



TEC Roles & Responsibilities Overview
<ul style="list-style-type: none"> • Monitor & Manage effort reporting at local –school level • Communicate policy & process changes from central OSP • Assign “Gold Bar” PEC (Primary Effort Coordinator) • Review & approve designee/proxy requests • Override statement status as appropriate

TUB EFFORT COORDINATOR (TEC)

TEC is a role in ecrt that is given to individuals in the school research finance offices who have responsibility and oversight of effort reporting for their tubs. They are the primary point of contact for their department’s Primary Effort Coordinators (PECs) and represent their schools as members of the University wide Effort Reporting and Policy Committee (EROC). Along with these responsibilities there are several ecrt functions this role grants that enables those in this role to readily provide school level service.

ASSIGNING THE “GOLD BAR” PRIMARY EFFORT COORDINATOR

Within a Tub, each department has a defined primary effort coordinator (PEC) who is responsible for facilitating the effort reporting process in their department, determining and assigning roles for their department effort coordinators and is the main contact for all department effort reporting. One or more secondary effort coordinators (SEC) can be assigned to the department and perform the same functions as the primary effort coordinator; however only one individual can be designated as the “gold bar” primary effort coordinator. The main difference between the PEC and a SEC is that the PEC serves as the default person should a certifier not be assigned to a grant manager. Certain email, tasks and statements relating to the unassigned certifiers route to the PEC. SECs do not see all effort tasks for the department (unless they are also assigned as a GM to some certifiers, they will see the tasks for which they are responsible). In other words, both the SEC and PEC have all of the same functionality in the sense that they can manage grant manager assignments and access all information within the org.

Steps to assigning the “Gold Bar” PEC

1. Navigate to the department dashboard by clicking Manage>Department Dashboard>
2. Select the appropriate department from the drop-down menu and select “Choose”
3. Navigate to the “Department Information” Tab
4. Click on the yellow highlighter icon in the “Action” column for the appropriate individual designated

Note: Only individuals with the PEC/SEC role with have the yellow highlighter icon available



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1.) Access the Department Dashboard through the "Manage" menu.

2.) Access the intended department from the drop-down selection.


3.) The "Department Information" tab displays a list of all the existing department effort coordinators

4.) Click on the yellow highlighter icon to designate an individual as Primary Effort Coordinator of a department

ASSIGNING DESIGNEES

All PIs are required to certify their Quarterly Project Effort Certification(s). In certain circumstances, the PI can delegate this responsibility to another individual with first-hand knowledge of his or her sponsored award(s). The individual who signs the effort certifications must attest that the salaries charged and effort expended reasonably reflect work performed on the project and that the signer has sufficient technical knowledge and/or is in a position that provides for suitable means of verification that the work was performed. Individual schools may be more restrictive; refer to your local school policy or guidance.

Steps for assigning a designee

1. Ensure the "Request for Delegation of Authority for Quarterly Project Effort Certifications" is properly completed and includes all appropriate signatures.
2. Navigate to the designee page by clicking Manage>Add Certification Designee
3. Type in the account string that will receive the designee assignment. If an account does not initially show up, click the 'inactive' radio button. Please note that if you assign a designee at the fund level, then the designee will be assigned to all Accounts associated with that fund.
4. Search for the designee using their full name or HUID and select the appropriate individual.
5. Select the applicable dates and click "Save". Note that an end date does not need to be assigned and the start date must include at least one day in the period of performance for the quarter that begins the designee assignment.
6. Once the designee is saved, click on the  icon to attach the signed designee form. Please note that if a designee assignment is deleted, the attachment associated with the assignment is deleted as well. It is a best practice to add new designees without deleting the history.



[+] Add Certification Designee Instructions

Account: Active Inactive

Associated Account <i>No related accounts</i>
Principal Investigator Mucci, Dr. Lorelei Ann - 60503451
Non Faculty Certifiers <i>No researchers are associated with the selected account</i>
Select Certification Designee <input type="text"/>

Select the designee and dates from the appropriate fields and click Save.

Select Effective Start and End Dates

Click to attach the signed designee form

Below is the list of assigned designees for this Account. The list includes the name of the individual, when they became a designee, and when they were removed as a designee. It also includes the date the designee was deleted or inactivated. Inactivation creates an effective end date. Deletion completely removes the designation from ecrt.

Designee Name	Effective Start Date	Effective End Date	Action
Meredith E. Sablosky - 90823019	07/01/2014	No effective end date set	<input type="button" value="Search"/> <input type="button" value="Add"/> <input type="button" value="Delete"/> <input type="button" value="Inactivate"/>

ASSIGNING PROXIES

All University PIs/faculty members are required to sign their own annual effort certifications. However, requests for proxies for these individuals can be granted in extenuating circumstances. Proxies will be automatically allowed when the “faculty member” is a 6030 Research Associate or Non-Faculty Other Academic Appointee and the proxy indicated is the official mentor or PI on the award that funds the salary to be certified. To apply these requests, TEC’s must complete a Request for Authority for Annual Effort Certifications and submit them to ecrt@harvard.edu for the Core Team to process in ecrt. In addition to sign off from the TEC, proxy assignments for faculty and certifiers that do not fall into the exception category described above must also be approved and signed off on by OSP.

OVERRIDE A STATEMENT

MANUAL CERTIFICATION

Under certain circumstances, it may be appropriate for an individual to manually sign and certify an effort statement. In these instances an ecrt generated pdf of the statement containing the attestation language can be printed and manually signed in lieu of the electronic certification. The primary reason for "Manual Certification" occurs when the certifier has left or is leaving the University and cannot login to the system to certify his/her effort. However, there are occasionally other circumstances in which it may be also appropriate to manually certify a statement and TEC’s should contact OSP to confirm appropriateness when potential scenarios arise. In these situations, it may be appropriate for the statement to be manually marked up to reflect what the correct effort should be. It is important to note that the GM/PEC must monitor the task(s) created for these statements and reach out to ecrt support before processing (as the task(s) will need to be posted without reopening the statement) which can only be done at the central level.

Steps for manual certification

1. Navigate to the annual statement for the FY or quarter in question.
 - i. (Manage>Lookup>[search name or HUID])
 - or
 - ii. (Manage>Department Dashboard>People tab>[click on hyperlinked statement])
2. Download and print the pdf version of the statement from the PDF Report icon.
3. Once signed, confirm that the effort % on the pdf match the certified column of the effort statement (or the intended % if marked up). If it does, click the “Manual Certification” button.



- Attach the signed pdf version of the statement and enter the reason you are manually certifying in the pop-up box that appears and click “Submit.”

WARNING - You cannot certify this Effort Statement because you do not have the right to certify Statements.

Account	Salary	Cost Share	Computed Effort	Certified Effort	Certify?
Sponsored					
153006 The role of S				25%	<input type="checkbox"/>
153006-377432-0001 Main 1				25%	<input type="checkbox"/>
Award Total				75%	<input type="checkbox"/>
224206 Genome editing of germline stem cells				75%	<input type="checkbox"/>
224206-377389-0001 Main 1				75%	<input type="checkbox"/>
Award Total				100%	<input type="checkbox"/>
Sponsored Total:				100%	<input type="checkbox"/>
Grand Total:	100%	0%	100%	100%	<input type="checkbox"/>

On Hold: \$ Value

Get Help

Notes

Attachments

Manual Certification

No Certification Required

VOIDING CERTIFICATION

In instances where the effort for all the individuals on a project statement falls below the policy variance threshold ($\leq 3\%$ or $\leq \$250$) it is acceptable for the statement to be voided and marked as “No Certification Required”. TEC’s have the authority to permit this and the functional ability to process these occurrences in eCRT.

Steps to Voiding a Certification Statement

- Navigate to the Account Summary Page and click on the statement hyperlink for the quarter in question.
 - (Manage>Lookup>[search fund # and select full account string in the results box])

OR

 - (Manage>Department Dashboard>Fund/Account tab>[click on hyperlinked account name])
- Once you are viewing the statement, click the “No Certification Required” button.
- Enter the reason you are voiding the certification in the pop-up box that appears and click “Submit.” Examples of appropriate notes include:
 - “This statement was voided because effort percentages it contains fall below the University threshold for all individuals listed”
 - This is a \$0/0% statement due to payroll hitting the account and then subsequently journaled off
- Attach appropriate supporting documentation, if any, by clicking the paperclip icon and attach any documentation which supports the action performed.



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Donkowsk, Dr. Michael S - 2012/2016 (Annual) Annual Effort Period: 07/01/2015 to 06/30/2016 Due Date: 7/19/2016 Status: Available for Certification

WARNING - You cannot certify this Effort Statement because you do not have the right to certify Statements.

Account [-]	Salary	Cost Share	Computed Effort	Certified Effort	Certify?
Sponsored					
153096 The role of SIRT1 in cardiac metabolic regulation during ischemia 153096-377432-0001 Main 1	Award Total:	25%			<input type="checkbox"/>
		25%			
224208 Genome editing of germline stem cells 224208-377389-0001 Main 1	Award Total:	75%			<input type="checkbox"/>
		75%			
Sponsored Total:		100%			
Grand Total:		100%	0%	100%	<input type="checkbox"/>

Get Help (circled icon) Notes Attachments (circled icon)

Manual Certification No Certification Required (circled button)

Select the "No Certification Required" button to update the statement status

Add notes or upload pdf or image attachments using the corresponding icons

MANAGEMENT & MONITORING REPORTING

To assist with the management of some of the system functions described above as well as some of the additional responsibilities that each TEC should take prior to the end of the certification period, ecrt contains a suite of reporting tools that are accessible. Reports are divided into three categories: (1) Monitoring (2) Management and (3) 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.

Harvard University | Welcome, Galit Lahav | Sign Out

Home Certify Manage **Reports** Administration Links

Work List for Galit Lahav

Welcome to the ecrt effort reporting system. The tabs below contain a list of the effort certification tasks that require your attention - whether it is certifying statements, processing statements, or following up on outstanding statements. To view and resolve the specific task, select the link in the task description.

Certifier To Do List (4)

Statement Owner	Department	Period	Due Date	Type	Status	PI
Lahav, Dr. Galit -		FY12	2/28/2013	Annual	Available for Certification	
		FY13	9/30/2013	Annual	Available for Certification	

Click "Report" on the toolbar to access

Some essential reports currently available to TEC’s include the following:

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.



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Management	Effort Statements On Hold	Provides a list of all effort statements that are on hold.
Management	Project Statements On Hold	Provides a list all project statements that are on hold.
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.
Monitoring	Annual Effort Statements having 0\$ and 0% Effort	Shows Annual Effort Statements that have not been certified that have a total of 0\$ and 0% effort.
Monitoring	Certifiers with Assigned Proxy	Provides a list of all annual certifiers with a current proxy assignment
Monitoring	List of effort statements with Designees	Provides a list of all quarterly statements with a designee assignment
Monitoring	List of Effort Statements that haven't been viewed	The report shows project Statements that haven't been viewed by a TEC/PEC since the date selected for the pre-review start date.
Monitoring	Project Statements with Negative Effort - Available for Certification	This report shows all Project Statements with Negative Effort for statements available for certification
Monitoring	Project Statements with Negative Effort - in progress	This report shows all Project Statements with Negative Effort for project statements that are in progress
Monitoring	Reopened Project Statements - Currently Certified	Report displays the number of days a project statement was reopened before it was recertified. Displays only projects that are currently certified.
Monitoring	Reopened Project Statements - Currently Open	Report displays project statements that are reopened and how many days they have been reopened.
Payroll/ Cost Share	Payroll Report	The Payroll Report is a payroll summary report for a specific individual, Department or Account and date range.