

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 Center](#) for more information.

Contact EffortReporting@ttuhsc.edu with questions.

01 Understand Effort Requirements

Understand the effort certification requirements of a project.

06 Review Activity

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

02 Notify Accounting

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

07 Verify Certifications

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

03 Monitor Project

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

08 Certify Effort

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

04 Assess Accuracy

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

09 Confirm Sponsor Commitments

Confirm effort devoted is commensurate with commitments to sponsors.

05 Ensure Effort

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

10 Maintain Documents

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



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