Future State – Quarterly Project Certification (Harvard University)

**Period of Performance – 3 months**

- **Start**
  - Generates project based statements based on payroll data load from HDW

- **Note:** Email notifications to Grant Managers and PIs include a list of all responsible statements and will link to the system Login / Home Page

- Sends email notifications to Grant Managers that statements are ready for review

- **Sends email notifications to Grant Managers listing all responsible PIs who received emails**

- Sends email received notifications to Grant Managers

**Review Period – 21 days**

- **Follows up with departments regarding issues and concerns related to compliance**

- **Follows up with Grant Manager(s) and/or contacts Tub EC regarding outstanding certifications**

**Certification Period – 30 days**

- **Start**
  - Log into ecrt and reviews project based statements to ensure that statements accurately reflect source(s) of funding for each employee on federal sponsored funds for responsible PI(s)

- **Note:** If a Grant Manager assignment has not been made for a PI, the Department Primary EC is the default Grant Manager

- Follows up with Grant Manager(s) and/or contacts Tub EC regarding outstanding certifications

- Monitors certifications and compliance for tub(s) through the Department Dashboard and system reports

- **Follows up with departments regarding issues and concerns related to compliance**

- **Follows up with Grant Manager(s) and/or contacts Tub EC regarding outstanding certifications**

- **End**

**Salaries journals processed?**

- **Yes**
  - **Reviews salary journal (PAR) task in ecrt and posts adjustments**

- **No**
  - **Places statement On Hold**

**Salary journal pending or PAR task open?**

- **Yes**
  - **Reviews salary journal (PAR) task in ecrt and posts adjustments**

- **No**
  - **Removes statement from the On Hold status**

**Statement reopened?**

- **Yes**
  - **Reviews salary journal (PAR) task in ecrt and posts adjustments**

- **No**
  - **End**

**Is PI available for certification?**

- **Yes**
  - **Logs into ecrt and certifies that salary reflects effort performed on project**

- **No**
  - **Designates a responsible official who has sufficient knowledge or a suitable means of verification that work was performed**

**Designee approval forms must be attached to first certification statement**
Future State – Annual Effort Certification (Harvard University)

**Department Primary Effort Coordinator (EC)**

- Generates effort statements based on payroll data load from HDW
- Sends email notifications to Grant Managers that statements are ready for review
- Monitors certifications and compliance for tub through the Department Dashboard and system reports
- Follows up with departments regarding issues and concerns related to compliance
- Sends email notifications to PIs that statements are open and due for certification
- Sends email received notifications to Grant Managers listing all responsible PIs who received emails

**Tub Effort Coordinator**

- Monitors statements for department through the Department Dashboard and system reports
- Follows-up with Grant Manager(s) and/or contacts Tub EC regarding outstanding certifications
- Follows-up with PI(s) and/or contact Department EC regarding outstanding certifications
- Monitors statements for PI(s) through the Department Dashboard and system reports

**Grant Manager**

- Logs into ecrt and reviews annual effort statements to ensure that statements accurately reflect source(s) of funding for responsible PI(s)
- Reviews salary journal (PAR) task in ecrt and posts adjustments
- Places statement On Hold
- Reviews salary journal (PAR) task in ecrt and posts adjustments
- Removes statement from the On Hold status
- Remembers statement for being On Hold or reopened for recertification

**Principal Investigator (PI)**

- Designates a responsible official who has sufficient knowledge or a suitable means of verification that work was performed
- If a Grant Manager assignment has not been made for a PI, the Department Primary EC is the default Grant Manager
- If PI available for certification?
- No
- Yes
- Logs into ecrt and certifies, at the subactivity level, that salary reflects effort performed on project
- Reviews salary journal (PAR) task in ecrt and posts adjustments
- Salary journals processed?
- No
- Yes

**Notes:**

- Email notifications to Grant Managers and PIs include a list of all responsible statements and will link to the system Login / Home Page
- Follow-up with departments regarding issues and concerns related to compliance
- Follow-up with Grant Manager(s) and/or contacts Tub EC regarding outstanding certifications
- Email notifications to Grant Managers and PIs include a list of all responsible statements and will link to the system Login / Home Page
- If a Grant Manager assignment has not been made for a PI, the Department Primary EC is the default Grant Manager
- Proxy approval forms must be attached to certification statement
- PIs will automatically receive an email for each of their statements that are removed from being On Hold or reopened for recertification
- Salary journals processed?
- No
- Yes