

9 e crt 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: [e crt 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).

06
Process
Statements

Process all certified statements.

02
Review
Payroll

Review the payroll data within e crt and verify accuracy compared to estimated employee effort.

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.

03
Submit
LRs

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

08
Monitor
Effort

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

04
Assist
PIs and
Certifiers

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

09
Establish
Cost Share

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

05
Check
Statements

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



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