



THE UNIVERSITY
of NORTH CAROLINA
at CHAPEL HILL

ecrt Training

OSP Effort Reporting/Payroll Action Team

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Overview

- ecart Screens
- Certification Timeline
- Common Pitfalls
- Best Practices



Dissecting an Effort Statement

Work List

▼ Statements Requiring Certification

Williams, Annie Academic Support Program fo...

► In Progress

► Recently Completed

Williams, Annie

- Statement Owner
- ▼ Effort Statements ★
 - Needing certification
 - ▼ In progress ★
 - Base 3/30/2017 Building, No Action Required
 - ▼ Historical ★
 - Base 6/26/2016 Certified
 - Base 12/27/2015 Certified
 - Base 6/28/2015 Certified

Williams, Annie - (SPA) Base Effort Period: 12/28/2015 to 06/26/2016 Status: Certified

Certified on 10/28/2016 by Paula D Borden

Project IDs [-]	Payroll	Cost Share	Computed Effort	Certified Effort	Certify?
Sponsored					
A12-1283 Upward Bound Program University of North Carolina at Chapel Hill					
5039276 Upward Bound Program University of North Carolina at Chapel Hill	100%	0%	100%	100%	<input checked="" type="checkbox"/>
<i>Award Total:</i>	100%	0%	100%	100%	
Sponsored Total:	100%	0%	100%	100%	
Non Sponsored					
0000000 Non-Sponsored payroll transactions	0%	0%	0%	0%	<input checked="" type="checkbox"/>
Non Sponsored Total:	0%	0%	0%	0%	
Grand Total:	100%	0%	100%	100%	

Get Help **Historical Status Override** **Reopen**

► Notes

► Attachments

► Transactions ★

► Activity Log ★

► Email Log ★



Upper Left Box

- Proxy Assignments

Work List

▼ In Progress

Aji, Adam Muhammad	Computer Science - 318400
Best, Andrew Phillip	Computer Science - 318400
Chisholm, Jeshurun	Computer Science - 318400
Dunn Rivera, Enrique	Computer Science - 318400
Heorhiadi, Victor	Computer Science - 318400

▶ Statements Requiring Certification

▶ Recently Completed



Upper Right Box

- Effort Coordinator's Name
- Department Name
- Certifier's Email Address
- List of Effort Statements

The screenshot shows a user profile for Annie Williams. The profile includes the following information:

- Statement Owner**
 - Title: Intermittent Tempor... Effort Coordinator: Brian Bertlshofer
 - Department: Academic Support P... Email: wleeanna@email.unc.edu
- Effort Statements**
 - In progress**
 - Base 3/30/2017 Building, No Action Required
 - Historical**
 - Base 6/26/2016 Certified



Middle Box

- Statements that have been Certified: Who/When Statement was Certified

Williams, Annie - (SPA) Base Effort Period: 12/28/2015 to 06/26/2016 Status: Certified

Certified on 10/28/2016 by Paula D Borden -

Project IDs [-]	Payroll	Cost Share	Computed Effort	Certified Effort	Certify?
Sponsored					
A12-1283 Upward Bound Program University of North Carolina at Chapel Hill					
5039276 Upward Bound Program University of North Carolina at Chapel Hill	100%	0%	100%	100%	<input checked="" type="checkbox"/>
<i>Award Total:</i>	100%	0%	100%	100%	
Sponsored Total:	100%	0%	100%	100%	
Non Sponsored					
0000000 Non-Sponsored payroll transactions	0%	0%	0%	0%	<input checked="" type="checkbox"/>
Non Sponsored Total:	0%	0%	0%	0%	
Grand Total:	100%	0%	100%	100%	



Middle Box

- Statements Waiting to be Certified: Proxy information will appear here if employee has a proxy assigned to certify on their behalf.

Hannan, Anika - [redacted] (SPA) Base Effort Period: 06/27/2016 to 12/25/2016 Status: Building, No Action Required

WARNING - You cannot certify this Effort Statement because you only have the right to save other users' Statements.
INFO - This Effort Statement cannot be certified because it is in the Building, No Action Required status.
INFO - Leah M Ranney - [redacted] is currently assigned as a proxy certifier for [redacted].

On Hold: \$ Value Add Project ID Override Status

Project IDs [-]	Payroll	Cost Share	Computed Effort	Certified Effort	Certify?
Sponsored A12-0116 Martin Delaney Collaboratory to Eradicate HIV-1 Infection 5031527 SUBACCT:CORE A	29%	0%	29%	29%	
<i>Award Total:</i>	29%	0%	29%	29%	



Middle Box

- Icons for List of Available Reports and PDF of Statement (use this if manual certification is required)

Base Effort Period: 06/27/2016 to 12/25/2016 Status: Building, No Action Required

INFO - This Effort Statement cannot be certified because it is in the Building, No Action Required status.

Project IDs [-]	Payroll	Cost Share	Computed Effort	Certified Effort	Certify?
Sponsored A14-0491 Effective Communication on Tobacco Product Risk and FDA Authority 5033763 SUBACCT:PROJ 3 GOLDS	71%	0%	71%	\$ 71%	<input type="checkbox"/>
<i>Award Total:</i>	71%	0%	71%	71%	
Sponsored Total:	71%	0%	71%	71%	



Middle Box

- Icons for List of Available Reports and PDF of Statement (use this if manual certification is required)

Base Effort Period: 06/27/2016 to 12/25/2016 Status: Building, No Action Required

INFO - This Effort Statement cannot be certified because it is in the Building, No Action Required status.

		\$ Value				
		Payroll	Cost Share	Computed Effort	Certified Effort	Certify?
Sponsor	Individual Commitment Detail Report					
A12-01	Cost Share Report	71%	0%	71%	71%	<input type="checkbox"/>
50315	Certifier Payroll Summary Report					
Award Total:		71%	0%	71%	71%	
		71%	0%	71%	71%	

A14-049 Risk and

5033763 SUBACCT:PROJ 3 GOLDS

Available Reports:

- Payroll Report
- Individual Commitment Detail Report
- Cost Share Report
- Certifier Payroll Summary Report



Middle Box

- Icons for List of Available Reports and PDF of Statement (use this if manual certification is required)

- Pay Period View
- Account View

6 items found, displaying all items.

Certifier	Department	Department Number	Grant	Pay Period	Payroll	Pay %	Pay Type	Employee Type	Statement Type
	Lineberger Comprehensive Cancer Center - 426801	426801	0000000 - Non-Sponsored payroll transactions	06/27/2016 to 07/10/2016	\$268.40	15 %	27110_14101_511190_427801_XXXXXX_YYYY_CC1_CC2_CC3	SPA Employee	Base
				06/27/2016 to 07/10/2016	\$245.30	14 %	27110_14101_511190_427801_XXXXXX_YYYY_CC1_CC2_CC3	SPA Employee	Base
				06/27/2016 to 07/10/2016	(\$513.70)	-29 %	27110_14101_511190_427801_XXXXXX_YYYY_CC1_CC2_CC3	SPA Employee	Base
			Subtotal		(\$0.00)	0 %			
			5031527 - SUBACCT: CORE A	06/27/2016 to 07/10/2016	\$513.70	29 %	25210_49000_514510_427801_5031527_YYYY_CC1_CC2_CC3	SPA Employee	Base
			Subtotal		\$513.70	29 %			
			5033763 - SUBACCT: PROJ 3 GOLDS	07/11/2016 to 07/24/2016	\$860.40	48 %	25210_49000_514120_426801_5033763_MCCRC_CC1_CC2_CC3	SPA Employee	Base
				07/25/2016 to 08/07/2016	\$408.60	23 %	25210_49000_514120_426801_5033763_MCCRC_CC1_CC2_CC3	SPA Employee	Base
			Subtotal		\$1,269.00	71 %			
			Certifier Total for Period		\$1,782.70	100 %			
Total Of All Certifiers					\$1,782.70	100 %			

\$ Value

Certified Effort	Certify?
\$ 71%	<input type="checkbox"/>
71%	
71%	



Middle Box

- \$ Value link will show the dollars behind the percentages.

Base Effort Period: 06/27/2016 to 12/25/2016 Status: Building, No Action Required

INFO - This Effort Statement cannot be certified because it is in the Building, No Action Required status.

Project IDs [-]	Payroll	Cost Share	Computed Effort	Certified Effort	Certify?
Sponsored A14-0491 Effective Communication on Tobacco Product Risk and FDA Authority 5033763 SUBACCT:PROJ 3 GOLDS	\$ 1,269.00	\$ 0.00	\$ 1,269.00	71%	<input type="checkbox"/>
<i>Award Total:</i>	\$1,269.00	\$0.00	\$1,269.00	71%	
Sponsored Total:	\$1,269.00	\$0.00	\$1,269.00	71%	



Middle Box

- List of Sponsored Projects
- Computed Effort = what is in payroll
- Certified Effort = how employee certified statement
- Yellow Circle displays the payroll report for that project ID.

Hannan, Anika (SPA) Base Effort Period: 06/29/2015 to 12/27/2015 Status: Certified

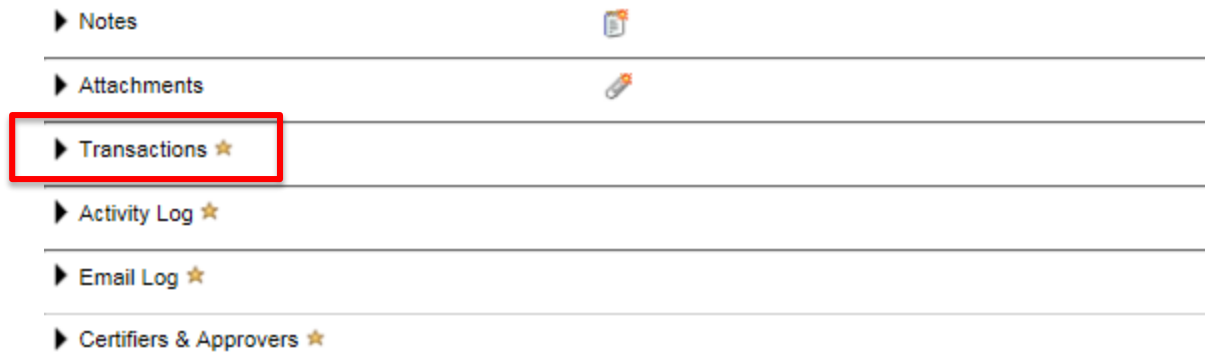
Certified on 03/30/2016 by Anika Hannan -

Project IDs [-]	Payroll	Cost Share	Computed Effort	Certified Effort	Certify?
Sponsored					
A12-0116 Martin Delaney Collaboratory to Eradicate HIV-1 Infection 5031527 SUBACCT:CORE A	23%	0%	23%	23%	<input checked="" type="checkbox"/>
<i>Award Total:</i>	23%	0%	23%	23%	
Sponsored Total:	23%	0%	23%	23%	
Non Sponsored					
0000000 Non-Sponsored payroll transactions	77%	0%	77%	77%	<input checked="" type="checkbox"/>
Non Sponsored Total:	77%	0%	77%	77%	
Grand Total:	100%	0%	100%	100%	



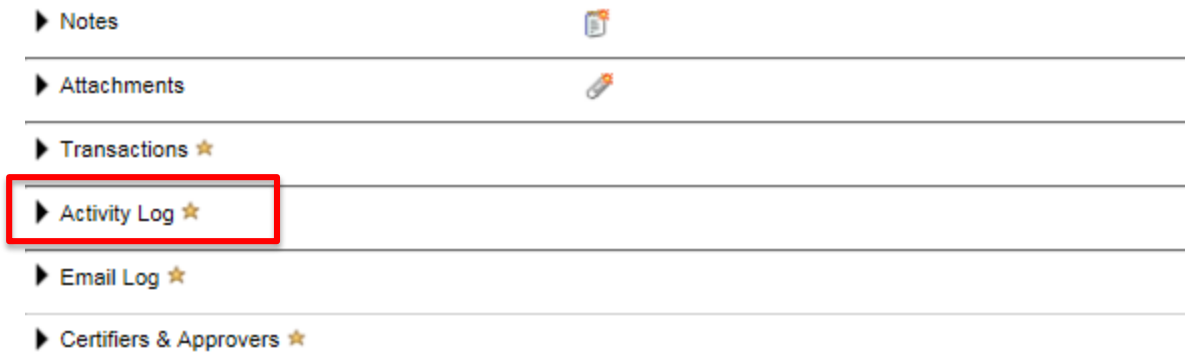
Information Section

- Star Icon indicates more information will be displayed when expanded.
- Transactions log shows timestamp when payroll is loaded (including PAATs) and timestamp of certification.



Information Section

- Star Icon indicates more information will be displayed when expanded.
- Activity log shows timestamp when anyone looks at the statement or saves the statement (if computed effort and certified effort % do not match in pre-review, someone saved the statement that was building during the last certification period - need to reset % in pre-review).



Certifier Makes Changes

[-] Effort Statement Instructions

Work List

▼ Statements Requiring Certification

Neuroscience Center - 4...

► In Progress

► Recently Completed

► Statement Owner

▼ Effort Statements ★

▼ Needing certification ★

Base 9/30/2016 Ready for Certification

► In progress ★

► Historical ★

Base Effort Period: 01/01/2016 to 06/30/2016 Status: Ready for Certification

INFO - Check all certify checkboxes to show the certify button.

Project IDs [-]	Payroll	Cost Share	Computed Effort	Certified Effort	Certify?
Sponsored					
A14-0523 North Carolina Translational & Clinical Sciences Institute (NC TraCS) 5033787 CTSA Translational &	0%	0%	0%	20%	<input checked="" type="checkbox"/>
<i>Award Total:</i>	0%	0%	0%	20%	
A16-0157 Radial Glial Development and Differentiation 5101924 Radial Glial Development and Differentiation	100%	0%	100%	25%	<input checked="" type="checkbox"/>
<i>Award Total:</i>	100%	0%	100%	25%	
A17-0032 Regulation of the physiologic and pathologic activation of the NLRP3-inflammasome 5104393 Regulation of the physiologic and pathologic activation of the NLRP3-inflammasome	0%	0%	0%	55%	<input checked="" type="checkbox"/>
<i>Award Total:</i>	0%	0%	0%	55%	
Sponsored Total:	100%	0%	100%	100%	
Grand Total:	100%	0%	100%	100%	<input checked="" type="checkbox"/>



Effort Task is Generated for the PEC


Statements Awaiting Certification		Effort Tasks (1)	
Associated Certifiers			
Type	Identifier	Name	Date
Process Certification Statement	<input type="button" value=""/>	<input type="button" value=""/>	01/27/2017 4:21 PM



How to Process Effort Task

Process Base Effort Statement (01/01/2016 to 06/30/2016)

 Effort Statement PDF
  Payroll Report

Covered Individual: [Redacted]
 Title: Post Doctoral Research Assistant
 Department: 428601 - Neuroscience Center - 428601
 Email: [Redacted]
 Status:  Certified, Not Processed

Effort Coordinator: Kaylie Orlan
 Period of Performance: 01/01/2016 to 06/30/2016

The Process Effort screen provides you, the administrator, the ability to process or not process a certification. If an activity is above or below the configurable threshold, currently set at 25, then the activity will be highlighted in yellow. This is an indication to you that it may be necessary to contact the sponsor of that activity.

Last Certified by [Redacted] on 01/27/2017 4:21 PM

							\$ Value	
Project IDs [-]	Payroll	Cost Share	Computed Effort	Certified Effort	Cost Transfer Dollars	Cost Transfer Percentage	Cost Share is Cost Transfer	
Sponsored								
A14-0523 North Carolina Translational & Clinical Sciences Institute (NC TraCS)								
5033787 CTSA Translational &	0%	0%	0%	20%	\$ 4225	20%	0.0 %	
<i>Award Total:</i>	0%	0%	0%	20%	\$4,225.00	20.00%	0%	
A16-0157 Radial Glial Development and Differentiation								
5101924 Radial Glial Development and Differentiation	100%	0%	100%	25%	\$ -15844	-75%	0.0 %	
<i>Award Total:</i>	100%	0%	100%	25%	\$-15,843.74	-75.00%	0%	
A17-0032 Regulation of the physiologic and pathologic activation of the NLRP3-inflammasome								
5104393 Regulation of the physiologic and pathologic activation of the NLRP3-inflammasome	0%	0%	0%	55%	\$ 11619	55%	0.0 %	
<i>Award Total:</i>	0%	0%	0%	55%	\$11,618.74	55.00%	0%	
Sponsored Total:	100%	0%	100%	100%	\$0.00	0.00%	0.00%	
Grand Total:	100%	0%	100%	100%	\$0.00	0.00%	0.00%	

Get Help
Cancel
Cost Transfer Needed
Do Not Process



Calculating a True-Up

[+] Effort Statement Instructions

Work List

▼ Statements Requiring Certification

Neuroscience Center - 428...

In Progress

Recently Completed

Statement Owner

▼ Effort Statements ★

▶ Needing certification

▼ In progress ★

Base 9/30/2016 Certified, Not Processed

Base 3/30/2017 Building, No Action Required

▶ Historical ★

(EPA) Base Effort Period: 01/01/2016 to 06/30/2016 Status: Certified, Not Processed

Project IDs [-]	Payroll	Cost Share	Computed Effort	Certified Effort	\$ Value
Sponsored					
A14-0523 North Carolina Translational & Clinical Sciences Institute (NC TraCS) 5033787 CTSA Translational &	0%	0%	0%	0%	20%
<i>Award Total:</i>	0%	0%	0%	0%	20%
A16-0157 Radial Glial Development and Differentiation 5101924 Radial Glial Development and Differentiation	100%	0%	100%	25%	25%
<i>Award Total:</i>	100%	0%	100%	25%	25%
A17-0032 Regulation of the physiologic and pathologic activation of the NLRP3-inflammasome 5104393 Regulation of the physiologic and pathologic activation of the NLRP3-inflammasome	0%	0%	0%	55%	55%
<i>Award Total:</i>	0%	0%	0%	55%	55%
Sponsored Total:	100%	0%	100%	100%	
Grand Total:	100%	0%	100%	100%	

Get Help



Calculating a True-Up

Base Effort Period: 01/01/2016 to 06/30/2016		Status: Certified, Not Processed		
				% Value
Project IDs [-]	Payroll	Cost Share	Computed Effort	Certified Effort
Sponsored				
A14-0523 North Carolina Translational & Clinical Sciences Institute (NC TraCS) 5033787 CTSA Translational &	\$ 0.00	\$ 0.00	\$ 0.00	20%
<i>Award Total:</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>20%</i>
A16-0157 Radial Glial Development and Differentiation 5101924 Radial Glial Development and Differentiation	\$ 21,124.98	\$ 0.00	\$ 21,124.98	25%
<i>Award Total:</i>	<i>\$21,124.98</i>	<i>\$0.00</i>	<i>\$21,124.98</i>	<i>25%</i>
A17-0032 Regulation of the physiologic and pathologic activation of the NLRP3-inflammasome 5104393 Regulation of the physiologic and pathologic activation of the NLRP3-inflammasome	\$ 0.00	\$ 0.00	\$ 0.00	55%
<i>Award Total:</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>55%</i>
Sponsored Total:	\$21,124.98	\$0.00	\$21,124.98	100%
Grand Total:	\$21,124.98	\$0.00	\$21,124.98	100%

Increased Effort Scenario: Total Salary (21,124.98) X Certified Effort (20%) – Computed Effort (\$0.00) = \$4225 needs to be **charged** to the grant to true-up 5033787

Decreased Effort Scenario: Total Salary (21,124.98) X Certified Effort (25%) – Computed Effort (\$21,124.98) = \$15,843.74 needs to be **removed** from the grant to true-up 5101924

The remaining \$11,618.74 should be charged to 5104393 (\$21,124.98 X 55% = \$11,618.74)



Department Dashboard

Look for icons under the sponsored and non-department sections that indicate changes were made to the statement that will require a PAAT.

People Award and Project ID Department Information

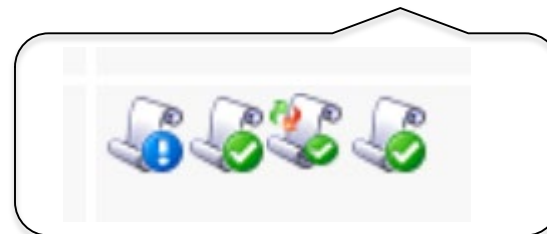
Certification Summary Chart: Statement Type Base Non-IBS Employee Type [Select] Period [Select]

The default search is for base Effort statements for all certifiers in this Department , for the current period of performance

Status	EPA		SPA	
Building, No Action Required	11	100.0%	3	100.0%

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

Name	Employee Type	Employee ID	Role	Statements	Action
Sponsored					
Asokan , Priyadarsini	EPA		Self Certifier		
Barnhart , Sandy Janowski	SPA		Self Certifier		
Borras , Terete	EPA		Self Certifier		
Budenz , Don	EPA		Self Certifier		



Department Dashboard

Look for icons under the sponsored and non-department sections that indicate changes were made to the statement that will require a PAAT.

Department Dashboard for Injury Prevention Research Center - 633500 - 633500



Search for Department :

People | Award and Project ID | Department Information

Certification Summary Chart: Statement Type Base Non-IBS Employee Type [Select] Period [Select]

The default search is for base Effort statements for all certifiers in this Department, for the current period of performance






Status	EPA	SPA
Building, No Action Required	12 100.0%	11 100.0%

Covered Individuals (If you would like to search for an apostrophe, please enter two apostrophes to return results)

Name	Employee Type	Employee ID	Role	Statements	Action
+ Sponsored					
+ Non-Sponsored					
- Non-Department					
Alexandridis, Apostolos Alexander	EPA		Self Certifier		
Austin, Anna Elizabeth	EPA		Self Certifier		
Bangdiwala, Shrikant I.	EPA		Self Certifier		
Barozak, Nikki	SPA		Self Certifier		
Barnett, Clifton A	SPA		Self Certifier		



Statement Status

- Ready for Certification 
- Certified, Not Processed  (may require a PAAT)
- Certified, Awaiting Cost Transfer  (most likely requires a PAAT)
- Certified 
- Building, No Action Required 



Payroll Report by Project ID

Home Certify Manage **Reports** Administration

ecrt Reporting

Category	Reports
Commitments	Cost Transfer Report
Management	Certifier Payroll Summary Report
Monitoring	Certifier Salary Activity Report
Payroll/Cost Share	Cost Share Report
Time Study	Monthly Funding and Effort Information Report
	Payroll Adjustment Reconciliation Report
	Payroll Report
	Profile Cost Share Report
	SPES (Sponsored Project Employee Summary) Report

Parameters Results

Employee:

School / Department:

Expand Search

Account: Active Inactive

Search By Statement Type: Base Non-IBS Other

Date By: Dates Employee Type

Dates: Start Date: End Date:

Run Report



Certifier Payroll Summary Report

Parameters Results

Month:

Employee:

Search By Statement Type: Base Non-IBS Other

Run Report

Results of the Certifier Payroll Summary report are displayed in a scrollable window. Results are displayed 12 months from the selected date.

Employee ID	First Name	Last Name	Department	Type	Project ID	Jan(\$)	Jan (%)	Feb(\$)	Feb (%)	March(\$)	March (%)	April(\$)	April (%)
			Medicine-Internal Medicine - 411430	Base	5039738	\$1,873.75	10	\$1,873.75	10	\$1,873.75	10	\$1,873.75	10
					5041559	\$1,873.78	10	\$1,873.78	10	\$1,873.78	10	\$1,873.78	10
					5100244	\$1,873.75	10	\$1,873.75	10	\$1,873.75	10	\$1,873.75	10
					5101341	\$5,809.07	31	\$5,868.40	31	\$5,868.40	31	\$5,868.40	31
					5104101	\$1,873.75	10	\$1,873.75	10	\$1,873.75	10	\$1,873.75	10
					0000000	\$5,433.70	29	\$5,374.37	29	\$5,374.37	29	\$5,374.37	29
				Base Pay Totals:		\$18,737.80	100	\$18,737.80	100	\$18,737.80	100	\$18,737.80	100
				Grand Totals:		\$18,737.80	-	\$18,737.80	-	\$18,737.80	-	\$18,737.80	-



Spring 2024: Effort Certification Period: Timeline

- Thursday, February 15, 2024: Pre-Review Begins.
- Friday, March 1, 2024: Certification Period Begins.
- Monday, April 1, 2024: Escalation Period Begins.
- Monday, April 29, 2024: Certification Period Ends at 5pm.
- Friday, May 24, 2024: All True-Ups Due in OSP's Queue.



Common Pitfalls

- Not monitoring effort tasks on ecrt worklist (only on PEC's worklist)
- Not researching payroll before making changes to statements
- Not checking non-department employees on dashboard



Consider...

- Effort statements cannot be created after certification period is over.
- Stipends are not considered effort (RNF earn code or 568xxx account code).
- Department is determined by information in global directory.



Best Practices

- Only assign proxies for inactive employees (exception for undergraduate students - see next slide).
- Request employee to certify statement before termination.
 - Send request to ecrt_help@unc.edu to flip statement to *Ready for Certification*, as soon as you are notified that a Certifier is leaving the university, graduating, etc. Such statements should be opened for certification before the period begins.
- Review *Non-Department* statement status on dashboard.
- Monitor worklist in ecrt.

- ASK QUESTIONS! ecrt_help@unc.edu



Updates to Proxy Assignments

- At the discretion of the department, an appropriate proxy may be assigned for undergraduate students, regardless of employment status in ConnectCarolina.
- PECs cannot be assigned as a proxy.
- A proxy must have first hand knowledge of how the employee spent their time.



Certifiers Fully Funded by Non-Sponsored Sources

- Certifiers that are fully funded by non-federal clinical trials and/or non-sponsored sources will not be required to certify an effort statement.



Non-Federal Clinical Trials on Statement

[+] Effort Statement Instructions

Work List

Statements Requiring Certification

In Progress

Recently Completed

- ▶ Statement Owner
- ▼ Effort Statements ★
 - ▶ Needing certification
 - ▼ In progress ★
 - Base 4/29/2018 Building, No Action Required
 - Base 10/30/2018 Building, No Action Required
 - ▶ Historical ★

Base Effort Period: 07/01/2017 to 12/31/2017 Status: Building, No Action Required

WARNING - You cannot certify this Effort Statement because you only have the right to save other users' Statements.
INFO - This Effort Statement cannot be certified because it is in the Building, No Action Required status.

Project IDs [-]	Payroll	Cost Share	Computed Effort	Certified Effort	Certify?
Sponsored					
A16-1296 Home-Collected Blood Spots to Increase HIV Test Frequency among Young Black MSM					
5104144 Home-Collected Blood Spots to Increase HIV Test Frequency among Young Black MSM	50%	15%	65%	65%	<input type="text" value="65%"/>
<i>Award Total:</i>	50%	15%	65%	65%	
A17-0384 The UNC/Emory Center for Innovative Technology (iTech) across the prevention and care continuum					
5108900 SUBACCT:SUPPLE 02S2	10%	0%	10%	10%	<input type="text" value="10%"/>
<i>Award Total:</i>	10%	0%	10%	10%	
Sponsored Total:	60%	15%	75%	75%	
Non Sponsored					
0000000 Non-Sponsored payroll transactions					
A16-1713 Study Sponsor/Study Title: AbbVie / A Multicenter, Open-Label Study to Evaluate the Efficacy and Safety of ABT-493/ABT-530 in Adults with Chronic Hepatitis C Virus (HCV) Genotype 1 - 6 Infection and Human Immunodeficiency Virus-1 (HIV-1) Co-Infection (EXP					
4100378 PROTOCOL: M14-730	2%	0%	2%	2%	<input type="text" value="2%"/>
<i>Award Total:</i>	2%	0%	2%	2%	
Non Sponsored Total:	25%	0%	25%	25%	
Grand Total:	85%	15%	100%	100%	



Other

- Please add *Notes* to payroll actions - especially PAATs.
- If Certifiers are having trouble accessing the ecrt system, the issue may be related to registration for Duo 2-step verification. The following links will allow the user to register for Duo to access ecrt. If further issues are encountered, contact ecrt_help@unc.edu

<https://its.unc.edu/onyen-services/> (Registration)

<https://help.unc.edu/help/duo/> (Registration Help & Support)



Additional Effort Coordinator Responsibilities

- During the period of performance, the departmental Effort Coordinator (EC) is expected to regularly review, with the Certifier (at least monthly), salary charges and cost share for all sponsored projects.
- The PEC should ensure all salary charges and cost share are accurate in accordance with committed effort.
- If a discrepancy is noted between salary charges and cost share and expended effort, the departmental Effort Coordinator is responsible for affecting the appropriate adjustment(s) in ConnectCarolina.



Additional Effort Coordinator Responsibilities

- Shortly after the conclusion of the effort reporting period of performance, the departmental Effort Coordinator will receive a notification to access the eCRT system and **Pre-Review** the statements of all Certifiers in his/her dept. to ensure committed salary charges and cost share are consistent (based on prior discussions with the Certifier during the period of performance).
- If adjustments are necessary, the Effort Coordinator should make the adjustments to the certified effort percentages on the statement and follow-up with corresponding adjustments in ConnectCarolina.



Additional Effort Coordinator Responsibilities

- During the certification period, the EC is responsible for ensuring the timely certification of all statements by Certifiers assigned to his/her department, and for effecting appropriate adjustments in ConnectCarolina if changes are made to the statement by the Certifier.
- All adjustments in ConnectCarolina must be completed within 30 days after the end of the certification period to **True-up** variances between the certified and calculated (computed) effort percentages.
- The departmental EC is also responsible for informing the OSP Central Effort Manager if he/she leaves the university or moves to another position within the university (and will no longer be serving as the department's EC).

