



Effort Reporting – Frequently Asked Questions

- **What is effort reporting, and why am I required to certify an effort report?**

Effort reporting is required by the federal government, since Texas Tech University Health Sciences Center receives federal funds to be used for sponsored research. Please note that effort reporting applies only to those faculty and staff who are involved in sponsored/externally funded research (i.e. those who charge or cost share part of their salary to sponsors, and/or who have effort commitments to sponsored programs). An effort report serves as an after-the-fact confirmation that the assignment of time and associated salary and fringe benefit costs to individual sponsored projects is fair, consistent, and timely.

Effort reporting is not new to TTUHSC. We are moving to a new online system called **ecrt** that will provide greater efficiency and better position TTUHSC to meet its compliance requirements.

- **Who can certify an effort report?**

All Faculty and PI's will certify their own effort statements in **ecrt**. PI's will also certify for the researchers who work on their grants and for any faculty who has commitments to their grants but was not paid from any sponsored FOP. If an individual or PI is not available to certify the effort report, an individual having direct knowledge of the employee's total effort, or suitable means of verification that the work was performed, may certify.

- **When do I have to certify effort?**

Effort will be certified quarterly. An e-mail notification will be received that an effort statement is ready for certification, and it is expected that the report be reviewed and certified in a timely manner. Multiple email notifications will be sent throughout the certification period as reminders to those who have not completed their certification responsibilities.

- **What is "100% effort"?**

For purposes of proposing and certifying effort, TTUHSC faculty and staff should consider "100% effort" to be the total time spent conducting professional activities for which the individual is compensated by TTUHSC (i.e., University effort), irrespective of the normal work schedules. This includes work performed outside of the '9 to 5' work schedule, work performed on vacation, off-hours and on or off campus.

- **How do I certify an effort report?**

Faculty and PIs will receive notification via email that their effort reports are available for certification. When logged into **ecrt** they can navigate to the effort statement which contains data indicating the percentages of the individual's salary that were allocated to sponsored project accounts and other "non-sponsored" University activities. These salary allocation percentages are not effort percentages; they are provided solely for informational purposes.



Certifiers are expected to review the payroll distribution percentages on the effort statement and determine whether those percentages reasonably correspond to the percentages of the *individual's actual effort on each project or activity*. If salary percentages reasonably reflect the actual effort, the individual should certify the statement. If the percentages do not reasonably reflect the actual effort, the individual can make changes to their effort in the Certified Effort column of the statement.

- **Where can I find training information about effort certification and reporting?**

Training information for **ecrt** is available on the WebRaider Portal, F & A Work Tools tab, Finance Systems Management, Financial Training Center, Finance Applications. The direct link to the **ecrt** Training page is: <http://www.fiscal.ttuhsce.edu/banner/ecrt.aspx>.

- **Who do I contact if I need additional information?**

Within each department, Effort Coordinators are responsible for reviewing the effort reports after they are certified. They can provide assistance on specific questions related to projects, accounts, percentages/amounts and use of the new system. Alternatively, certifiers may contact the Central Administrator at EffortReporting@ttuhsc.edu if there are additional questions that cannot be answered by the Effort Coordinators.