

THE UNIVERSITY of NORTH CAROLINA at CHAPEL HILL

How to Certify an Effort Statement

What is Effort Reporting

- Federally required via the Uniform Guidance, previously A-21.
- Effort is the proportion of time devoted to sponsored projects, teaching, and other University activities, expressed as a percentage of total University effort.
 - It is a "reasonable estimate"
 - Effort on a project is based on salary as a proportion of <u>all</u> hours worked
 - "100% effort" considers all professional activities related to the individual's UNC appointment (teaching, research, service, administration)

Effort Reporting at UNC – Why?

- Labor expenses typically represent the majority of the direct costs of sponsored research
- At UNC, labor expenses are set up prospectively, based on how a certifier plans to expend their effort for a specified time frame. This time period is called the Period of Performance.
- Effort Certification is our retrospective review and attestation of how salary and cost share were expended during the Period of Performance

Effort Reporting at UNC – Why?

Reviewing salary charges on an effort statement as part of the certification process gives all certifiers and effort coordinators an opportunity to reconcile prospective labor distributions with actual expended effort, understanding that due to extenuating circumstances changes are possible.

Effort Reporting at UNC – Who?

- At UNC All individuals charged, cost shared or committed to a sponsored project are responsible for confirming his/her effort statement. These individuals are called the 'Certifier'
- Per UNC policy, all certifiers are required to certify their effort statement semi annually, except for FY15 which will be certified annually
- If an individual has left the University, a proxy may be assigned to certify the effort statement. A proxy may be the PI, Co-PI, or Lab Manager

Effort Reporting at UNC – How?

- ecrt is the University's electronic effort reporting system used for effort certification
 - Web-based effort certification tool
 - Encourages compliance
 - Increases productivity
 - Reporting tools such as:
 - Labor distribution by person, by project, by time-period
- Single certification for FY15
 - Semi Annual certifications for FY16

To access the ecrt application, enter your Onyen and Password



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Click 'Continue' to access your home page

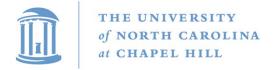
Welcome to ecrt

At the University of North Carolina, we have recently upgraded to version 5.1 of the ecrt application. At UNC, our effort reporting process has been simplified and standardized as a result of this upgrade.

The ecrt system is designed to help you comply with the provisions of UNC's effort reporting policies, federal policy OMB Circular A-21 section J.10., the Uniform Guidance, NIH Salary Limitation on Grants, and other relevant agency policies that govern the need to provide certification of an individual's effort pursuant to his/her sponsored and non-sponsored programs. Faculty and staff are required to complete and submit an Effort Certification Statement for review and approval by a user's respective deadline.

Please click the 'Continue' button to access your redesigned home page!





Click on your name to access your effort statement

Work List for Jack Johnson

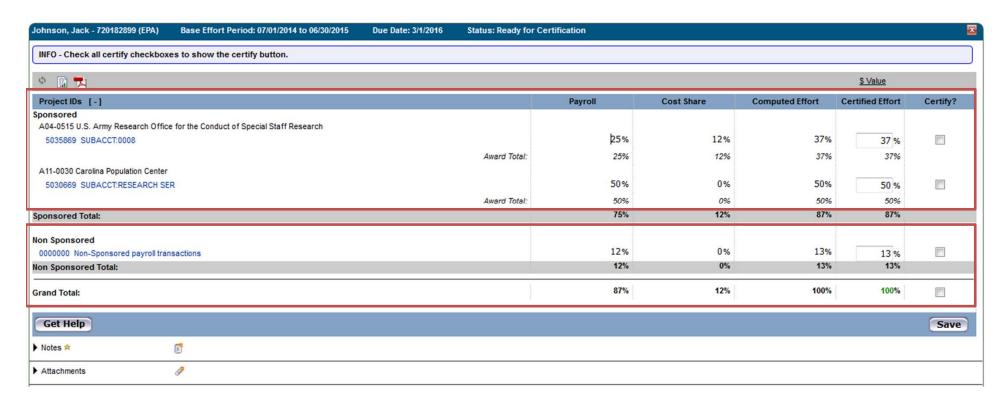
Welcome to the ecrt effort reporting system. The tabs below list all of the effort certification tasks that require your attention - whether it is certifying statements, processing statements, or following up on outstanding statements. To view and resolve the specific task, select the link in the task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



Statements Awaiting Certification (2) Effort Statements						
Statement Owner	Department	Period	Due Date	Туре	Status	PI
Johnson, Jack	621100-Office of Sponsored Research - 6	FY 2015 EPA Fall 2015 EPA	3/1/2016 4/7/2016	Base Base	Ready for Certification In Progress	

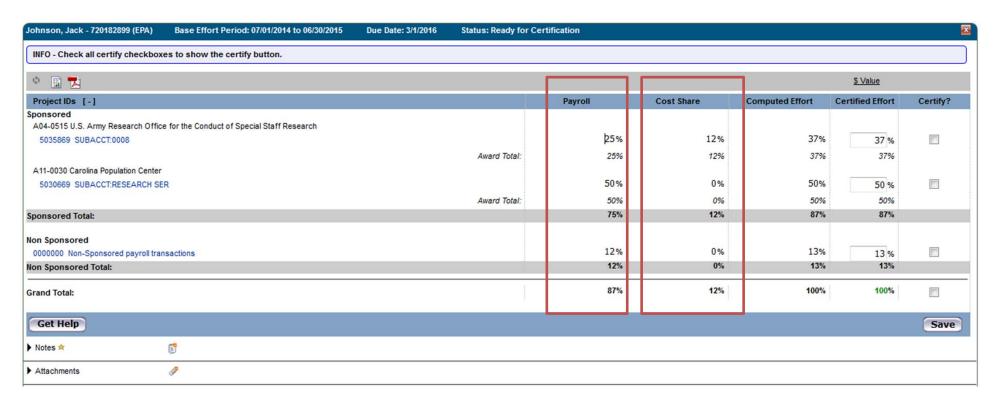


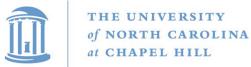
The effort statement is split into 2 sections, Sponsored and Non Sponsored



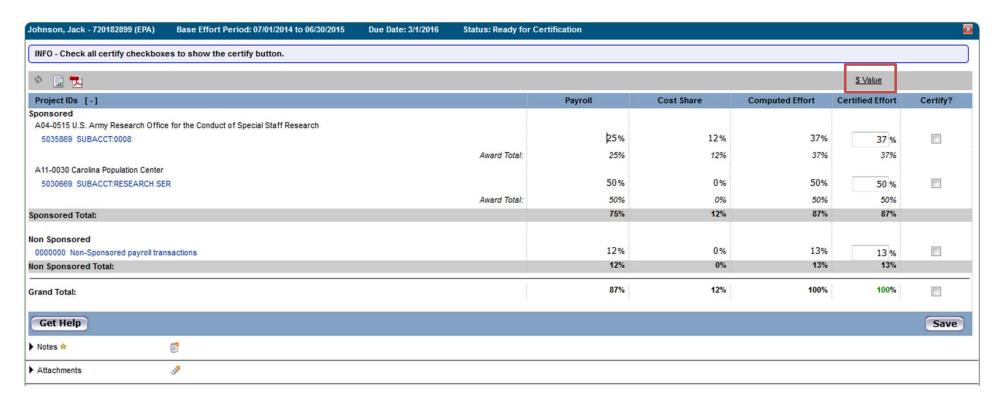


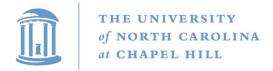
All payroll and cost share for the period of performance you are reviewing is displayed on the effort statement



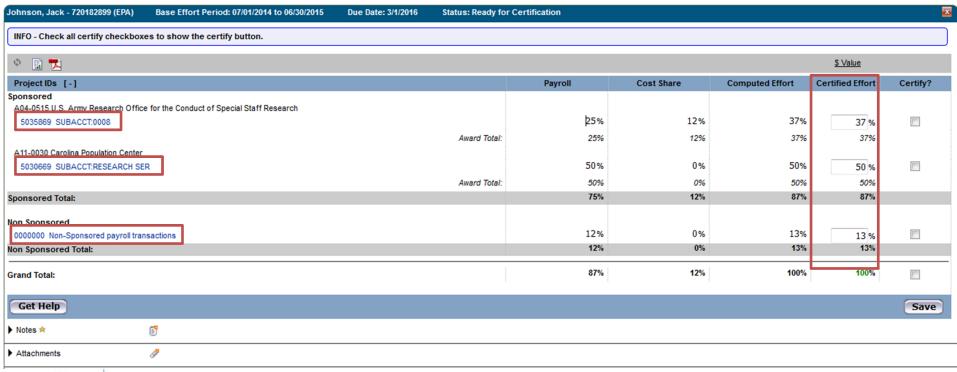


To view the dollars associated to the effort statement, click the '\$ Value' link



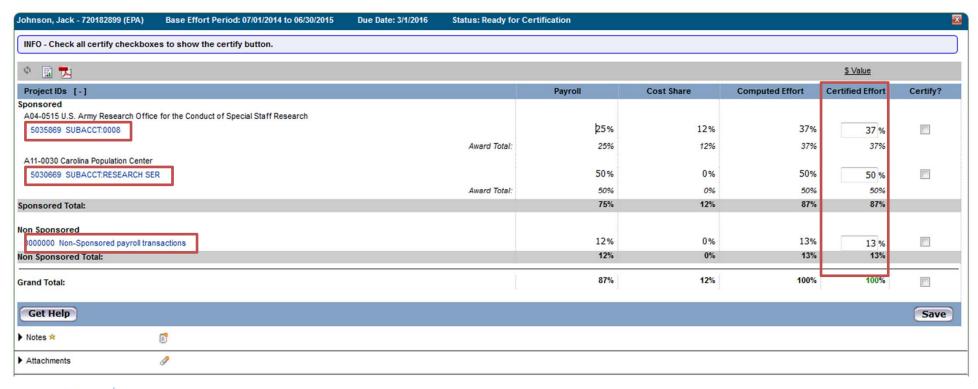


Review the effort statement and ensure that all Project ID's (ConnectCarolina account number) listed are accurate and reflect a reasonable estimate of your average expended effort over the period of performance.



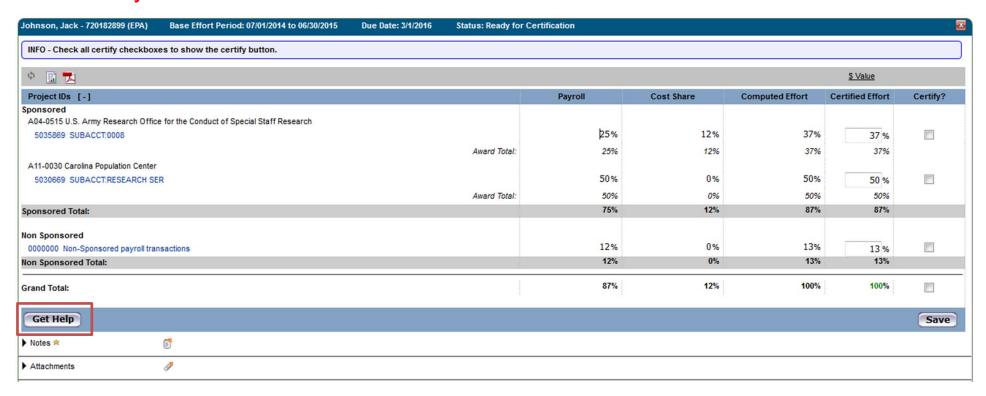


If needed, update the certified effort percentage to reflect a reasonable estimate of your average expended effort over the period of performance



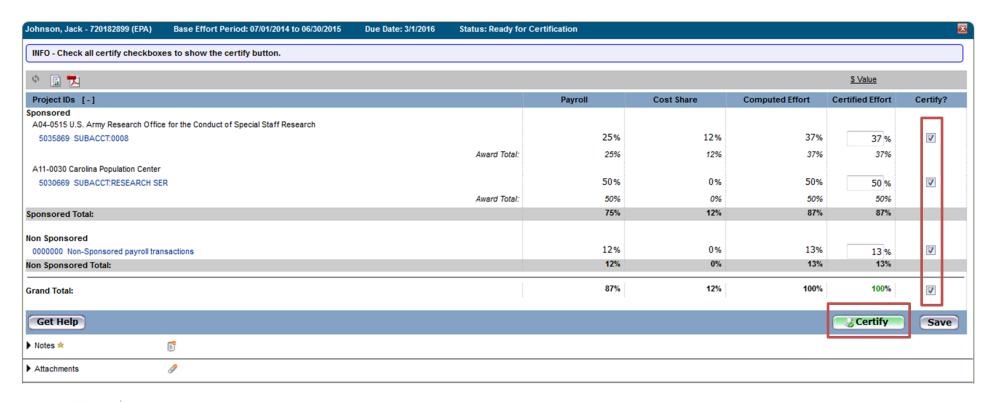


If you have questions, click on the 'Get Help' button to contact your effort coordinator.



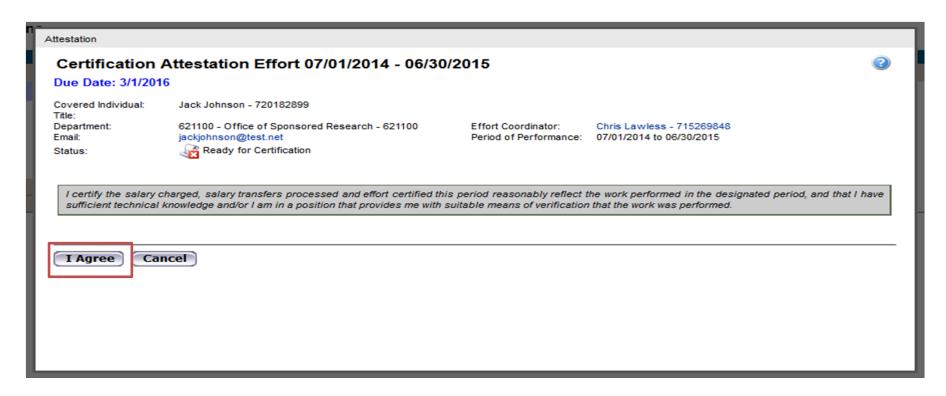


Click the individual 'Certify' checkboxes or 'Check All' box. The 'Certify' button appears.





Read the Legal Attestation. Click 'I Agree'





The effort statement has been certified. You may now signout of the system

