We are very excited about the new ecrt upgrade and think you will be too. The following pages contain some quick descriptions of the new features to start preparing you for the new system!

Improvements to the Effort Statement:

Inclusion of Commitment Data

A commitment column has been added to the effort statement to help PIs understand how much effort they have committed to a project over a period of performance. There are a number of new reports that Effort Coordinators can use to monitor commitments.

<table>
<thead>
<tr>
<th>Projects</th>
<th>Commitment</th>
<th>Payoff</th>
<th>Cost Share</th>
<th>Computed Effort</th>
<th>Certified Effort</th>
<th>Certify checkboxes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sponsored</td>
<td>144-144584: EXPLORING NEW ASTROPHYSICAL DIAGNOSTICS WITH THE FAR-ULTRAVIOLET SPECTROPOLARIMETER (FUSP)</td>
<td>60.00%</td>
<td>59.38%</td>
<td>0.00%</td>
<td>59.38%</td>
<td>0%</td>
</tr>
<tr>
<td></td>
<td>144-144206: GIMPS 3D: THE VERTICAL STELLAR AND INTERSTELLAR STRUCTURE OF THE INNER GALAXY</td>
<td>0.00%</td>
<td>20.32%</td>
<td>0.00%</td>
<td>20.32%</td>
<td>0%</td>
</tr>
<tr>
<td></td>
<td>144-144750: SAGE-SMC: SURVEYING THE AGENTS OF GALAXY EVOLUTION IN THE TIDALLY-DISRUPTED, LOW-METALLICITY SMALL MAGELLANIC CLOUD</td>
<td>0.00%</td>
<td>20.32%</td>
<td>0.00%</td>
<td>20.32%</td>
<td>0%</td>
</tr>
<tr>
<td>Sponsored Total</td>
<td>50.00%</td>
<td>100.00%</td>
<td>0.00%</td>
<td>100.00%</td>
<td>0%</td>
<td></td>
</tr>
<tr>
<td>Non Sponsored</td>
<td>144-144584: OTHER All Non-Sponsored Effort</td>
<td>0.00%</td>
<td>0.00%</td>
<td>0.00%</td>
<td>0.00%</td>
<td>0%</td>
</tr>
<tr>
<td>Non Sponsored Total</td>
<td>0.00%</td>
<td>0.00%</td>
<td>0.00%</td>
<td>0.00%</td>
<td>0%</td>
<td></td>
</tr>
<tr>
<td>Grand Total</td>
<td>60.00%</td>
<td>100.00%</td>
<td>0.00%</td>
<td>100.00%</td>
<td>0%</td>
<td>All None</td>
</tr>
</tbody>
</table>
Updates to the Header Information

The header information now includes the Period of Performance dates as well as the Due Date of your Certification statement. There is a status bar at the top of the screen for you to ensure that you have completed both steps of certification: Certifying the Statement and Agreeing to the Attestation Statement. A “hover over” window appears when you scroll over a project on the statement to display the PI’s name and contact information.
List of Processors and Certifiers

At the bottom of the statement there is an expandable list that displays the Effort Coordinator who will process the effort statement. The list of Certifiers includes anyone who is a PI or Designee for an account on that statement.

#### Effort Statement Potential Certifiers & Processors

- **List of Processors:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Projects</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>LUTHER LAURIE - 00036769</td>
<td>NIA</td>
<td>Department Effort Coordinator</td>
</tr>
</tbody>
</table>

One item found.

- **List of Certifiers:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Projects</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>LINDROTH RICHARD - 00098909</td>
<td>145-144M996 GENEIC VARIATION AND HERBIVORY IN ASPEN: CONSEQUENCES FOR ECOSYSTEM PROCESSES</td>
<td>Project PI</td>
</tr>
<tr>
<td></td>
<td>145-144PE712 GENOMICS INVESTIGATION OF ALLOCATION AND PARTITIONING INTO AND AMONG FLAVONOID-DERIVED CONDENSED TANNING FOR CARBON SEQUESTRATION IN POPULUS</td>
<td>Project PI</td>
</tr>
</tbody>
</table>
Certify My Research Staff Group View

The Certify My Research Staff Group View page allows you to certify for up to 10 staff at one time. When you are finished certifying you all of your staff, a message is provided to clearly communicate that all of your certification responsibilities are complete.
Manage Effort Tasks

Manage Effort Tasks is one of the most frequently accessed pages for an effort coordinator. If you are a primary effort coordinator, this page provides 3 different tabs which break out different tasks and reminders of items that need your attention.

Effort Processing Task List

When an individual in your department certified their effort statement (or has it certified for them) you will receive a task in your Effort Processing Task list notifying you to review the statement. Each task is displayed with description of the type of task, user name, employee name, and date that task was added. These lists are sortable based on the column headers so that you can quickly find a task for a specific individual. The task will remain on this list until you process the card, at which point it will disappear from your list.

When you click on a line you will be taken to a “Process Effort” page showing that person’s certification information (see the next page for an example). You need to review the effort card and determine whether or not to process it.
This page looks very much like the certification page used by the faculty and academic staff (described in section 7.6). There are a couple of additions:

1. You will see an additional column titled “Cost Transfer”. The dollar amounts in this column are automatically calculated on any rows where “Computed Effort” differs from “Certified Effort”. This
column can be very helpful, but please use this information with caution. There are several reasons that may cause computed effort to differ from certified effort. Not all of them require a salary cost transfer. Also, ECRT calculates the most accurate dollars it can, but it may not reflect the correct dollars needed for a salary cost transfer.

The total of the Cost Transfer column must equal zero before you can process the card. It may be off by a small amount due to rounding. When this happens, you can change the amounts so that the total equals zero. These cost transfer dollars are for information only. Any required cost transfers will need to be processed through the regular UW cost transfer process.

2. You need to review the effort card for each researcher to determine if it can be processed or if further discussion and follow-up is needed. You have three possible choices:

Return To Certifier – If you click this button (or hit the enter key), the effort card will no longer be certified. This action is appropriate if there is a reason the effort that was certified on the card needs to be changed. Once issues are resolved, the PI, faculty or academic staff member will need to certify the effort again. When you click “Return to Certifier,” the certifier will not appear again on your “to do” list until the effort has been re-certified.

Cancel – If you determine that you need to do more investigation before you process a card, you can click the Cancel button. The card will still be certified and the individual will continue to appear on your “to do” list until you are ready to process the card.

Process – The process button will finalize the effort card and it will become an official, auditable record.
Sponsor Notice List

The Sponsor Notice list is populated when an individual certifies at 25% less than their commitment to a project. This variance results in ECRT determining that the sponsor of the project may need to be notified about a reduction in effort for this individual. A task is created in the Sponsor Notice list to serve as a reminder to follow up with the individual about the variance between what they certified and what they committed to a project. Each task has a red “X” in the Action column that can be used to delete the task from your list when you have completed the necessary actions for that individual. You can use this list as a helpful reminder of follow-up items that you need to complete based on your individual’s certifications.
Cost Transfer Notice List

The Cost Transfer Notice list is populated when you process an effort statement where there are significant variances between computed and certified effort. This variance results in ecrt determining that a salary cost transfer is likely needed to bring computed and certified effort in line with each other. A task is created in the Cost Transfer Notice list to serve as a reminder to you that you likely need to take additional action outside of ECRT for that individual. Each task has a red “X” in the Action column that can be used to delete the task from your list when you have completed the necessary actions for that individual. You can use this list as a helpful reminder of follow-up items that you need to complete based on your individual’s certifications.

Placing Effort Statements on Hold

ECRT has functionality in place that allows UW to place Effort Statements on hold. Only the Effort Administration team will be able to place statements on hold, but an Effort Coordinator can request this action through an email to the team.

When a statement is placed on hold, the individual can still access the statement but will not be able to certify. A statement could be placed on hold in the circumstance that salary cost transfers need to be processed and applied to the statement before the individual can certify.
The IQ Tool is a query tool that is pre-populated with canned queries to provide the Effort Coordinator with additional information related to the effort reporting process. When you select the link from the home page you will be taken to the IQ Tool page and presented with a number of queries.

To run a query, simply click on the link. A pop-up window will appear that will ask you to select “Run Report” and then will provide you with the results of the queries. Additional queries can be build and populated in this feature, so if you have ideas about some helpful information that you would like to see, please contact your Effort Administrator.
View Reports

The Reports page in ECRT has been enhanced to include a number of new reports. These reports can be of great assistance when monitoring your department(s) throughout the certification process. There are also a number of reports to assist you in monitoring commitment data, which is now displayed and tracked on the effort statement for the first time. The following reports are available to Effort Coordinators in the View Reports Page:

- Certification Status Report
- Certification Payroll Report
- Certified Effort Less Than Effort Commitment Report
- Certifier Payroll Summary Report
- Certifier Salary Activity Report
- Certifiers Over Commitment Settings Report
- Cost Share Report
- Commitment Listing Report
- External Audit Report
- Monthly Commitment Summary Report