

Effort Reporting and ECRT

<https://ecrt.research.ucf.edu/ecrt/initLogin.action>

Review statement for accuracy. Are all of your projects listed? Were there any late cost transfers that may effect your payroll distribution/effort statement?
Contact your Effort Coordinator if changes need to be made.

PAYROLL ON SPONSORED PROJECT

Are the salaries and wages charged to the sponsored project(s) reasonable in relation to work performed? Percentages are based on total salary during the **ECRT period**.

YES

Input your payroll percentage in the Certified Effort box
[\[screenshot\]](#)

Check all boxes

Click **certify** and your statement will be routed to your effort coordinator for review and processing

NO

Input actual effort. Please note that if certified effort is less than payroll, a cost transfer may be needed. **Contact your Effort Coordinator if there are any discrepancies.**

Leave a note explaining any differences in certified effort less than payroll: [\[screenshot\]](#)

- Cost transfer was not loaded (indicate journal ID number)
- Actual effort was less than payroll; note that if certified effort is less than payroll, a cost transfer may be needed.

NO PAYROLL ON SPONSORED PROJECT

Do you have any commitment(s) to your project(s) or is payroll cost shared? Hover over the project name to see if you have a loaded commitment to this project.

NO

If you are unsure or have questions regarding your commitment, contact your contract manager prior to certifying.

As a general rule, PI's should certify some portion of their time to each of their projects.

Input your actual effort in the "Certified Effort" box. This effort should come out of a non-sponsored account (department payroll, overhead account, etc.)

YES

Input your commitment percentage in the Certified Effort box [\[screenshot\]](#). If you are averaging commitment over time, please indicate with a note

Check all boxes

Click **certify** and your statement will be routed to your effort coordinator for review and processing

If any discrepancies are found during review by your Effort Coordinator, you may be required to correct your certification.

Summer ECRT Guidelines

- ECRT *does not* calculate FTE.
- If a faculty was paid only from sponsored projects during the summer, but was <1.0 FTE, payroll will still load as 100%.
- A note should be left on each statement indicating the FTE per summer agreement
- ORC Summer Semester guidelines can be found here:
<http://www.research.ucf.edu/documents/PDF/SummerSemesterSalaryGuideline.pdf>

Important to note:

- PI's should certify some portion of their time to each of their projects. If they do not, a note should be left on the effort statement explaining
- A reduction in time devoted to a project of 25% or more from the proposed and awarded level requires prior written approval from the agency
- An absence from the project for more than three months requires prior written approval from the agency