

Frequently Asked Questions

All Employees

Q: Exactly what is **ecrt**[®]?

A: **ecrt** is KUMCs on-line effort reporting tool that is used by faculty and PI's to facilitate effort certification as well as to provide information during the course of the year to assist faculty and others in monitoring effort and making appropriate adjustments to salary distributions on a timely basis. Salary distribution throughout the fiscal year can be viewed month-by-month and year-to-date to allow for monitoring of charges and salary allocation modifications as necessary. **ecrt** training and resources are available for all users.

Q: How do I access **ecrt**?

A: **ecrt** is accessible directly at <https://ecert.kumc.edu> or through the Effort Reporting website at <http://www2.kumc.edu/researchinstitute> using the 'ecrt' link.

Q: What is my Username?

A: Your **ecrt** Username is your Novell username. If you have any issues signing onto the system, please contact the University's help desk at 8-7995 of the Research Institute at 8-5361.

Q: What is my Password?

A: Your **ecrt** Password is your Novell password. If you have any issues signing onto the system, please contact the University's help desk at 8-7995 of the Research Institute at 8-5361.

Q: How do I fix incorrect data, such as the PI on a particular sponsored project or an incorrect home department, in **ecrt**?

A: Incorrect data must be corrected in the source system for it to be corrected in **ecrt**. For example, an incorrect home or admin department of an employee must be fixed in PeopleSoft. If a PI is incorrect in **ecrt**, please email ecert@kumc.edu and the Effort Reporting team will review your request to correct the PI with Sponsored Projects Administration. Please include the following information in your email request: award number, original department, and correct department. For any other errors please describe the problem in an email and send it to ecert@kumc.edu

Q: When do I have to certify my effort and how long do I have to do so?

A: The certification period will commence on August 10th for Semi-Annual certifiers (faculty, PIs, and professional staff) and end on August 31st. Monthly certifiers (students) will be certified between July 29th and August 7st.

Q: What time period is covered by this certification?

A: The Semi-Annual certifiers will be certifying their effort for the second half of the 2009 fiscal year; specifically, pay periods 14-26, which cover from December 14th, 2008 through June 13th, 2009. Monthly certifiers will be certifying the first two pay periods of the 2010 fiscal year, covering June 14th through July 13th.

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Q: Who has to certify their effort?

A: All faculty and PIs must certify their own effort. PIs will certify for students, who are not expected to certify their own effort.

Q: Why do I have to certify my effort?

A: Federal regulations require you to certify any effort that you have spent on sponsored projects.

Q: How often do I have to certify my effort going forward?

A: Semi-Annual certifiers will certify twice a year. The Periods of Performance will divide the fiscal year (first period will include pay periods 1-13 and the second period will include pay periods 14-26). Monthly certifiers will be certified on a monthly basis and will include two pay periods for each period of performance. The first Monthly period will be for pay periods 1 and 2, the second period will include pay periods 3 and 4, the third 5 and 6, and so on. There will be 2 months a year, however, in which there are 3 pay periods.

Q: If I have questions, whom should I contact?

A: Assistance can be obtained by emailing ecert@kumc.edu or by calling Tim Siskey at 913-588-5313 or Elena Reyes at 913-588-5361

Certifiers

Q: I certified my effort. Am I done?

A: If you are not a PI or do not have supporting individuals with effort on your sponsored awards, you are done once you certify your own effort. If you are a PI and do have supporting individuals with effort on your sponsored awards, then you should verify that you do not have any Monthly certifiers that need to be certified. If you do have those individuals, then you will have to complete their certifications as well.

Q: From where did the cost sharing information on my effort report come?

A: The cost sharing information that appears on an effort report is loaded from the PeopleSoft Grants Module. The NIH over-the-cap cost share information is a calculation using payroll data.

Q: When I change the effort percentage in the Certified Effort column, the checkbox is marked. Why aren't the checkboxes marked when I first navigate to my effort card?

A: The Certified Effort column is pre-populated with the sum of the Payroll and Cost Share percentages. To ensure this information is reviewed and verified before the effort report is certified, the user has to mark the checkbox to confirm the percentage for each line is accurate. If the user changes the pre-populated percentage, the system will mark the checkbox automatically for convenience.

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Department Administrators

Q: I am typing data in a search box and pressing enter, why is nothing happening?

A: When entering data into certain fields, such a department or PI name, the system is equipped with “smart keys” which generate suggested values when at least 3 characters are entered. After typing in your search criteria, please allow a few seconds for the system to identify your data. Once the data box returns a value, select on the appropriate selection, and click the submit button.

Q: If I add a Salary Cap Cost Share transaction to the effort card, do I still have to write a justification?

A: Cost sharing information for Semi-Annual certifiers will be loaded every three months from the PeopleSoft Grants Module. The Salary Cap cost sharing will be calculated by the Finance/Administrative Services Effort Reporting team and will be loaded into the system, as well. If the salary cap cost sharing percentage appears to be incorrect, please contact the help desk ecert@kumc.edu or by calling Tim Siskey at 913-588-5313 or Elena Reyes at 913-588-5361.

Q: The Commitment column on the Department Dashboard has a message that says “Review Needed”? What does this message mean?

A: The message is based on the “burn rate” of an employee’s certified effort versus the employee’s commitment. The calculation looks at the effort that has been previously certified in the system and determines the amount of effort that will need to be certified to meet the committed value of record. If the sum of the required effort calculations for all of an employee’s commitments exceeds 75%, then the warning notice will appear in the Commitment column on the Department Dashboard page. If the sum of the calculations exceeds 100%, the message will state “Review Needed.”

Q: Why would I want to place an effort statement on hold?

A: If you place an effort statement on hold, the individual whose statement is on hold will not receive the mass email that goes out ALL certifiers on the Certification Period Start Date. Instead, the email will be sent to them whenever you remove the hold from their effort statement. This allows you to have some additional time to review the effort statement (make sure RFA’s are applied, cost share amounts and commitments are accurate, etc.) before the individual goes into ecrt to certify.

Q: If I put an effort report on “Hold,” does the certifier still have 21 days to certify it regardless of when I take it off “Hold?”

A: No. The certification period is 21 days long (for Semi-Annual certifiers) and will not be extended for any certifiers whose effort reports were put on “Hold.” If the effort report is taken off “Hold” after 5 days, the certifier will have 16 days to certify the effort report.

Q: If a RFA is processed after the effort report is certified, does the report have to be recertified?

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A: If a RFA applies to certified effort report, then the effort report might need to be recertified depending on the final effect on the effort report. If the RFA reconciles the Certified Effort and Computed Effort, then the effort report would not need to be recertified. If after the RFA is applied to the certified effort report the Certified Effort differs from the Computed Effort by an amount greater than 5%, then the effort report will need to be recertified.

Q: I am working in the Manage Effort Tasks Page in the Payroll Adjustment Items list. When I click on some of the links they are instantly removed from my list. Why is this happening?

A: When an item is instantly removed from your task list after you click it, it means the item has been auto processed. Items that qualify to be auto processed are payroll transactions that have been loaded to **ecrt** that effect closed effort statements of individuals who **ONLY** worked on Non-Sponsored accounts during an effort reporting period. We show you the item in your list so that you know that additional payroll is being loaded to a person in your department, but we don't make you perform any additional review, nor do we make them perform any tasks, because it is Non-Sponsored activity.

Q: As a Department Administrator, do I have any responsibilities in the Certify My Researchers – Group View page?

A: Yes. Any Department Administrator within your department has the ability to take care of these responsibilities. Supporting Individuals show up in the Certify My Researchers page, where their PI's can certify their Sponsored accounts for them. When the Supporting Individuals have charged effort to Non-Sponsored accounts within your department as well, Department Administrators need to certify those accounts. Click on the Certify My Researchers Group View link, then select the checkbox next to each of the accounts from your department (after you have reviewed the percentage, of course). Select the Certify All Button at the bottom of the page after your review is complete and you have checked all of the checkboxes. If you agree with the attestation statement, click "OK" and you are now finished with this activity for the current certification period.