10 ecrt Responsibilities for Principal Investigators

Principal Investigators are the TTUHSC employees ultimately responsible for the oversight and conduct of the sponsored project(s) (OP 65.07).

Visit: ecrt Application or Training website for more information.

Contact EffortReporting@ttuhsc.edu with questions.

01 Understand Effort Requirements
Understand the effort certification requirements of a project.

02 Notify Accounting
Notify Accounting Services of effort reporting requirements so the related fund can be set up appropriately.

03 Monitor Project
Monitor the time and effort of a sponsored project on a regular basis.

04 Assess Accuracy
Assess the accuracy and appropriateness of all salary charged to a sponsored project.

05 Ensure Effort
Ensure the reported level of effort is reasonable and necessary to carry out the proposed project.

06 Review Activity
Review other activities to ensure they will not conflict with any proposed effort commitment.

07 Verify Certifications
Verify whether certifications are made in an accurate and timely manner.

08 Certify Effort
Certify personal effort and the effort of staff (non-faculty) paid from each sponsored project.

09 Confirm Sponsor Commitments
Confirm effort devoted is commensurate with commitments to sponsors.

10 Maintain Documents
Maintain sufficient documentation showing reasonable means of verifying the effort expended.