9 ecrt Responsibilities for Effort Coordinators

Effort coordinators are individuals identified at the departmental level that are responsible for monitoring and processing effort statements for their respective departments (OP 65.07).

Visit the ecrt Application or the ecrt Training website for more information.

Contact EffortReporting@ttuhsc.edu with questions.

01 Oversee
Oversee the facilitation of the effort certification process for your department(s).

06 Process
Process all certified statements.

02 Review
Review the payroll data within ecrt and verify accuracy compared to estimated employee effort.

07 Notify
Notify OSP if the certified effort of an individual will fall short of their committed effort by more than 25% to determine if sponsor notification is required.

03 Submit
Submit Labor Redistributions as needed, including sufficient justification for the adjustment.

08 Monitor
Monitor effort statements to identify employees whose pay have exceeded specified salary cap limitations.

04 Assist
Assist Primary Investigators and Certifiers with the certification process.

09 Prepare
Prepare labor redistributions to a companion cost sharing fund to cover a salary over the salary cap.

05 Check
Check that certifications are made in an accurate and timely manner.

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