ECC Project Statement Reopen Request / Recertification Procedures *updated 10/30/2026*

Background
Recertification of payroll is a change to the payroll distribution on a complete project payroll statement. A complete project payroll statement is one that a coordinator has pre-reviewed, **and** a PI has certified. Two kinds of events can precipitate a recertification of payroll:

- A PI can ask to change the payroll distribution on the statement itself.
- A salary cost transfer after payroll certification results in a need to change the distribution of payroll on a project statement.

Payroll certification occurs during a 90-day certification window. Up through the last day of the window, a certifier can change the payroll distribution on a certified statement by contacting the coordinator, who is authorized to reopen the project payroll statement for recertification. After the last date of the certification window has passed, a subsequent recertification can call into question the reliability of the certification process. Therefore, any recertification request after the certification window ends requires justification that clearly sets forth why the previous project payroll statement was erroneously certified, and why the requested change is more appropriate. Such requests are submitted to RSP. Only in compelling circumstances will such a request be approved.

To recertify a project statement in ECC, first the statement needs to be reopened. In certain circumstances, a formal reopen request must be submitted.

When is a reopen request required for a statement in ECC?

When funds are transferred to a previously certified federal project statement in ECC, and the amount of the transfer equals or exceeds $2,500 or results in a 5% or greater change, the reopen request process is required. We do not reopen the certified ECC project statements from which the funds are moving.

Checklist to determine if a reopen request is required:

A reopen request is required if all the following conditions are met:

- The statement has already been certified by the PI.
- It is a federal project (142, 143, 144).
- Funds are moving <u>onto</u> the project.
- The additional funds are a significant change to the project. Significant is defined as:
    - A transfer of $2,500 or more, or
    - A 5% or greater change on the ECC statement for that individual.

How to submit a reopen request

Step 1

Compose a written request on departmental letterhead, to reopen the certified project payroll statement. Address the letter to Jennifer Rodis, Director of Strategic Support, and include the following information:

1. Grant Worktag and impacted ECC period of performance to be reopened.
2. Clear and thorough statement from the project certifier (usually the PI) explaining:
    - a) why it was originally certified the way it was
    - b) why it should be allowed to be reopened and recertified (please cite any applicable salary transfer details here, including name of employee(s) impacted and salary total amounts per individual to be transferred).
    - c) steps that will be taken to avoid similar requests in the future
3. At minimum – **signatures from the PI and the Division that houses the project.**

Step 2

Route the request to your dean's office for review and signature. If approved by the dean's office, the dean's office will email the request to reopeneffort@rsp.wisc.edu for RSP leadership review.

Step 3

Once reviewed by RSP leadership, the RSP Effort Compliance Manager will notify the requestors of the decision. If approved, the requestors can proceed with the salary transfer (PAA or Manual Journal). The RSP Effort Compliance Manager will add the documentation to the ECC statement and reopen it when the transfer posts to ECC.

Step 4

PI certifies the reopened ECC project statement.

Step 5

If the effort commitment for the PI or other key personnel named in the NOA changes, the department should submit an Effort Commitment Update Form.

Questions?

If you have questions about whether a reopen request is needed, reach out to reopeneffort@rsp.wisc.edu. The RSP Campus Effort Compliance Manager will also request reopen documentation when needed.

Policy References:

https://policy.wisc.edu/library/UW-4015

https://policy.wisc.edu/library/UW-4017