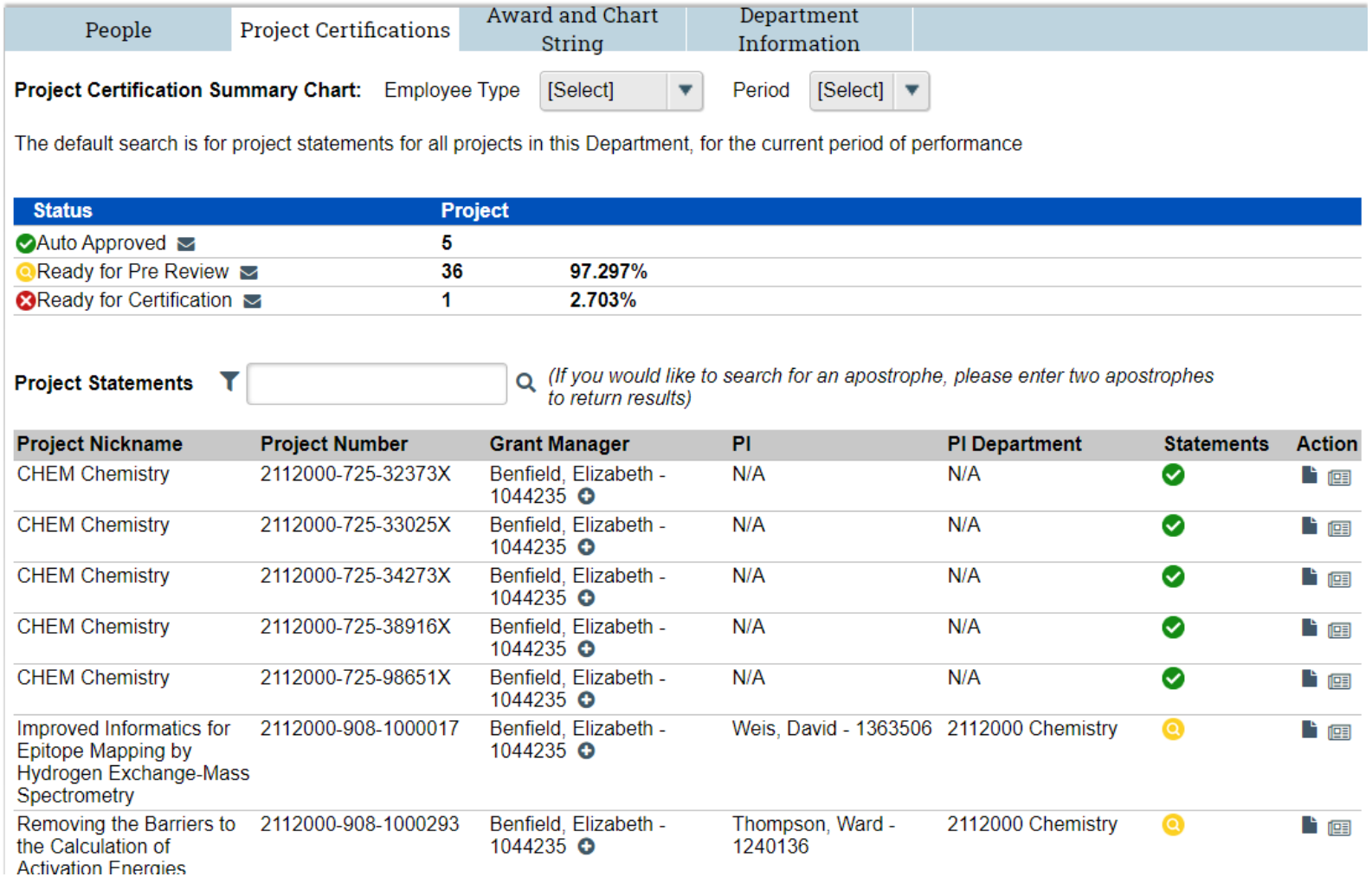
Name	Grant Manager	Employee ID	Role	Statements	Action
+ Sponsored					
+ Non-Sponsored					
+ Non-Department					
+ Terminated					
- Sponsored					
Amarasekara , Charuni Anuradha	[redacted]		Student		
Athapattu , Uditha Saranga			Student		
Balduf , Ty Christian			Student		
Barybin , Mikhail Viktorvich			Certifier		
Berrie , Cindy Linea			Certifier		
Blakemore , James David			Certifier		
Borkowski , Ashley Kayla			Student		
Bowman-James , Kristin			Certifier		
Burns , Kristen Hope			Student		
Caricato , Marco			Certifier		
Cartwright , Kaitlyn Chase			Student		
Davies , Alex Marc			Student		
DeVore , Matthew S			Certifier		
Demalgiriya Gamage , Chamalee Lakshika Gamage			Student		
Desaire , Heather R			Certifier		
Dissanayake , Gihan Chathuranga			Student		
Doolin , Jennifer Lynn			Student		
Dunn , Robert C.			Certifier		
Elles , Christopher George			Certifier		
Faisal , Saqib			Certifier		
Garcia , Kiersten Jade					
Garg , Gaurav			Certifier		
Go , Eden Parreno			Certifier		
Golwankar , Riddhi Ravindra			Student		
Grotemeyer , Elizabeth Nicole			Student		
Hanson , Paul R			Certifier		

The bottom portion of the people tab of the department dashboard will give you a listing of all individuals, subdivided in the following four categories: Sponsored, Non-Sponsored, Non-Department, Terminated.

You can expand each of the for subsections and see the status of the listed individuals effort statement(s).

Department Dashboard: Projects

Project Certification Tab



People | Project Certifications | Award and Chart String | Department Information

Project Certification Summary Chart: Employee Type [Select] Period [Select]

The default search is for project statements for all projects in this Department, for the current period of performance

Status	Project	
Auto Approved	5	
Ready for Pre Review	36	97.297%
Ready for Certification	1	2.703%

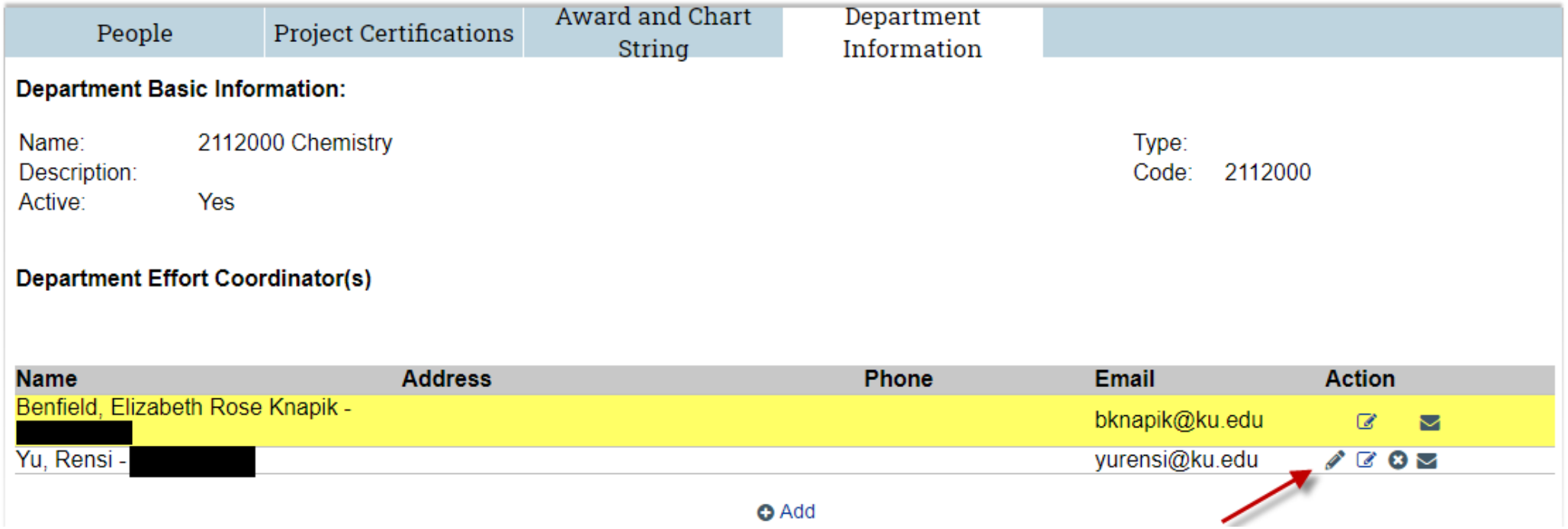
Project Statements *(If you would like to search for an apostrophe, please enter two apostrophes to return results)*

Project Nickname	Project Number	Grant Manager	PI	PI Department	Statements	Action
CHEM Chemistry	2112000-725-32373X	Benfield, Elizabeth - 1044235	N/A	N/A		
CHEM Chemistry	2112000-725-33025X	Benfield, Elizabeth - 1044235	N/A	N/A		
CHEM Chemistry	2112000-725-34273X	Benfield, Elizabeth - 1044235	N/A	N/A		
CHEM Chemistry	2112000-725-38916X	Benfield, Elizabeth - 1044235	N/A	N/A		
CHEM Chemistry	2112000-725-98651X	Benfield, Elizabeth - 1044235	N/A	N/A		
Improved Informatics for Epitope Mapping by Hydrogen Exchange-Mass Spectrometry	2112000-908-1000017	Benfield, Elizabeth - 1044235	Weis, David - 1363506	2112000 Chemistry		
Removing the Barriers to the Calculation of Activation Energies	2112000-908-1000293	Benfield, Elizabeth - 1044235	Thompson, Ward - 1240136	2112000 Chemistry		

Similar to the People tab you can see the brief summary of the department's standing.

Additionally bellow you will see a complete list of projects associated with the department and their statement status(es).

Department Dashboard: Department Info



The Department Information tab is where you can see all effort coordinators associated with a given department. The employees name highlighted in yellow is the current primary effort coordinator for the department. To change the primary effort coordinator click the pen icon.

Navigation Key

Section	Sub-Selection	Description
Certify	My Effort Statements	Displays the effort statement page for the individual logged in system
Certify	Project Statements	Displays the project statement page for the individual logged into the system
Manage	Look Up	Allows the user to search for a person, project or department within ecrt
Manage	Department Dashboard	Displays the department details including all the associated infividuals and accounts
Reports	Reporting	Displays the standard reports menu, allowing the running or exporting of built reports
Links	Uniform Guidance	Link to the Uniform Guidance
Links	NIH Grants Policy & Guidance	Link to NIH Grants & Funding resource page
Links	KU Effort Policy	Link to the KU Resource Page for Effort Reporting & ecrt

Status Key

Status Descriptions

Status	Icon	Status Description
In Progress for Certification		This status indicates that a statement is not yet ready for confirmation. This occurs during the Period of Performance, as the statements are building.
Ready for Pre Review		This status indicatest that a statement is ready to Pre Reviewed.
Pre Reviewed		This status indicates that a statement has been Pre Reviewed by an Effort Coordinator.
Auto Approved		This status is for a statement that are Auto Approved. The system automatically moves statements to this status if they do not include sponsored pay (Direct or Cost Share).
Not Certified, Not Processed / Ready for Certification		This status is for a statement that has not yet been (fully) certified.
Certified, Processed		This status is for a statement that has been fully certitfied.
Certified, Approved, RFA Needed		This status is for a statement pending an RFA.

Status	Icon	Status Description
Certified, Not Processed		This status is for statements pending task processing by the primary effort coordinator.
No Certification Required, Processed		This status is for statements for which the cental office has removed the requirement to certify.
No Certification Required, Processed, Payroll Pending		This status is for statements for which the cental office has removed the requirement to certify.
Not Certified, Not Processed, Re-Opened		This status is for statements reopned by the central office.
Not Certified, Not Processed, Re-Opened by Payroll Adjustment Reconciliation		This status is for statements pending recertification due to an RFA tansaction.
RFA Pending		There is an RFA task pending approval by the primary effort coordinator .
Multiple Statements, Different Statuses		An employee has multiple statements, this is typically caused by an employee changing jobs during a reporting period. For example a graduate student becoming a post doc.

Effort Coordinator Access

To request access effort coordinator access please complete the following form:
https://inowformsprivate.ku.edu/fs?form=KUCR%20ECRT%20Access%20Request%20Form

Written instructions on how to complete the access form are available, if needed.

Questions?

Contact ecrt@ku.edu