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: ecrt Application or Training website for more information.

Contact EffortReporting@ttuhsc.edu with questions.

01 Facilitate Effort Process
Facilitate the effort certification process for your department(s).

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

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

04 Assist PIs and Certifiers
Assist Primary Investigators (PIs) and Certifiers with the certification process.

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

06 Process Statements
Process all certified statements.

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

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

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

Visit: ecrt Application or Training website for more information.

Contact EffortReporting@ttuhsc.edu with questions.

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: ecrt Application or Training website for more information.

Contact EffortReporting@ttuhsc.edu with questions.

01 Facilitate Effort Process
Facilitate the effort certification process for your department(s).

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

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

04 Assist PIs and Certifiers
Assist Primary Investigators (PIs) and Certifiers with the certification process.

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

06 Process Statements
Process all certified statements.

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

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

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

Visit: ecrt Application or Training website for more information.

Contact EffortReporting@ttuhsc.edu with questions.

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: ecrt Application or Training website for more information.

Contact EffortReporting@ttuhsc.edu with questions.

01 Facilitate Effort Process
Facilitate the effort certification process for your department(s).

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

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

04 Assist PIs and Certifiers
Assist Primary Investigators (PIs) and Certifiers with the certification process.

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

06 Process Statements
Process all certified statements.

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

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

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

Visit: ecrt Application or Training website for more information.

Contact EffortReporting@ttuhsc.edu with questions.

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: ecrt Application or Training website for more information.

Contact EffortReporting@ttuhsc.edu with questions.