Granting Authority for Viewers in ECRT

Deans, Directors and Department Heads (or their designees) may select full-time Class 1 regularly appointed Rutgers employees as “Viewers” in the Rutgers Effort Certification and Reporting Technology system (ECRT). A Viewer oversees and monitors the completion of the effort reporting process for their designated organizations in order to expedite the timely and accurate completion of effort certifications for all affected individuals in his/her department.

A Viewer may view and add notes and attachments to effort statements for individuals in the organizations in which they are to be assigned as well as run reports. A Viewer cannot certify or process effort statements.

Assigning individuals to the role of Viewer is optional for organizations.

Viewer Competencies:

Authority to serve as a Viewer in ECRT will be granted to Class 1 regularly appointed employees who possess fiscal and budgetary or supervisory authority.

All Viewers in ECRT must have a working knowledge of basic grant accounting and budgeting concepts as well as familiarity with the University’s accounting and budgeting systems and structures.

A Viewer must be authorized in RIAS FDW/HCM to access all detail payroll information for individuals within the organizations in which they are assigned.

Viewers must adhere to the Agreement for Accessing University Information.

Viewer Expectations:

- Access, interpret and apply the policies and procedures contained in the University Policy Manual
- Access, interpret and apply the regulations and procedures of externally sponsored programs
- Assert the proper application of the federal, state, agency, and University policies and procedures pertaining to effort certification
- Exercise professional judgment and due diligence when assuring that effort certification is compliant
- Access and interpret budget, expenditure and effort commitment information through reports and online applications
- Attend training and other professional development activities sponsored by the University designed for sponsored program administration.
- Learn and use desktop applicable computing tools including ECRT, web browsers, email, RIAS - Human Capital Management/Payroll, and Discoverer

- Appreciate and accept the responsibility and accountability implicit in the Viewer role