MEMORANDUM

TO: New Faculty and Academic Staff

FROM: Belle Heberling, Wisconsin School of Business Effort Coordinator

SUBJECT: University of Wisconsin-Madison’s Effort Certification Program

The University of Wisconsin-Madison has a web-based system for certifying effort. If you are a faculty or academic staff member with effort on a sponsored project or anticipate that you will apply for grants in the future, university policy requires you to do two things.

1. Complete a mandatory training course on “The Basics of Effort Reporting”

2. Log into ECRT to certify your effort and the effort for some of your project staff if you are a Principal Investigator. You’ll learn how to access ECRT in the training course.

I encourage you to complete the mandatory training within 30 days of your hire. For the training, you can take a web-based course or attend an in-person session. For information about your training options, please go to:

http://www.rsp.wisc.edu/effort/training

I can help you understand the certification process. As WSOB’s effort coordinator I am responsible for reviewing and processing each certified effort statement, following up with faculty and staff to ensure they certify, and responding to questions. An effort coordinator cannot certify your effort for you! Federal regulations require effort to be certified by a “responsible person with suitable means of verifying” that the work was performed.

Certifying effort is a critical part of grants management. Failure to certify effort correctly and in a timely manner could jeopardize the university’s federal research funding. More information about effort policies is available at the Research and Sponsored Programs website:

http://www.rsp.wisc.edu/effort

If you have questions, please email at bheberling@bus.wisc.edu.

Thank you.