

# UW-Madison Effort Coordinator's Guide to Certification Practices and Procedures

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## Using the ECRT (Effort Certification and Reporting Technology) system

ECRT is a *role-based* system. A user logs in with their UW-Madison Net ID. The options to work within ECRT are determined by the role (or roles) the user has been assigned in the system. Some important roles are:

Role Name	Role Description
Faculty/PI	Anyone who is assigned to one or more sponsored projects in the WISPER as a Principal Investigator (PI) or who has a faculty appointment in the HR Appointment system. This person certifies his or her own effort as well as effort of grad students, post doctoral researchers and non-PI university staff working on their projects.
Academic Staff	Anyone who has an academic staff appointment in the HR Appointment system. If someone has both an academic appointment and a faculty appointment, they are given the role of Faculty/PI. This person certifies his or her own effort.
PI Designee	An individual “with suitable means of verification” who has been designated to certify for researchers on a project in place of the PI.
Effort Coordinator	An individual in a department who supports PIs, faculty and academic staff in certifying their effort; processes effort cards; and ensures that any needed follow-up is completed.
Dean/Division Level Administrator	An individual within a college/school/division who oversees the effort certification process and provides support for effort coordinators and for faculty and academic staff who certify their effort.
Effort Administrator	Research and Sponsored Programs (RSP) staff member who has responsibility to oversee the ECRT system, maintain the tables and configurations, support campus and ensure that ECRT produces accurate effort cards in a timely manner.

Each ECRT user has one or more roles. For each role, there is a set of *rights* that control what a user can see and do. If you have one role, you have the rights that are associated with that role. If you have more than one role, you have *all of the rights* that are associated with *each of your roles*.

This chapter describes the ECRT features that are available to individuals who have been assigned the *Effort Coordinator* role in ECRT.

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## 6.5. Access & supported web browsers

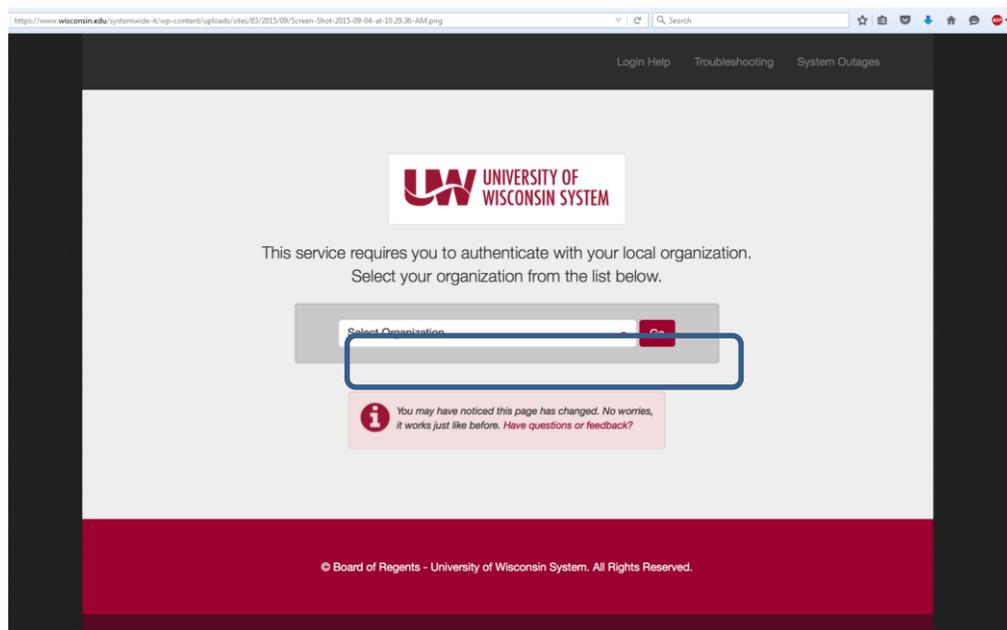
ECRT is a web-based system and can be accessed at the following Web address:

<http://ecrt.wisc.edu/>

The following web browsers are recommended for use with ECRT. Other browsers may be used at your own risk.

- Internet Explorer version 6.0 and higher
- Firefox 1.0 or higher (preferred browser)
- Safari

## 6.6. How to log on



1. Open a web browser and access ECRT using the following URL: <http://ecrt.wisc.edu>
2. Campus: select UW-Madison
3. Enter your UW-Madison NetID and password. If you are not familiar with your NetID, contact the DoIT help desk or see the following web site for more information: <http://kb.wisc.edu/helpdesk/page.php?id=4966>
4. Select the checkbox to save your campus and username. If you do this, the next time you go into ECRT you will only need to enter your password.
5. Click the “Login” button

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## 6.8. Welcome page

You will see this screen when you initially log into ECRT.

**Welcome to ECRT**

The ECRT (Effort Certification and Reporting Technology) System is an electronic tool that facilitates the University's effort certification process. When you certify effort, you are providing assurance to sponsors that

- Salary charges to sponsored projects are reasonable in relation to work performed, and
- You and/or your project staff have met your commitments to sponsored projects.

Federal and University policies require individuals who work on sponsored projects to certify 100% of their University effort. ECRT is an easy-to-use system that helps you comply with these policies. It is strongly recommended that you complete training prior to continuing with any certification.

[Continue](#)

Click on the “Continue” button to go to the Home Page

## 6.9. Home page

**Work List for**

Welcome to the ecrt effort reporting system. The tabs below list all 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.

Statements Awaiting Certification	Effort Tasks (5)	Associated Certifiers	
Type	Identifier	Name	Date
Process Certification Statement	00049029	KAHL, BRAD	09/29/2015 9:13 AM
Process Certification Statement	00393078	SCHEHR, JENNIFER	09/11/2015 2:50 PM
Process Certification Statement	00583784	ASIMAKOPOULOS, FOTIOS	05/21/2015 6:04 PM
Process Certification Statement	00371267	SHEEHAN, JOHN	05/21/2015 4:35 PM
Process Certification Statement	00552350	BRUCE, JUSTINE	05/18/2015 3:15 PM

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## 6.9.1. Navigation tips and helpful links

### Menu choices

There are three ways to navigate to various menu choices within ECRT.

1. The ecrt Home Page provides tabs that present an Effort Coordinator with access to tasks and statements that are important to them. The **Statements Awaiting Certification** tab will only be populated if the EC has a personal statement to certify. The **Effort Tasks** tab will

display any processing tasks created as a result of certification. These tasks need to be opened, reviewed, and processed. The **Effort Tasks** tab only displays if there are tasks present. The **Associated Certifiers** tab contains a list of all outstanding statements that need to be certified that are in the Effort Coordinator's department, or for individuals who work on grants in the Effort Coordinator's department. This list will update as effort statements are certified and should be the first check an Effort Coordinator does related to the progress of certifications within their department(s).

2. The Search Bar at the top of each page allows you to enter a person (to navigate to their effort statement), a project (to navigate to the project summary page), or a department (to navigate to the department dashboard page). Enter enough criteria to yield a single result and ecrt will automatically take you to the next page.

Menu groups are listed along the top of the page with drop-down lists that show the menu choices. As you navigate throughout ECRT, note that the menu options continue to be available. You may find this useful so that you do not need to return to the home page each time you want to navigate to another option.

### Logging out of ECRT

You can logout of ECRT by closing your browser or clicking the "Sign Out" menu choice at the top right part of the page.

### Looking up a record

When looking up information, many of the pages within ECRT will require you to identify key data such as a person's name or a department. A "type-ahead" feature is used to allow you to select the information from a list. After you have typed the first few characters/numbers, you will see a list. You can continue to type more characters/numbers to refine the list or pick from the list. If you are looking up the name of a person, type the last name followed by a space (do not use commas) and then the first name. For example: *Smith Jane*. Once you see the person you are looking for, you can select them and click "submit".

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If you want to look up a department, start typing the 7 digit UDDS number, including 'A' for Madison campus. Once you see the department that you are looking for appear on the list, you can select it and click 'submit'. If you type in the entire 7 digits, you will see only one department in the list. You can then select it or press 'tab' to bring that department into the selection field. Click 'submit' to navigate to that department.

Home   Certify   Manage   Reports   Administration   Links

### Department Dashboard

Search for Department:

## Links

On the left side of the Home Page of ECRT you will find links to other resources related to effort. They include:

1. **MSN ECRT Help** will provide access to information that is intended to help someone use ECRT more effectively. Examples of what you might find on this page include information from this manual, a quick start guide for certifiers and a link to ECRT "How-To" videos for certifiers.

**MSN Effort Reference** will provide access to FAQs, as well as various policy and guidance documentation relating to effort certification requirements.

2. **MSN Add-on Tools** will include reports and queries that have been developed by UW- Madison to help you in fulfilling your effort coordinator responsibilities.

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## 6.9.2. ECRT help



As you navigate in ECRT, you can find out more information about the page you are using by clicking the “help” button. Keep in mind that this information is not specific to the University of Wisconsin.

## 6.10. Viewing an Effort Certification Card

There are multiple ways to look up someone’s effort card. Each of these menu choices is discussed in more detail later in this chapter. This section is intended to describe the information that you will find on the card. The three ways to access cards are:

1. **Associated Certifiers** - this list provides links directly to any statements associated to your department(s) that have not been certified.
2. **Search Bar** - use this functionality to enter an individual’s name or employee id, the system will take you directly to the effort statement if you enter enough criteria to produce a single, unique result.
3. **Effort Tasks** - allows you to view current effort cards that have been certified and are assigned to you for processing.
4. **Department Dashboard** - will give you access to current and historical effort cards for anyone who has an appointment in a department for which you are the effort coordinator. In addition, you will be able to view cards for anyone else who has payroll, cost sharing or a commitment on a sponsored project that is associated with your department.
5. **Manage Users** - gives you access by name and/or person ID to a current effort card. You will have access to effort cards for anyone who has an appointment in a department for which you are the effort coordinator. In addition, you will be able to view cards for anyone else who has payroll, cost sharing or a commitment on a sponsored project that is associated with your department.

Following is an example of the effort card certification screen, along with a description of the information that you can find on the effort card.

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The screenshot displays the 'Effort Statement Instructions' page. On the left, a 'Work List' shows individuals requiring certification. The main content area shows the details for 'BAILEY, HOWARD H - 00081913'. It includes a table of effort statements with the following data:

Projects [-]	Committed Effort	Payroll	Cost Share	Computed Effort	Certified Effort	Certify?
<b>Sponsored</b>						
144-PRJ67LS Cancer Prevention Agent Development Program: Early Phase Clinical Research (BAILEY, HOWARD H)	0.00%	0.00%	0.00%	0.00%	0%	<input type="checkbox"/>
144-PRJ81DP UW Comprehensive Cancer Center Support non-competing continuation (BAILEY, HOWARD H)	24.86%	27.57%	0.00%	27.57%	28%	<input type="checkbox"/>
144-PRJ81DQ UW Comprehensive Cancer Center Support non-competing continuation (BAILEY, HOWARD H)	4.97%	5.54%	0.00%	5.54%	6%	<input type="checkbox"/>
144-PRJ89MB Cancer Prevention Agent Development Program: Early Phase Clinical Research (BAILEY, HOWARD H)	15.00%	15.00%	0.00%	15.00%	15%	<input type="checkbox"/>
144-PRJ94GT UW Comprehensive Cancer Center Support non-competing continuation (BAILEY, HOWARD H)	25.14%	22.23%	5.00%	27.23%	22%	<input type="checkbox"/>
144-PRJ94GU UW Comprehensive Cancer Center Support non-competing continuation (BAILEY, HOWARD H)	5.03%	4.46%	0.00%	4.46%	5%	<input type="checkbox"/>
<b>Sponsored Total:</b>	<b>75.00%</b>	<b>74.80%</b>	<b>5.00%</b>	<b>79.80%</b>	<b>76%</b>	
<b>Non Sponsored</b>						
UWMSN-OTHER All Non-Sponsored Effort ()	0.00%	25.20%	-5.00%	20.20%	24%	<input type="checkbox"/>
<b>Non Sponsored Total:</b>	<b>0.00%</b>	<b>25.20%</b>	<b>-5.00%</b>	<b>20.20%</b>	<b>24%</b>	
<b>Grand Total:</b>	<b>75.00%</b>	<b>100.00%</b>	<b>0.00%</b>	<b>100.00%</b>	<b>100%</b>	<input type="checkbox"/>

## Work List

The **Work List** displays the names on any individual that a PI is able to certify for. Selecting names in the work list will show the effort statement(s) of the individual below. The **Work List** can be filtered and sorted to display only people paid from a certain project or who are in a particular department. You can also select multiple names from the work list at once to display multiple statements below. Use the **CTRL** or **SHIFT** buttons while clicking individual names from the Work List to display multiple statements. You can also select the **View All** button to display up to 25 statements from the Work List.

## Certifier Information

When you select an individual's name from the **Work List**, the top right window will update. This window displays the individual's name, title, department, and the name of the effort coordinator assigned to this person is also listed. This is especially useful if you have someone working on a grant assigned to your department, but they are assigned to an effort coordinator in a different department. You will need to coordinate with this individual on any issues regarding the effort certification card.

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If you click on the email address, your default email software should open up a new message window and allow you to send a note to this individual. Keep in mind, however, that this address may not be current. It may be more useful to send a separate email, using the campus directory, which may be more current. Also, keep in mind that not everyone certifies their own effort. For example, if you have a question about an effort certification card for a graduate student, it would be more appropriate to contact the PI.

The Effort Statement section of the Certifier window organizes the individual's effort statements in 3 lists:

1. **Needing Certification:** statements that require certification at this time.
2. **In Progress:** statements that are currently building for the next period.
3. **Historical:** statements from prior periods that have been certified and processed.

Expand one of the lists and click on a statement to view it below. The headers of each individual statement will contain information about the Period of Performance, Status, and Due Date. An INFORMATION BAR will be present to communicate any critical information about each statement, such as a designee relationship that has been established or a 'hold' that has been placed on the statement that is preventing it from being certified.

## Certification Information

The effort statement displayed will provide information that will help the certifier to determine if the appropriate effort is represented.

1. **Project (column 1)** lists the activities associated with this individual. The projects are loaded from payroll, cost sharing or commitment records. Projects are grouped into Sponsored or Non-sponsored categories. The term "All non-sponsored effort" is used for all activities that are not considered to be sponsored for purposes of effort reporting. Details of the accounting coding for a person's non-sponsored funding sources can be found in the UW's Financial System (i.e. WISDM).

If you click on the project number or project name, you will see a "Project Summary" page that provides more information about the sponsored project, including all employees connected with that project through payroll, cost sharing or a commitment. (See section 7.8 for more information.)

2. **Commitment (column 2)** displays the individual's commitment to that project. This is the commitment percentage that is stored in WISPER. An individual will be able to compare their commitment percentage to what they are certifying for that project. If a certification percentage is significantly less than an commitment, the Effort Coordinator will be notified that a reduction in effort may be necessary. If changes to commitments are needed, they must be updated in WISPER.
3. **Payroll (column 3)** shows how the individual's payroll is distributed, by percentage, to his/her various funding sources. Payroll will always total 100%, regardless of what the person's appointment FTE is or how many hours per week they work. This is consistent with

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how effort needs to be reported. Section 6 identifies what is included in the payroll amounts. Click on the “Show Dollar Value” link to see the payroll dollars that were used in the calculation.

4. **Cost Share (column 4)** includes all known cost sharing. Currently, only mandatory cost sharing appears in this column. Voluntary committed cost sharing is being collected in WISPER. See section 6.3 for more information. Cost sharing will display as a negative percentage on the line that represents the ‘source’ of the cost sharing. The sponsored project(s) receiving the cost sharing will show as a positive percentage. The total of the Cost Share column will always be zero. Click on the “Show Dollar Value” link to see the cost sharing dollars that were used in the calculation.
5. **Computed Effort (column 5)** is a sum of the payroll and the cost sharing percentages. This column will always total 100% and is key to the individual certifying effort. You will need to reconcile any differences between this column and the ‘Certified’ column.
6. **Certified (column 6)** is where the certifier enters the effort for each activity. The certifier must enter a percentage on each line, even if it is zero. The total of the column must equal 100%. The check box next to each percentage line must also be selected before the effort certification can be completed. Normally this box is automatically checked when an amount is entered. Links at the bottom of the page will allow the certifier to check ‘All’ or ‘None’ of the boxes.

## Effort Calculator

[Effort Calculator](#)

An effort calculator is available to help convert hours of work to percentages or convert percentages to hours of work. You can access the Effort Calculator from the RSP Home Page at: <http://www.rsp.wisc.edu/effort/calculator.html>

### Effort Percentage Calculator

*If your effort on a project varies, use this tool to calculate the overall effort percentage for an entire reporting period.*

Enter your effort percentage for each month of the period, below.

The value calculated is the effort percentage for the entire reporting period, and can be entered into ECRT.

**Semiannual Certifiers:**

Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	ECRT Effort
50	50	50	0	0	0	25%

Examples:

Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	ECRT Effort
50	50	50	0	0	0	25%
30	30	30	20	10	0	20%
5	5	5	5	5	100	21%

**Quarterly Certifiers:**

Month 1	Month 2	Month 3	ECRT Effort
			%

**Related Links**

[Effort Home Page](#)



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## Show Dollar Value

\$ Value

Click on “\$ Value” to show the dollars used to calculate the percentages on the effort card. This information can be useful in understanding what is included on the effort card. It may also assist in reconciling differences between the computed effort and the certified effort.

Note: If percentages are entered in the “Certified” column, they need to be saved or certified before selecting the “Show Dollar Value” link. Otherwise, they will be cleared out and will need to be re-entered.

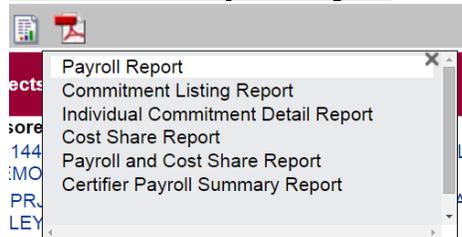
## Effort Card PDF Version



On the top left header of every effort statement you will find an icon that allows you to view and print a PDF version of the effort card prior to certifying and processing a card. Any percentages or notes entered on the web effort card will NOT be included on the PDF version. This is most useful in procedures to certify effort for someone who has left the university.

Note: A paper copy of a certified, processed card can be obtained by running an External Audit Report.

## Certification Payroll Report



The  icon, found at the top, right part of the page, opens a menu that allows you to run a “Payroll Report” that provides the details behind the payroll percentages on the certification card. This icon is also located on each line of the effort statement. Selecting the  icon for a project will run the Payroll Report and display the details for only that project.

Note: When you access this report from an individual’s effort card, a second window will open. To close this window use the ‘X’ in the top right corner of the screen. DO NOT use the logout option on the menu bar.

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## Effort Note Section

▼ Notes ★			
Date	User	Note	Action
12/08/2015	System User - 444-44-4444	test note for training	  
10/29/2015	System User - 444-44-4444	Your certification was reopened by System User - 444-44-4444 o...	  

Users can enter a note by clicking the  icon, typing the note, and then clicking the “Save Note” button to store it as part of the permanent record. This option allows you or the certifier to document information that applies to the effort certification card and **is appropriate to be part of the permanent, auditable record**. The two most common uses of this section will be:

1. When multiple PIs are required to certify someone’s effort (see FAQs for more information).
2. To record voluntary committed cost sharing when the sponsored project being cost shared does not appear on the effort card. This will happen if there is no payroll recorded to the sponsored project and the certifier is not the PI for the project. In that case it is not possible to link the project with the certifier and the effort must be documented as a comment. Note: This situation is temporary. It will not be necessary once voluntary committed cost sharing is captured through WISPER.

The **Effort Note History** link provides a list of notes that have been entered along with the author, the date and icons that allow you to copy, edit or delete a note.

## List of Certifiers and Processors

This list at the bottom of the page is useful to determine who at UW will have to process the statement and which PI’s are able to certify the statement. The List of Processors will display the Primary Effort Coordinator for the individual. The Primary Effort Coordinator will receive a review task when the statement is certified and is responsible for processing the statement after a review is performed. The List of Certifiers will contain any PI who has a project on the individual’s statement and any designee who has been set up for a project on the statement. This is a list of all of the individuals who are able to certify the statement through the Certify My Research Staff functionality.

▼ Certifiers & Approvers ★			
Type	Name	Project	Reason
Certifier	AHMAD, NIHAL - 00374823	144-PRJ33UW Enhancing Bioavailability o...	Project PI
Certifier	BAILEY, HOWARD - 00081913	144-PRJ22GI ACADEMIC CLINICAL ONC...	Project PI
Certifier	BAILEY, HOWARD - 00081913	144-144MG01 PHASE 1 AND PHASE 2 C...	Project PI
Certifier	BAILEY, HOWARD - 00081913	144-PRJ67LS Cancer Prevention Agent D...	Project PI
Certifier	BAILEY, HOWARD - 00081913	144-PRJ74FZ UW Comprehensive Cancer...	Project PI
Certifier	CONNOR, PETER - 00811183	144-PRJ74FZ UW Comprehensive Cancer...	Project Designee
Certifier	CONNOR, PETER - 00811183	144-PRJ57WK UW Comprehensive Cance...	Project Designee
Certifier	CONNOR, PETER - 00811183	144-PRJ67LS Cancer Prevention Agent D...	Project Designee
Certifier	CONNOR, PETER - 00811183	144-144MG01 PHASE 1 AND PHASE 2 C...	Project Designee
Certifier	CONNOR, PETER - 00811183	144-PRJ22GI ACADEMIC CLINICAL ONC...	Project Designee
Certifier	NYTES, JEFFREY - 00482750	N/A	Proxy Certifier
Certifier	WILDING, GEORGE - 00077941	144-PRJ57WK UW Comprehensive Cance...	Project PI
Certifier	WILDING, GEORGE - 00077941	144-PRJ46KM UW Comprehensive Cance...	Project PI
Processor	GASPARD, JULENE - 00195021	N/A	Department Effort Coordinator

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## Effort Transaction History

This link, found at the bottom of the page, provides a log of the activity on this effort card. Click on the '+' to see the detail. For example, you can see the dates that various payroll transactions for this certifier were loaded to ECRT. This tool may be helpful in investigating discrepancies.

▼ Transactions ★			
Date	User	Project	Action
11/27/2013 11:59 ...	JULENE C GASPARD - 0019...	144-PRJ57WK UW Comprehe...	Not processed at 5.0%
11/27/2013 11:59 ...	JULENE C GASPARD - 0019...	144-PRJ67LS Cancer Prevent...	Not processed at 20.0%
11/27/2013 11:59 ...	JULENE C GASPARD - 0019...	144-PRJ74FZ UW Comprehe...	Not processed at 4.0%
11/27/2013 11:59 ...	JULENE C GASPARD - 0019...	UWMSN-OTHER All Non-Spo...	Not processed at 55.0%
11/27/2013 11:59 ...	JULENE C GASPARD - 0019...	N/A	Changed from Certified, Not Processed to Not Certified, Not Processed
11/11/2013 4:23 PM	HOWARD H BAILEY - 00081913	144-PRJ22GI ACADEMIC CLI...	Certified at 0.0%
11/11/2013 4:23 PM	HOWARD H BAILEY - 00081913	144-PRJ57WK UW Comprehe...	Certified at 5.0%
11/11/2013 4:23 PM	HOWARD H BAILEY - 00081913	144-144MG01 PHASE 1 AND ...	Certified at 15.0%
11/11/2013 4:23 PM	HOWARD H BAILEY - 00081913	144-PRJ33UW Enhancing Bio...	Certified at 1.0%
11/11/2013 4:23 PM	HOWARD H BAILEY - 00081913	144-PRJ67LS Cancer Prevent...	Certified at 20.0%
11/11/2013 4:23 PM	HOWARD H BAILEY - 00081913	144-PRJ74FZ UW Comprehe...	Certified at 4.0%
11/11/2013 4:23 PM	HOWARD H BAILEY - 00081913	UWMSN-OTHER All Non-Spo...	Certified at 55.0%
11/11/2013 4:23 PM	HOWARD H BAILEY - 00081913	N/A	Changed from Not Certified, Not Processed to Certified, Not Processed

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## 6.11. Manage Effort Tasks

Reviewing **Effort Tasks** are one of the most important responsibilities of an Effort Coordinator. If you are a primary effort coordinator, the **Effort Tasks** tab will be present on your home page displaying the list (with links) to all of the tasks awaiting your review.

### Effort Processing Tasks

The screenshot shows the ECRT system interface for user JULENE GASPARD. The page title is "Work List for JULENE GASPARD". Below the title, there is a welcome message and a search bar. The main content area displays a table with three columns: "Statements Awaiting Certification", "Effort Tasks (5)", and "Associated Certifiers". The table lists five tasks, each with a "Type", "Identifier", "Name", and "Date".

Type	Identifier	Name	Date
Process Certification Statement	00049029	KAHL, BRAD	09/29/2015 9:13 AM
Process Certification Statement	00393078	SCHEHR, JENNIFER	09/11/2015 2:50 PM
Process Certification Statement	00583784	ASIMAKOPOULOS, FOTIOS	05/21/2015 6:04 PM
Process Certification Statement	00371267	SHEEHAN, JOHN	05/21/2015 4:35 PM
Process Certification Statement	00552350	BRUCE, JUSTINE	05/18/2015 3:15 PM

Each individual in ECRT has a primary department. When an individual in *your department* certified their effort statement (or has it certified for them) you will receive a **“Processing Certification Statement”** task in your **Effort Tasks** list notifying you to review the statement. Each task is displayed with description of the type of task, employee id, employee name, and date that task was added. These lists are sortable based on the column headers so that you can quickly find a task for a specific individual. The task will remain on this list until you process the card, at which point it will disappear from your list.

When you click on a line you will be taken to the Effort Statement Processing page showing the person’s certification information. You need to review the effort card and determine whether or not to process it (see screenshot on following page).

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← → ↻ <https://ecrttest.wisc.edu/ecrt/viewApproveEffortCard.action?certifierId=00e8963a1da5a242011ebd420280358a&effortCardId=10dcca4e4a014c1c014b4af7e95e356a&C>

Apps Elite WebView Flight Delay Info WSJ Wall Street Journal Bookmarks

Frequency: Semi-Annual A,C-Basis  
Due Date: 10/31/2015

Covered Individual: JUSTINE Y BRUCE - 00552350	Location: Madison	Madison
Title: ASST PROFESSOR (CHS)	Appointment: 01303756	01303756
Department: A534200 - A534200 MSN/MPH/MEDICINE/HEM-ONC	Effort Coordinator: JULENE C GASPARD - 00195021	JULENE C GASPARD - 00195021
Email: JYBRUCE@MEDICINE.WISC.EDU	Period of Performance: 01/01/2015 to 06/30/2015	01/01/2015 to 06/30/2015
Status: Certified, Not Processed		

The Process Effort screen provides you, the administrator, the ability to process or not process a certification. If an activity is above or below the configurable threshold, currently set at 25, then the activity will be highlighted in yellow. This is an indication to you that it may be necessary to contact the sponsor of that activity.

Last Certified by JUSTINE Y BRUCE - 00552350 on 11/12/2015 11:49 AM

Projects [-]	Committed Effort	Payroll	Cost Share	Computed Effort	Certified Effort	Cost Transfer Dollars	Cost Transfer Percentage	Cost Share is Cost Transfer
<b>Sponsored</b>								
133-PRJ32UT CTA for "A Phase 2 Multicenter, Open-label Study Evaluating the Safety and Efficacy of TAK-700 in Patients with Nonmetastatic Castration-resistant Prostate Cancer (CRPC) and a Rising Prostate-specific Antigen (PSA)" (BRUCE, JUSTINE Y)	0.00%	0.00%	0.00%	0.00%	0%	\$ 0.00	0.00%	0.0%
133-PRJ39PI A Safety, Efficacy, and Pharmacodynamic Assessment of TRC105 in Patients with Metastatic Castrate Resistant Prostate Cancer (BRUCE, JUSTINE Y)	2.50%	0.00%	0.00%	0.00%	0%	\$ 0.00	0.00%	0.0%
133-PRJ77PN Biomarkers of Therapeutic Response and Resistance to Androgen Receptor Signaling Inhibitors (Lang, Joshua M)	0.00%	5.00%	0.00%	5.00%	5%	\$ 0.00	0.00%	0.0%
144-PRJ98EU Prostate Cancer Clinical Trials Consortium: Clinical Research Site Application (Liu, Glenn)	0.00%	2.00%	0.00%	2.00%	2%	\$ 0.00	0.00%	0.0%
<b>Sponsored Total:</b>	<b>21.26%</b>	<b>7.00%</b>	<b>0.00%</b>	<b>7.00%</b>	<b>7%</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>0.00%</b>
<b>Non Sponsored</b>								
UWMSN-OTHER All Non-Sponsored Effort ()	0.00%	93.00%	0.00%	93.00%	93%	\$ 0.00	0.00%	0.0%
<b>Non Sponsored Total:</b>	<b>0.00%</b>	<b>93.00%</b>	<b>0.00%</b>	<b>93.00%</b>	<b>93%</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>0.00%</b>
<b>Grand Total:</b>	<b>21.26%</b>	<b>100.00%</b>	<b>0.00%</b>	<b>100.00%</b>	<b>100%</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>0.00%</b>

Cancel Process Do Not Process

Attachments: NA

Use the text field below to enter an Effort note. (4000 character max.)

Save Effort Note

Effort Note History  
History

This page looks very much like the certification page used by the faculty and academic staff. There are a couple of additions:

1. You will see an additional column titled "Cost Transfer Dollars". The dollar amounts in this column are automatically calculated on any rows where "Computed Effort" differs from "Certified Effort". This column can be very helpful, but please **use this information with caution**. There are several reasons that may cause computed effort to differ from certified effort. **Not all of them require a salary cost transfer**. Also, ecrt calculates the most accurate dollars it can, but it may not reflect the correct dollars needed for a salary cost transfer.

The total of the Cost Transfer column must equal zero before you can process the card. It may be off by a small amount due to rounding. When this happens, you can change the amounts so that the total equals zero. These cost transfer dollars are for information only. Any required cost transfers will need to be processed through the regular UW cost transfer process.

2. You need to review the effort card for each researcher to determine if it can be processed or if further discussion and follow-up is needed. You have three possible choices:
  - Do Not Process** - If you click this button (or hit the enter key), the effort card will no longer be certified. This action is appropriate if there is a reason the effort that was certified on the card needs to be changed. You will be prompted with an email



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message that can be sent to the individual to notify them that you have rejected their certification. Once issues are resolved, the PI, faculty or academic staff member will need to certify the effort again. When you click “Do Not Process” the certifier will not appear again on your “to do” list until the effort has been re-certified.

**Cancel** – If you determine that you need to do more investigation before you process a card, you can click the Cancel button. The card will still be certified and the individual will continue to appear on your “to do” list until you are ready to process the card.

**Process** – The process button will finalize the effort card and it will become an official, auditable record.

## 6.12. Department Dashboard

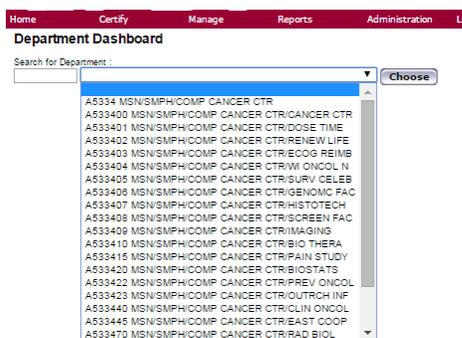
The **Department Dashboard** gives you access to effort cards for anyone who has an appointment in a department for which you are the coordinator. In addition, you will be able to view cards for anyone else who has payroll, cost sharing or a commitment on a sponsored project that is associated with your department.

The list you see through this menu choice could include people who have left your department(s) as well as some with a primary department assigned to a different effort coordinator. You can access both current and historical effort cards through this page.

### Selecting a Department

Once you've selected the “Department Dashboard” menu option, there are three ways to access a specific department.

1. If you are the effort coordinator for only one department you will be taken to that department.
2. You can see a list of all of your departments by clicking on the arrow just to the left of the “Submit” button. Select a department and click ‘Submit’.



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3. You may have authorization to access a large number of departments and therefore option 2 may be difficult to use. A third option is to start typing the number, including 'A' for Madison campus, in the field on the left. Type as much of the department as you need to see the full number and name show up in the selection field. Click 'Submit' to display information for that department.

## Certification Summary for Last Period

Status	Semi-Annual A.C-Basis		Semi-Annual, University Staff	
Not Certified, Not Processed	71	97.3%	1	16.7%
Certified, Not Processed	2	2.7%	5	83.3%
Auto Approved	41		7	

**Note: Please do not use the statistics that you see in this section to determine work that needs to be completed.** ECRT contains information for all employees who receive payroll from UW-Madison, regardless of whether or not their effort needs to be certified. These statistics include everyone for the department and therefore will not be meaningful. However, it may be useful to note some of the icons identified in this section. They are used in the “Certifiers for this Department” section described below. The icons that you will find to be the most useful include:



In Progress for Certification – this icon identifies cards that cannot be certified yet because the certification window has not yet started. The certification cards can be viewed, but no processing can occur.



Not certified, not processed – this icon applies to cards that are in a period that is open for certification. This indicator shows that the card has not been certified by the PI or staff member and therefore, has not been processed by the effort coordinator.



Certified, Not Processed – this icon applies to cards that are in a period that is open for certification. This indicator shows that the card has been certified by the PI or staff member, but has not yet been processed by the effort coordinator.



Certified, Processed – These cards are finalized. They have been certified by the appropriate person and processed by the effort coordinator.

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## Department Information

### Department Dashboard for A533400 MSN/SMPH/COMP CANCER CTR/CANCER CTR - A533400

Search for Department:

People	Award and Project	Department Information		
<b>Department Basic Information:</b>				
Name:	A533400 MSN/SMPH/COMP CANCER CTR/CANCER CTR	Type:		
Description:	A533400 MSN/SMPH/COMP CANCER CTR/CANCER CTR	Code:	A533400	
Active:	Yes			
<b>Department Effort Coordinator(s)</b>				
Name	Address	Phone	Email	Action
BAUER, MARY F - 00054897	600 HIGHLAND AVE, K4/664 CLINICAL SCIENCE CENTER, MADISON, WI, 53792-0001	608/262-3608	mbauer@uwcarbone.wisc.edu	  
EMERY, WARREN L - 00013471	750 HIGHLAND AVE, 4172 HEALTH SCIENCES LEARNING CNT, MADISON, WI, 53705-2221	608/263-2702	warren.emery@wisc.edu	  
GASPARD, JULENE C - 00195021	600 HIGHLAND AVE, K4/546 CLINICAL SCIENCE CENTER, MADISON, WI, 53792-0001	608/265-8134	jcgaspard@uwcarbone.wisc.edu	  
HOGAN, CAMILLE L - 00465943	750 HIGHLAND AVE, 4150N HEALTH SCIENCES LEARNING CNT, MADISON, WI, 53705-2221	608/263-7765	HOGAN2@WISC.EDU	  
KLINE, JANET F - 00046786	600 HIGHLAND AVE, MADISON, WI, 53792-0001	6082638626	jkline@wisc.edu	  
LARSON, MARILYN L - 00062450	600 HIGHLAND AVE, K4/632 CLINICAL SCIENCE CENTER, MADISON, WI, 53792-0001	608/263-0184	MLLARSON@UWCARBONE.WISC.EDU	  
LUSCHEN, MEREDITH - 00464723	600 HIGHLAND AVE, K4/650 CLINICAL SCIENCE CENTER, MADISON, WI, 53792-0001	608/265-1997	mluschen@uwcarbone.wisc.edu	  
MCCLINTOCK, MARK R - 00197215	600 HIGHLAND AVE, K4/664 CLINICAL SCIENCE CENTER, MADISON, WI, 53792-0001	608/262-3925	mrmcclin@uwcarbone.wisc.edu	  

This section identifies effort coordinators for the department. The primary coordinator is highlighted in yellow and is the only person who can process effort cards for this department. If it is necessary to change the primary effort coordinator, please contact the campus effort administrator in Research & Sponsored Projects.

## Certifiers for this Department

Covered Individuals  (If you would like to search for an apostrophe, please enter two apostrophes to return results)

Name	Employee Type	Employee ID	Role	Statements	Action
<b>- Sponsored</b> 					
ALBERTI, DONA B	Semi-Annual A, C-Basis	00051492	MSN Academic Staff	   	  
AMUNDSON, CARISSA K	Semi-Annual A, C-Basis	00483180	MSN Academic Staff	   	  
ANDERSON, CARLA A	Semi-Annual A, C-Basis	00730272	MSN Academic Staff	 	  
ANDERSON, KATHRYN G	Semi-Annual A, C-Basis	00386089			  
BAILEY, ERIN N	Semi-Annual A, C-Basis	00484437		   	  
BAKER, MELINDA C	Semi-Annual A, C-Basis	00289493	MSN Academic Staff	   	  
BALIKER, MARY	Semi-Annual A, C-Basis	00116707	MSN No Rights	   	  
BARNSTABLE, ERICA	Semi-Annual A, C-Basis	00502289	MSN Academic Staff	   	  
BAUMAN, JAIME L	Semi-Annual A, C-Basis	00364693	MSN Academic Staff	   	  
BERGUM, JANNA M	Semi-Annual A, C-Basis	00212785	MSN Academic Staff	   	  
BHATIA, NEEHAR	Semi-Annual A, C-Basis	00452186	MSN Faculty/PI	 	  

This section includes:

- a list of the people who are assigned to the department, separated into the following sections:
  - Sponsored** includes people who have an appointment in this department AND they have payroll, cost sharing or commitments on sponsored projects.
  - Non-Sponsored** includes people who have an appointment in this department, but they do NOT have payroll, cost sharing or commitments on sponsored projects.
  - Non-Department** includes people who do *not* have an appointment in this department, but they have payroll, cost sharing or commitments on a sponsored project that is managed by your department.

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2. The employee type assigned to each certifier. This employee type determines how often and for which periods a person is required to certify his/her effort.
3. The Employee ID of the individual.
4. The Role of the individual in cert. This is helpful if you are troubleshooting the different functionality an individual can/cannot perform within the system.
5. An icon for each of the last 5 cards for an individual. If you move your cursor over the icon, the certification period of the card is shown. The last icon contains a list of ALL historical statements of the individual. If you click on any of the icons, you will be taken to the corresponding card.
6. A stoplight indicator that identifies each person's commitment status. As an individual certifies effort, ECRT can track the individual's progress toward meeting his or her commitments. If you move your cursor over the stoplight, information about the commitment status is shown.

## Awards and Projects Tab

Department Dashboard for A533400 MSN/SMPH/COMP CANCER  
CTR/CANCER CTR - A533400



Search for Department:

Award Number	Project Number	Name	Sponsor	PI	Start Date	End Date	SPE\$
	144-PRJ47YN	⚠ "Evaluating the role of pre-existing immunity on the efficacy of a DNA vaccine targeting the androgen receptor." (MCNEEL DOUGLAS G)		DOUGLAS G MCNEEL	05/10/2011	06/09/2013	👁
	133-DJ20	04731L0010 PHASE 1 TRIAL OF ZD0473 AND TOPOTECAN IN PATIENTS WITH REFRACTORY SOLID MALIGNANCIES			11/01/1999		👁
	133-133DJ20	04731L0010 PHASE 1 TRIAL OF ZD0473 AND TOPOTECAN IN PATIENTS WITH REFRACTORY SOLID MALIGNANCIES (TRAYNOR,ANNE)		ANNE TRAYNOR	11/01/1999	03/17/2099	👁
	133-AW18	1003-02-03 THE EFFECTS OF RENAL DYSFUNCTION ON THE PHARMACOKINETICS AND PHARMOCODYNAMICS OF SURAMIN IN CANCER PATIENTS		GEORGE WILDING	10/16/1995		👁
	133-133AW18	1003-02-03 THE EFFECTS OF RENAL DYSFUNCTION ON THE PHARMACOKINETICS AND PHARMOCODYNAMICS OF SURAMIN IN CANCER PATIENTS (WILDING,GEORGE)		GEORGE WILDING	10/16/1995	03/01/2099	👁
	133-FC05	100375 PHASE 1 STUDY TO DETERMINE THE SAFETY, MAXIMUM TOLERATED DOSE, PHARMACOKINETICS OF BAY 43-9006 IN REPEATED CYCLES OF 2 WEEKS ON/1 WEEK OFF IN COMBINATION WITH PAXCLITAXEL AND CARBOPLATIN CHEMOTHERAPY IN PATIENTS WITH... 100375 PHASE 1 STUDY TO DETERMINE THE SAFETY, MAXIMUM TOLERATED DOSE, PHARMACOKINETICS OF BAY 43-9006 IN REPEATED CYCLES OF 2 WEEKS ON/1		GEORGE WILDING	08/05/2002		👁

This section includes:

1. A list of all sponsored projects that this department is assigned to manage. Projects are grouped into active or inactive based on the end date of the project relative to the day that this information is being viewed. Note: This list does NOT reflect whether a project is active or inactive in the Grants system.

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2. A link to more information about a particular sponsored project. By clicking on the name of the project, you will be taken to the Project Summary page (see example below). This page provides more details about the project as well as a list of everyone who has payroll, cost sharing or a commitment recorded to that grant.
3. You can sort the information in this section by clicking on any of the column headers.

Home
Certify
Manage
Reports
Administration
Links
Sponsor

### Project Summary

Project Name:	A Phase 2 Study of Velcade (bortezomib) in Combination with Bendamustine and Rituximab in Subjects with Relapsed or Refractory Follicular Lymphoma (KAHL, BRAD S)	Exception Project:	<input type="checkbox"/>
Project Nickname:	N/A	Cost Sharing Requirement:	<input type="checkbox"/>
Project Number:	133-PRJ16NX	Start to End Date:	07/31/2008 to 07/31/2028
Award Name:	N/A	Project Type:	
Project PI:	BRAD S KAHL - 00049029 (Primary Effort Coordinator: JULENE C GASPARD - 00195021)	Project Manager:	MEREDITH LUSCHEN - 00484723 (PEC) <span style="color: green;">+</span>
Project Sponsor Name:		Fund Description:	N/A
Project Sponsor Number:		Activity Description:	N/A
Project Sponsor Project Number:	C05011	Subactivity Description:	N/A
Project Amount:	\$123,893.91	Tab:	N/A
Project Designee(s):		Project Owner:	N/A
Financial Code:	N/A	Financial Description:	N/A
NIH Project Salary Cap:		NSF Project Cap:	<input checked="" type="checkbox"/>
NIH Project Salary Cap Override:		Reportable Status:	<input checked="" type="checkbox"/>
		K-Award:	<input type="checkbox"/>

Associated Department(s):  
A533400 MSN/SMPH/COMP CANCER CTR/CANCER CTR

[<< show less](#)

**Associated Project Statements**  
Nothing found to display.

**Project Relationships**  
Nothing found to display.

**Covered Individuals associated with this Project**

2 items found, displaying all items.		
Certifier Name		Department
KAHL, BRAD S - 00049029	A534280 MSN/SMPH/MEDICINE/HEM-ONC	
KIRBY, RACHEL A - 00541447	A533400 MSN/SMPH/COMP CANCER CTR/CANCER CTR	
2 items found, displaying all items.		



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## 6.13. Effort Recertification

If it is determined that changes need to be made to an effort certification card **after** you have processed it, you will need to re-open the certification card. To do this:

1. Navigate to the individual's certification page.
2. Open the Historical tab in the top right window and select the statement (based on the dates displayed – hover over each statement link for additional information on the period of performance)
3. Click the “Reopen” button on the statement.
4. An email form will pop-up that you can customize before sending it to the certifier.
5. You will need to work with the individual to resolve any discrepancies. The certifier will need to make any necessary changes to their certification card and certify their effort again.

Once the individual re-certifies their effort, they will again appear on your “Effort Tasks” list for you to process the effort card.

Note: You will NOT be able to re-open an effort card after the certification period is closed.

Projects	Committed Effort	Payroll	Cost Share	Computed Effort	Certified Effort	Certify?
<b>Sponsored</b>						
144-1448001 PHASE 1 AND PHASE 2 CLINICAL TRIALS OF CANCER CHEMOPREVENTIVE AGENTS (BAILEY, HOWARD H)	0.00%	7.80%	0.00%	7.80%	8%	⊗
144-PRJ26LS Cancer Prevention Agent Development Program: Early Phase Clinical Research. (BAILEY, HOWARD H)	0.00%	0.00%	0.00%	0.00%	0%	⊗
144-PRJ777R Cancer Prevention Agent Development Program: Early Phase Clinical Research. (BAILEY, HOWARD H)	0.00%	9.22%	0.00%	9.22%	12%	⊗
144-PRJ181DP UW Comprehensive Cancer Center Support non-competing continuation (BAILEY, HOWARD H)	0.00%	49.80%	0.00%	49.80%	50%	⊗
144-PRJ181DC UW Comprehensive Cancer Center Support non-competing continuation (BAILEY, HOWARD H)	0.00%	10.00%	0.00%	10.00%	10%	⊗
144-PRJ269B Cancer Prevention Agent Development Program: Early Phase Clinical Research. (BAILEY, HOWARD H)	0.01%	7.88%	0.00%	7.88%	8%	⊗
<b>Sponsored Total:</b>	<b>84.73%</b>	<b>84.50%</b>	<b>0.00%</b>	<b>84.50%</b>	<b>88%</b>	
<b>Non Sponsored</b>						
UWMSN-OTHER: All Non-Sponsored Effort ( )	0.00%	15.50%	0.00%	15.50%	12%	⊗
<b>Non Sponsored Total:</b>	<b>0.00%</b>	<b>15.50%</b>	<b>0.00%</b>	<b>15.50%</b>	<b>12%</b>	
<b>Grand Total:</b>	<b>84.73%</b>	<b>100.00%</b>	<b>0.00%</b>	<b>100.00%</b>	<b>100%</b>	

# UW-Madison Effort Coordinator's Guide to Certification Practices and Procedures

## 6.14. Manage Users

**Manage Users** displays information about individual certifiers, including the certifier's department(s), their primary department, a list of projects connected to the certifier and any assigned roles within ECRT. Manage Users also provides a link to the certifier's current effort certification card.

You will be able to view information for anyone who has a primary department that is assigned to you. In addition, you will be able to view cards for anyone else who has payroll, cost sharing or a commitment on a sponsored project that is associated with your department.

### Look up a user

#### [\[-\] Manage Users](#)

Choose a user to administer:

- BAILEY LISA M - 00047742
- BAILEY STEVEN A - 00016757
- BENEDICT BAILEY C - 00768607
- LARSON BAILEY R - 00568820
- MATTHEWS BAILEY A - 00579595
- BAILEY NATALIA J - 00426266
- BAILEY HOWARD H - 00081913
- BAILEY MICHAEL D - 00588739
- BAILEY AMBER - 00585268
- BAILEY ANNKATRIN - 00542891

1. Select *Manage Users* from the Administration menu list at the top of the page.
2. Look up the user by typing their last name, a space, and then their first name (no commas) until you see them on the dropdown list. Then select their name so that the full name appears in the box.
3. Click 'Choose'.

### User Information

Home Certify Manage Reports Administration Links

#### [\[+\] Manage Users](#)

Choose a user to administer: HOWARD H BAILEY - 00081913  No data.

Website Access	Audit Access	Email Access	Key Personnel	IPE Designation	Auto Process	Project Statement Certifier	Effort Statement
<input type="radio"/> Yes <input type="radio"/> No							

First Name: HOWARD Middle Initial: H Last Name: BAILEY Prefix:  Suffix:

Title: PROFESSOR Appointment: 00466421

Location: Madison Phone: 608/265-8090

Address: 600 HIGHLAND AVE, K4/610A CLINICAL SCIENCE CENTER, MADISON, WI, 53792-0001

Username: UW1190171 Code: 00081913 Type:

Alternate Identifier:

FTE Value: 0.0

Job Code: C20NN

Job Position: Faculty

Job Description:

Commitment Level Code:

# UW-Madison Effort Coordinator's Guide to Certification Practices and Procedures

## Email addresses

Email(s) for HOWARD H BAILEY - 00081913:	
Email Address	Action
HHBAILEY@FACSTAFF.WISC.EDU	 
Hhb@medicine.wisc.edu	

You can view, add, delete or select a different primary email address for someone who has effort on a sponsored project that is assigned to your department. The campus email directory **will not** be updated if changes are made here.

## Departments

Department Relationships for HOWARD H BAILEY - 00081913:		
Name	Code	Action
A533400 MSN/SMPH/COMP CANCER CTR/CANCER CTR	A533400	
A534260 MSN/SMPH/MEDICINE/HEM-ONC	A534260	

This section shows all of the departments that are associated with an individual in ECRT. Initially, this list includes all departments assigned to the user that were loaded into ECRT from UW HR appointment records. The primary department is highlighted in yellow.

**Please use this for information only. Any changes should be requested through the campus effort administrator in Research & Sponsored Programs**

## Effort Coordinator Department Relationships

Effort Coordinator Department Relationships for HOWARD H BAILEY - 00081913:			
Name		Code	Action
No Department found			
 Add Department			

This section will only be populated for Effort Coordinators and will display each department that they are an Effort Coordinator for. Any department where the individual is a Primary Effort Coordinator will be highlighted in yellow.

## Effort Coordinator Department Relationships

Department Viewer Relationships for HOWARD H BAILEY - 00081913:			
Name		Code	Action
No Department found			
 Add Department			

UW will not utilize the Department Viewer Relationships functionality in ECRT. You should not see anyone populated in this list at this time.

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## Projects

Project(s) for HOWARD H BAILEY - 00081913:

Name	Number
A PHASE 1 TRIAL OF PERILLYL ALCOHOL ADMINISTERED FOUR TIMES A DAY CONTINUOUSLY	133-DE17
A Phase 1b/2 Randomized Phase 2 Study Evaluating the Efficacy of Doxorubicin with or without a Human Anti-PDGFR alpha Monoclonal Antibody (IMC-3G3) in the Treatment of Advanced Soft Tissue Sarcoma (BAILEY, HOWARD H)	133-PRJ52DE
A Phase III multicenter, international, randomized, double-blind, placebo-controlled study of doxorubicin plus palifosfamide-tris vs. doxorubicin plus placebo in patients with front-line metastatic soft tissue sarcoma (BAILEY, HOWARD H)	133-PRJ44HX
A RANDOMIZED CONTROLLED PHASE 2 CLINICAL TRIAL OF INTERMEDIATED ENDPOINT BIOMARKERS BY CHEMOPREVENTIVE AGENTS IN PATIENTS WITH CLINICALLY LOCALIZED PROSTATE CANCER AND HIGH GRADE PIN WORKSTATEMENT NO. 61	144-JC73
A STUDY OF TAMOXIFEN & RALOXIFENE (STAR) FOR THE PREVENTION OF BREAST CANCER (BAILEY, HOWARD H)	133-133CY32
ACADEMIC CLINICAL ONCOLOGIST TRAINING PROGRAM (BAILEY, HOWARD H)	144-PRJ22GI
AMERICAN COLLEGE OF SURGEONS ONCOLOGY GROUP GYN ONCOLOGY	144-KX66
All Non-Sponsored Effort ()	UWMSN-OTHER
BCI-CA-103 A PHASE I STUDY TO DETERMINE THE MAXIMUM TOLERATED DOSE (MTD), SAFETY AND PHARMACOKINETIC PROFILE OF ORAL LR-103 IN PATIENTS WITH ADVANCED CANCER	133-GD98
BCI-CA-103 A PHASE I STUDY TO DETERMINE THE MAXIMUM TOLERATED DOSE (MTD), SAFETY AND PHARMACOKINETIC PROFILE OF ORAL LR-103 IN PATIENTS WITH ADVANCED CANCER (BAILEY, HOWARD H)	133-133GD98
C007311, PHASE 2 STUDY OF LY573636-SODIUM ADMINISTERED AS SECOND-LINE OR THIRD LINE TREATMENT IN PATIENTS WITH UNRESECTABLE OR METASTATIC SOFT TISSUE SARCOMA	133-JZ62
C007311, PHASE 2 STUDY OF LY573636-SODIUM ADMINISTERED AS SECOND-LINE OR THIRD LINE TREATMENT IN PATIENTS WITH UNRESECTABLE OR METASTATIC SOFT TISSUE SARCOMA (BAILEY, HOWARD H)	133-133JZ62
CHEMOPREVENTION OF SKIN CANCER - DFMO PHASE 3 TRIAL	144-MC15
CHEMOPREVENTIVE OF SKIN CANCER - DFMO PHASE 3 TRIAL	144-KL80
COMPREHENSIVE CANCER - CTRO - CLINICAL	144-OA97
COMPREHENSIVE CANCER - DATA AND SAFETY	144-OA98
COMPREHENSIVE CANCER - PROGRAM LEADERS	144-OA80
COMPREHENSIVE CANCER - PROTOCOL REVIEW	144-OA99
COMPREHENSIVE CANCER - PROTOCOL SPECIFIC RESEARCH	144-OB01
COMPREHENSIVE CANCER - SENIOR LEADERS	144-OA79
COMPREHENSIVE CANCER - SENIOR LEADERS (BAILEY, HOWARD H)	144-144OA97
COMPREHENSIVE CANCER - SENIOR LEADERS (BAILEY, HOWARD H)	144-144OA98

This section lists all of the sponsored projects for which the individual has payroll, cost sharing and/or a commitment. If s/he has payroll on a non-sponsored funding source, you will also see a line for “All Non-Sponsored Effort”.

*Please DO NOT click the red “X” to remove a project from this list.*

## Roles

Role	Description	Active
EXT 143 Administrator	Coop Ext staff who monitor and add cost share for Smith Lever (143) funds; support Coop Ext effort coordinators, faculty and staff in certifying effort, and serve as Effort Coordinator for Coop Ext administrative and district offices.	<input type="checkbox"/>
EXT Academic Staff	An academic staff employee who has expended effort on a sponsored project. This effort may be recorded as payroll charged to the sponsored project and/or mandatory or voluntary committed cost share.	<input type="checkbox"/>
EXT Dean Level Effort Coordinator	EXT Dean Level Effort Coordinator	<input type="checkbox"/>
EXT Dean/Division Level Admin	Individuals within a college/school/division who oversee the effort certification process and provide support for effort coordinators and for faculty and academic staff who certify their effort.	<input type="checkbox"/>
EXT Effort Administrator	OES Staff who have the responsibility to oversee the ECRT system, maintain the tables and configurations, support campus and ensure that ECRT produces accurate effort statements in a timely manner.	<input type="checkbox"/>
EXT Effort Coordinator	An individual in the department/division who supports PDs, faculty and academic staff in certifying their effort, processes effort statements and ensures that any needed follow-up, such as salary cost transfers, is completed.	<input type="checkbox"/>
EXT Faculty/PI	An individual who is a PD for one or more sponsored projects. This person certifies his or her own effort as well as others working on their projects, such as grad students and classified staff.	<input type="checkbox"/>
EXT Grad School IT	EXT Grad School IT	<input type="checkbox"/>
EXT Institutional Effort Administrator	OES staff who oversee the ECRT system, maintain tables and configurations, support campus and ensure that ECRT produces accurate effort statements in a timely manner, and serve as Effort Coordinator for Extension's administrative offices.	<input type="checkbox"/>
EXT No Rights	No Rights	<input type="checkbox"/>
EXT OES Staff	EXT OES Staff	<input type="checkbox"/>
EXT PD Surrogate	An individual "with suitable means of verification" who has been designated to certify for researchers on a project in place of the PD.	<input type="checkbox"/>
EXT manual certifier/Processor	EXT manual certifier/Processor	<input type="checkbox"/>
Effort Coordinator	Coordinate effort	<input type="checkbox"/>
MIL Academic Staff	An academic staff employee who has expended effort on a sponsored project. This effort may be recorded as payroll charged to the sponsored project and/or mandatory or voluntary committed cost share.	<input type="checkbox"/>
MIL Dean Level Effort Coordinator	MIL Dean Level Effort Coordinator	<input type="checkbox"/>
MIL Dean/College Level Admin	Individuals within a college/school who oversee the effort certification process and provide support for effort coordinators and for faculty and academic staff who certify their effort.	<input type="checkbox"/>
MIL Effort Administrator	RSA staff who have the responsibility to oversee the ECRT system, maintain the tables and configurations, support campus and ensure that ECRT produces accurate effort statements in a timely manner.	<input type="checkbox"/>
MIL Effort Coordinator	An individual in the department/college who supports PIs, faculty and academic staff in certifying their effort, processes effort statements and ensures that any needed follow-up, such as salary cost transfers, is completed.	<input type="checkbox"/>
MIL Faculty/PI	An individual who is a PI for one or more sponsored projects. This person certifies his or her own effort as well as others working on their projects, such as grad students, postdoctoral trainees and non-PI classified staff.	<input type="checkbox"/>
MIL Grad School IT	MIL Grad School IT	<input type="checkbox"/>
MIL No Rights	MIL No Rights	<input type="checkbox"/>

This section will show any role that is assigned to this individual. The various roles determine what information someone is able to access in ECRT. Note that ECRT is used by multiple campuses and so you will see more roles in this list than just those used by Madison campus.

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## **6.15. Placing Effort Statements on Hold**

ECRT has functionality in place that allows UW to place Effort Statements on hold. Only the Effort Administration team will be able to place statements on hold, but an Effort Coordinator can request this action through an email to the team.

When a statement is placed on hold, the individual can still access the statement but will not be able to certify. A statement could be placed on hold in the circumstance that salary cost transfers need to be processed and applied to the statement before the individual can certify.

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## 6.16. View Reports

ECRT provides reports and queries that you may find helpful in fulfilling your responsibilities as an effort coordinator. A few of these reports are described below. There are some additional reports under this menu option that you may also find useful.

Additional queries and reports are available through the “MSN Add-on Tools” link on the left side of each page in ECRT. Two of the reports that you may find particularly useful are:

1. **Effort Status Report** – This report will provide you with a list of all individuals with sponsored effort whose primary department is assigned to you. It will show you the status of each individual for a period of performance.
2. **Report of Transactions Not Posted To ECRT** – This report shows payroll transactions that have been processed through the UW Financial System (SFS), but are not posted to ECRT because the effort certification card for that individual and that period of performance has been certified and processed. The most common type of transaction you'll see on this report will probably be salary cost transfers that you, hopefully, were expecting to still be processed.

### ECRT reports include:

#### Payroll Report

This report shows payroll information, by pay period and project, for an individual or for all individuals assigned to a department. It can be requested by dates or by employee type. The following describes each of the two options for requesting data. You will probably find that the selection by employee type is the most useful option.

Note: This report can also be accessed for an individual through an icon at the top of that person's effort certification card.

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## Select Report by Employee Type (recommended selection)

The screenshot shows the 'Effort Reporting' interface with a navigation bar (Home, Certify, Manage, Reports, Administration, Links) and a sidebar menu. The 'Reports' section is active, displaying a list of report categories and a detailed description of the 'Payroll Report'. The 'Parameters' tab is selected, showing search criteria for Employee, School/Department, Project, Search By Statement Type, Date By, Employee Type, and Period. A 'Run Report' button is visible at the bottom.

Category	Reports	Description
Canned IQ Tool Reports	Project Created Cost Transfer Report	The Payroll Report is a payroll summary report for a specific individual, Department or Project and date range.
Clinical Activity Reports	Monthly Funding and Effort Information Report	The date range for this can be set one of two ways. First, the report can be run by selecting a date range. This allows the user to run a report that crosses reporting periods but is more relevant to the Project activity.
Commitments	Payroll Adjustment Reconciliation Report	The alternate way of setting the range is by selecting 'Employee Type'. This will prompt the user to select the type of employee, which will in turn determine the periods that can be reviewed. By selecting the employee type does not mean you'll only get data for those employees. The employee type select is to better provide a date range for the query.
Management	Payroll and Cost Share Report	To run this report the user must then enter either an individual name, the
Monitoring	Payroll Report	
Payroll/Cost Share	Profile Cost Share Report	
	SPES (Sponsored Project Employee Summary) Report	
	Summary of Payroll dollars per Period of Performance per Effort Stat...	

**Parameters** Results

Employee:

School / Department:

Expand Search

Project:   Active  Inactive

Search By Statement Type:  Base  Non-IBS  Other

Date By:  Dates  Employee Type

Employee Type: [Select] ▼

Period: [Select] ▼

**Run Report**

1. Select one of the following employee types from the dropdown list:
  - Semi-annual A – C Basis (faculty, academic staff, graduate students, post-docs)
  - Semi-annual – University staff
2. Use the dropdown list to select a period of performance.
3. Select an employee and/or a department. To do this, begin typing the name of the individual or the department until you are able to select them from the dropdown list that appears.
4. Click “Run Report” to view the report.

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## Select Report by Dates

1. Select a date range using the calendar that appears when you click in the “Start Date” or “End Date” fields. The double arrows at the top will allow you to move forward or backward a year at a time. The single arrows will allow you to move forward or backward a month at a time. Your date range *must* include (at least!) an entire period of performance. If it doesn't, you will get no results.

2. Select an employee and/or a department. Start typing the name of the individual or the department until you are able to select the appropriate name from the dropdown list that appears.
3. Click “Run Report” to view the report.

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## Viewing the payroll data

Two formats are available for viewing the payroll data: Pay Period view or Account view. You can switch the view using the links at the top of the report results:

The screenshot shows a web interface with two tabs: "Parameters" and "Results". Under "Results", there are two bullet points: "Pay Period View" and "Account View". Below this, a message states "171 items found, displaying all items." A table header is visible with the following columns: Certifier, Department, Department Number, Grant, Pay Period, Payroll, Pay %, Pay Type, Employee Type, and Statement Type.

At the bottom of the page you will find icons that provide you with options to export the data to other formats.

The screenshot shows a summary row with the following data: "Total Of All Certifiers", "\$369,899.47", and "100.00". Below this, a message states "171 items found, displaying all items." At the bottom right, there are icons for exporting data to Excel, XML, PDF, and RTF.

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## Certification Status Report

You are able to monitor statements that have not been certified using the **Associated Certifier** tab on your home page. You can also navigate to the Department Dashboard (see section 7.8) where you are able to see the status of the effort certification cards for each person assigned to your department. The “Certification Status Report” allows you to select **one** status to see a list of individuals that currently have effort cards with that status. It can be requested by dates or by employee type. Each option is described below. You will probably find that the selection by employee type is the most useful option.

### Select Report by Employee Type (recommended selection)

The screenshot shows the 'Certification Status Report' configuration page. At the top, there are navigation tabs: Home, Certify, Manage, Reports, Administration, and Links. Below this is a 'Report Reporting' section with a table of reports. The 'Reports' column lists various reports, and the 'Description' column provides details for the selected report. Below the table are 'Parameters' and 'Results' tabs. The 'Parameters' section includes: 'Available Status' (a list of status options with navigation arrows), 'Selected Status' (a dropdown menu), 'School / Department' (a text input field with an 'Expand Search' button), 'Available Roles' (a list of roles with navigation arrows), 'Selected Roles' (a dropdown menu), 'Search By Statement Type' (radio buttons for Base, Non-BS, and Other), 'Date By' (radio buttons for Dates and Employee Type), 'Employee Type' (a dropdown menu), and 'Period' (a dropdown menu). A 'Run Report' button is located at the bottom left of the parameters section.

1. Select one of the following employee types from the dropdown list:
  - Semi-annual A – C Basis (faculty, academic staff, graduate students, post-docs)
  - Semi-annual – University staff
2. Use the dropdown list to select the appropriate effort certification period.
3. Identify a department. Begin typing the department until you are able to select it from the dropdown list that appears.
4. Click “Run Report” to view the report.

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## Select Report by Dates

1. Select the status that you want to see.
2. Select a date range using the calendar that appears when you click in the “Start Date” or “End Date” fields. The double arrows at the top will allow you to move forward or backward a year at a time. The single arrows will allow you to move forward or backward a month at a time. This report works best if you select dates that match the period of performance dates or are outside of those dates. You may not get desired results if part of the date range does not include an entire period of performance.

3. Identify a department. Begin typing the name of the individual or the department until you are able to select it from the dropdown list that appears.
4. Click “Run Report” to view the report.

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## Viewing the Certification Status information

At the bottom of the page you will find icons that provide you with options to export the data to other formats.

Parameters		Results						
Based on your report selection below are the results. Please note that you can <a href="#">sort the results</a> by clicking on the column header.								
Name	Department	Effort Coordinator	Effort Coordinator Email	Proxy Assignment	Certifier Email	Certification Period	Current Status	 Formatted PDF
ALBERTI, DONA - 00051492	A533400 MSN/SMPH/COMP CANCER CTR/CANCER CTR	MEREDITH LUSCHEN - 00464723	mluschen@uwcarbone.wisc.edu	N/A	dba@uwcarbone.wisc.edu	01/01/2015 to 06/30/2015	 Not Certified, Not Processed	
SCHUBERT, HOLLY - 00803805	A533400 MSN/SMPH/COMP CANCER CTR/CANCER CTR	MEREDITH LUSCHEN - 00464723	mluschen@uwcarbone.wisc.edu	N/A	hschubert@uwcarbone.wisc.edu	01/01/2015 to 06/30/2015	 Not Certified, Not Processed	 Excel    XML    PDF    RTF

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## Department Project Report

This report displays all projects that are associated with your department(s) along with the name of the Principal Investigator (PI). The sponsor name is not currently loaded for UW-Madison, but will be available in the future.

1. Identify a department. Begin typing the name of the individual or the department until you are able to select it from the dropdown list that appears.
2. Click “Run Report” to view the following report.
3. The report can be sorted by any of the columns by clicking on the column header.

Based on your report selection below are the results. Please note that you can sort the results by clicking on the column header.

1,606 items found, displaying 1 to 50.  
[First|Prev] 1, 2, 3, 4, 5, 6, 7, 8 [Next|Last]

Number	Name	PI	Sponsor Name
144-PRJ47YN	"Evaluating the role of pre-existing immunity on the efficacy of a DNA vaccine targeting the androgen receptor." (MCNEEL,DOUGLAS G)	DOUGLAS G MCNEEL - 00355836	N/A
133-DJ20	04731L0010 PHASE 1 TRIAL OF ZD0473 AND TOPOTECAN IN PATIENTS WITH REFRACTORY SOLID MALIGNANCIES	N/A	N/A
133-133DJ20	04731L0010 PHASE 1 TRIAL OF ZD0473 AND TOPOTECAN IN PATIENTS WITH REFRACTORY SOLID MALIGNANCIES (TRAYNOR,ANNE)	ANNE TRAYNOR - 00375225	N/A
133-AW18	1003-02-03 THE EFFECTS OF RENAL DYSFUNCTION ON THE PHARMACOKINETICS AND PHARMOCODYNAMICS OF SURAMIN IN CANCER PATIENTS	GEORGE WILDING - 00077941	N/A
133-133AW18	1003-02-03 THE EFFECTS OF RENAL DYSFUNCTION ON THE PHARMACOKINETICS AND PHARMOCODYNAMICS OF SURAMIN IN CANCER PATIENTS (WILDING,GEORGE)	GEORGE WILDING - 00077941	N/A
133-FC05	100375 PHASE 1 STUDY TO DETERMINE THE SAFETY, MAXIMUM TOLERATED DOSE, PHARMACOKINETICS OF BAY 43-9006 IN REPEATED CYCLES OF 2 WEEKS ON/1 WEEK OFF IN COMBINATION WITH PAXCLITAXEL AND CARBOPLATIN CHEMOTHERAPY IN PATIENTS WITH	GEORGE WILDING - 00077941	N/A

At the bottom of the page you will find icons that provide you with options to export the data to other formats.

1,606 items found, displaying 1 to 50.  
[First|Prev] 1, 2, 3, 4, 5, 6, 7, 8 [Next|Last]