Roles & Responsibilities Overview
• Monitor & Manage effort reporting for assigned certifiers • Review of all statements during 21 day review period • Place Statements in need of corrections "On-Hold" • Initiate salary journals for statements in need of correction • Process effort tasks generated for reopened statements • Assist certifiers in completing timely certification

Grant Manager (GM) is a role in ecrt that is given to individuals in the department that have the responsibility for managing and monitoring the Effort Reporting of their assigned certifiers (Faculty, PI's or other Academic Professionals who self-certify annual statements or who certify salary of others charged to their sponsored awards on quarterly project statements). This includes reviewing statements to ensure that they accurately reflect the sources of federal sponsored funding, initiating salary journals on statements that need corrections and following up to ensure that corrections are reflected and statements are certified on time.

The process is generally initiated at the beginning of a 21 day review period prior to the start of each certification period. Dates for each review and certification period can be found on the Harvard ecrt support page and upcoming dates can be viewed on the ecrt login page. Each review period is kicked off by an email to all Grant Managers generated by the ecrt support team. Upon receipt of this email, Grant Mangers should log into the system and review all their certifier's statements.

Accessing Statements

To view Annual statements during the review period, a GM should navigate to the appropriate department dashboard and select the "People" tab. Here you can access statements by expanding the sponsored folder. Statements belonging to you should have your name listed in the Grant Manager column. These assignments are given by your departments Primary Effort Coordinator (PEC). To navigate to the statement, hover over the icon in the "Statements" column to locate the period for review.

During the certification period you can access them from the "My Certifier Portfolio" tab from the ecrt homepage.

To view Quarterly Project statements, a GM should click on the "My Account Portfolio" tab from the homepage and navigate to the desired statements by clicking on any of the row hyperlinks.

They can also be accessed through the department dashboard on the "Project Certifications" tab

or by selecting "Certify" followed by "My Project Statements" from the global navigation bar.

Additionally you can access individual statements by using the "Look-Up Page" from the "Manage" drop-down on the global navigation bar. Please note that three characters must be entered in order for results to populate.

Reviewing Statements

All statements should be reviewed for accuracy in a timely manner to ensure that when the certification period begins, faculty project PI's and other certifiers are able to proceed with ease.

Annual Effort Statements

Below is an example of an annual effort statement as well as a key for the different statement elements:

1.) The work list displays the name of the individual and department information relating to the statement you are viewing and enables to you to toggle to past or future statements based on their status.

2.) Header information contains the certifier information (including proxy assignments), period, and status of the statement

3.) An information box displays warnings and actions you can perform

4.) Statement details list all the funding sources (Sponsored and Non-Sponsored) and includes their corresponding Salary, Cost Share (salary charged to a companion account), Computed Effort and Certified Effort.

5.) This icon enables you to run statement specific reports including the Payroll Report, Cost Share Report and the Certifier payroll Summary Report. When executed from here, report parameters default based on the statement values (i.e. HUID, dates). These will open in a new window.

6.) This icon will allow you to run a payroll report containing transaction details relating to the account. This will open in a new window or tab.

7.) This checkbox enables you to place a statement on hold to prevent certification or remove a hold that has previously been made. See section below for additional information relating to holds.

8.) This will launch an email to the Primary Effort Coordinator (PEC) associated with the statement owner's primary department.

9.) This icon enables a user to add a note to statement. To view existing notes, select the arrow next to the "Notes" folder name.

10.)   This enables a user to add and attachment to the statement (statements must be in pdf, gif, tiff or jpeg format). To view existing attachments, select the arrow next to the "Attachments" folder name.

Quarterly Project Statements

Below is an example of a quarterly project statement as well as a key for the different statement elements:


1.) The work list displays the name of the PI of the account and all the accounts associated with the certifier by status below.

2.) This icon enables a user to expand beyond an individual statement to "select-all" statements to be visible in a single view.

3.) This section displays additional details of the account selected or provides a link to these details if "select-all" has been checked.

4.) Header information contains the project account, title, period, status of the statement and any designee assignments.

5.) Statement details list all the individuals charged as well as their corresponding Object Code, FTE, Salary and Effort % Based on Salary

6.) This icon enables you to run statement specific reports including the SPES Report, Cost Share Report and the Account Award Summary. When executed from here, report parameters default based on the statement values (i.e. account number, dates). These will open in a new window.

7.) This enables a user to run a Project Summary Report to see where the rest of the effort of an individual is being expended during the quarter.

8.) This icon will allow you to run a payroll report containing transaction details for the individual relating to the account and dates. This will open in a new window or tab.

9.) This checkbox enables you to place a statement on hold to prevent certification or remove a hold that has previously been made. See section below for additional information relating to holds.

10.) This will launch an email to the Primary Effort Coordinator (PEC) associated with the statement owner's primary department.

11.) This icon enables a user to add a note to statement. To view existing notes, select the arrow next to the "Notes" folder name.

12.) This enables a user to add and attachment to the statement (statements must be in pdf, gif, tiff or jpeg format). To view existing attachments, select the arrow next to the "Attachments" folder name.

Putting Statements on Hold

If when reviewing a statement it is determined that either a correction is needed or further investigation is required, you may elect to place the statement On-Hold. This will prevent notification and reminder emails from going out to the certifiers when the certification period opens and will also prevent the statement from being certified during this time until the hold is removed.

To place a statement on hold an effort coordinator should select the "On Hold" check box, enter the reason for the hold (i.e. awaiting corrective journal/ need to verify) in the required field, and selecting the confirm button.
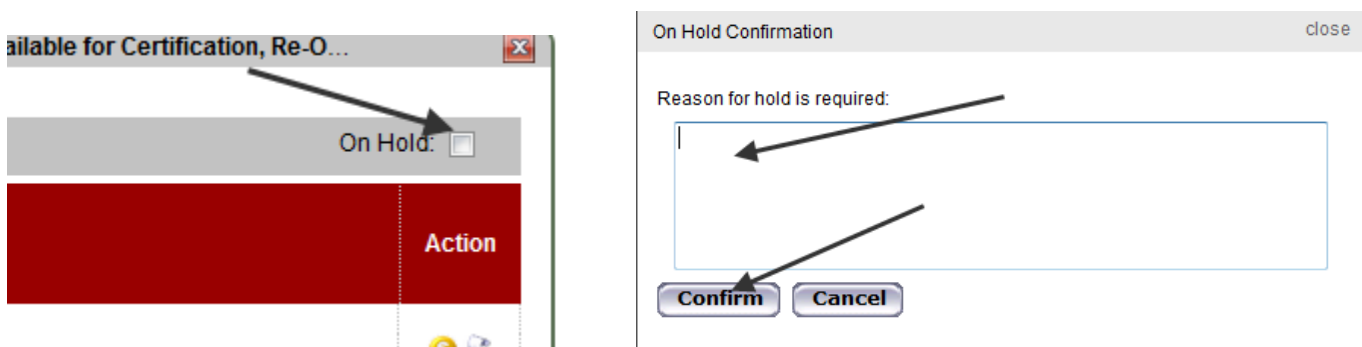
A hold must be manually removed by navigating to the statement and un-checking the box. Removing holds while in the certification period will generate an email to go to the certifier to remind them to certify their statement.
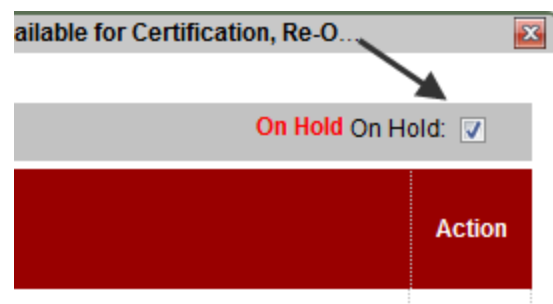
Email notifications are NOT sent when a statement is placed on hold, removed from on hold (outside certification period), or for statements that are still on hold. The best Practice is to make sure to review statements as soon as possible during the review period and make corrections prior to the end of the review period to avoid putting statements on hold.

On-hold statements can be monitored by the project dashboards (indicated by red highlight) as well as reports in the reporting menu.

Please note that placing a statement on hold DOES NOT extend the review or certification period.

Processing Payroll Tasks

If a salary adjustment journal is made to a federal award after the certification has been signed off on, an effort task may be generated in the system. This means that the journal has posted and created a variance above the threshold (3% for quarterly or 5% for annual) and the certification will need to be re-opened and re-certified.

When this occurs, an "Effort Tasks" tab will display as the default tab on your homepage and you will see any outstanding tasks listed.

To view the task, click on the task name.

The Project Payroll Adjustment Reconciliation Window displays and will show the details of the payroll transactions. If the change is displaying as intended, selecting the "Post & Reopen" button will cause the statement to change from a "Certified" status to an "Available for Certification, Reopened by Salary Adjustment" status and will allow the certifier to go back in and certify. Reopened Statements should be certified with 21 days of the notification that is received. It is a best practice to add a note or attach a file to the statement to document why the certification was reopened.

Only select "Post & Reopen" if the change is displaying correctly and if the change is above the variance threshold (3% quarterly, 5% annual). If the change is below the threshold it should auto-process. If you receive a task that is below the threshold please notify the ecrt support team (ecrt@harvard.edu).

Ecrt Reports

In addition to the reports accessible from the statements themselves, the report menus offer a number of tools to assist you in the management of effort reporting. Unlike, reports from statements, when running report from this menu, you will need to enter the desired parameters. Reports are divided into two categories for GM's: (1) Monitoring (2) Payroll/Cost Share. The data available and the limitations within the reports is based on the user's role and the related security access. Reports can be accessed by clicking on "Reports" on the tool bar.

Below are some helpful reports currently available to Grant Managers:

Report Category	Report Name	Description
Management	Certification Status Report	Displays a list of all certification statements that have a specified status at the time the report is run. You must choose the status(es) to be included, employee type or date range, Department and/or roles to be included.
Management	Certification Status Summary Report	The Certification Status Summary Report displays the number of certification statements for a specific employee type and a specific Period of Performance in each status throughout the institution grouped by Department.
Management	Project Certification Status Summary Report	The Project Certification Status Summary Report displays the number of project statements for a specific employee type and a specific Period of Performance or for a specific Principal Investigator in each status throughout the institution grouped by Department.
Management	Project Status Report	Displays a list of all project statements that have a specified status at the time the report is run. You must choose the status(es) to be included, employee type or date range, Department and/or roles to be included.
Payroll/ Cost Share	Payroll Report	The Payroll Report is a payroll summary report for a specific individual, Department or Account and date range.

ECRT Assistance

If you have questions about any of this please refer to your department's Primary Effort Coordinator who can be identified by navigating to the department dashboard and is the individual highlighted on the Department Information Tab.

You can also contact your school's Tub Effort Coordinator (TEC). A list can be found towards the bottom of the OSP support page: http://osp.finance.harvard.edu/effort-reporting

At any time you may also reach out to the ecrt helpdesk (ecrt@harvard.edu) where unless noted as urgent, tickets will be responded to within two business days.