

RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY
EFFORT CERTIFICATION ROLES AND RESPONSIBILITIES MATRIX

#	RESPONSIBILITIES	Faculty/Department							Central Administration									
		Principal Investigator	Designee	Dean	Department Chair	Business Manager	Effort Coordinator	Viewers	DGCA-NB	DGCA-NWK	DGCA-CAM	DGCA-IT	ORSP	Controller's Office	Sr. V.P. General Counsel	Internal Audit	Office V.P. of Research	Office of Info. Technology
1	Ensures that expenditures are allocable, allowable and reasonable to a specific sponsored project	X	X			X	X		X	X	X							
2	Ensures that expenditures are allocated in accordance with award budget, sponsor guidelines, and Rutgers policy	X	X			X	X		X	X	X							
3	Ensures that individuals have appropriate authority to incur and allocate expenditures.	X	X			X	X	X	X	X	X							
4	Ensures that monthly monitoring of expenditures, timely correction of errors, and reallocation of expenses, including personnel effort, occurs	X	X			X	X	X	X	X	X							
5	Initiates and authorizes requests for cost transfers	X	X			X	X											
6	Ensures that personnel responsible for financial administration of sponsored projects are familiar with Rutgers Effort reporting policy.	X	X	X	X	X	X	X	X	X	X		X			X	X	
7	Provides oversight and advice on sponsored project administration including cost transfers and effort cards	X	X	X	X	X	X	X	X	X	X		X				X	
8	Exercises stewardship over sponsored projects in accordance with specific award terms and conditions and sponsor policy	X	X	X	X	X			X	X	X		X				X	
9	Advises PI, Department, and Dean's Office on processing cost transfer adjustments and procedures					X	X	X	X	X	X							
10	Provides training on Policies and principles of sponsored project administration								X	X	X		X	X			X	
11	Learn and use desktop applicable computing tools including ECRT, web browsers, email, RIAS HCM/Payroll, and Discoverer	X	X			X	X	X										X
12	Ensure that payroll, effort and cost-sharing remain within approved program and project budgets as necessary	X	X	X	X	X	X	X	X	X	X		X				X	
13	Exercise professional judgment and due diligence when assuring that effort certification is compliant	X	X	X	X	X	X	X										

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14	Assert the proper application of the federal, state, agency, and University policies and procedures pertaining to effort certification	X	X			X	X	X	X	X	X		X				X	
15	Act as liaison to functional users and technical support								X			X						X
16	Responsible for overall look and feel of system and updating it as necessary								X			X						X
17	Responsible for helping identify changes in departmental and central personnel with effort reporting responsibilities and ensuring that the system is updated for these changes	X	X			X	X	X	X			X						
18	Monitor effort certification and completion rates, contacting departments as necessary to determine how to improve these rates; similarly, will use certification rates and departmental contact to identify potential gaps in knowledge and training of ECRT								X								X	
19	Monitoring ECRT help desk (emails and voicemails), resolving issues where possible and forwarding as necessary								X			X						
20	Responsible for central administration activities, such as: loading data; reviewing error logs; coordinating reloading of data if necessary; monitoring effort reporting process and compliance								X			X						X