

Applicant Role, Competencies & Expectations

Granting Authority and Expectations for "Effort Coordinators"

Deans, Directors and Department Heads (or their designees) shall select full-time Class 1 or 3 regularly appointed Rutgers employees as Effort Coordinators (ECs) in the Rutgers Effort Certification and Reporting Technology system (ECRT). An Effort Coordinator supports the Principal Investigators and their research staffs by ensuring the propriety of all activity reflected on effort statements within their designated organization(s). In ECRT, the role of an EC is a significant privilege and vital to the effort certification process. Consequently, the EC role must be used according to the requirements that follow below. ECs who knowingly process effort statements for any unlawful or improper purpose are subject to disciplinary action up to and including discharge from University employment. Units or departments which do not have a position meeting the requirements below will work with their Dean or Director in identifying an appropriate position for their organization.

Granting Authority and Expectations for "Viewers"

Deans, Directors and Department Heads (or their designees) may select full-time Class 1 or 3 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 the department. A Viewer may add notes and attachments to effort statements for individuals in the organizations for which they are assigned. They also have the ability to run reports. A Viewer cannot certify or process effort statements. Assigning individuals to the role of Viewer is optional for organizations.

COMPETENCIES	Effort Reporting Roles		
	Primary	Backup	Viewer
Must be a Class 1 or 3 employee, who possesses fiscal and budgetary authority. Job description should formally be designated as a Business Manager, Accountant or equivalent title or those who have supervisory authority (or above). Principal Investigators will NOT be granted authority as EC.	X	X	X
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.	X	X	X
Must be an authorized Preparer or Approver in the RIAS Human Capital Management (HCM) system and have a working knowledge of human resource and payroll processes as outlined in the HCM/Payroll user guides.	X	X	X
Must be authorized in RIAS FDW/HCM to access all detail payroll information for individuals within the organizations in which they are assigned.	X	X	X
Must complete the required ECRT and updated University's effort certification policies and procedures training and have a working understanding of the federal requirements and sponsor policies.	X	X	X
Must have access to award files and working knowledge of the sponsored programs in their organization and general understanding of the activities performed by individuals who must certify effort.	X	X	
Must have working knowledge of cost-sharing policies and procedures and have the ability to verify cost sharing with award documentation.	X	X	
Must be authorized and accountable for timely and accurate submission of cost transfer/salary reallocations.	X	X	
Must not certify for other individuals.	X	X	X
Must adhere to the Agreement for Accessing University Information.	X	X	X
Must have an understanding of the activities performed by individuals who must certify effort and whose effort requires certification.	X	X	X
EXPECTATIONS	Primary	Backup	Viewer
Access, interpret and apply the policies and procedures contained in the University Policy Manual	X	X	X
Access, interpret and apply the regulations and procedures of externally sponsored programs	X	X	X
Exercise professional judgment and due diligence when assuring that effort certification is compliant	X	X	X
Access and interpret budget, expenditure and effort commitment information through reports and online applications	X	X	X
Ensure that payroll, effort and cost-sharing remain within approved program and project budgets as necessary	X	X	
Attend training and other professional development activities sponsored by the University designed for sponsored program administration.	X	X	X
Learn and use desktop applicable computing tools including ECRT, web browsers, email, RIAS Human Capital Management (HCM), and Discoverer	X	X	X
Appreciate and accept the responsibility and accountability implicit in the applicable role.	X	X	X