



TEXAS TECH UNIVERSITY  
HEALTH SCIENCES CENTER™  
EL PASO

Office of Research

**TTUHSC EI PASO**

# Regulatory Lite



**A hint of research compliance tips for your everyday life**

## Effort Certifications – What do they mean and why are they important?

Employees who are paid from sponsored and non-sponsored funds need to justify the work that they are doing for the different funds that they receive, but how is this done? The answer is through “Effort Reporting”.

At our institution, we measure the amount of work someone does on a project or fund by a percentage. **Work funded by grants needs to be documented per federal regulations.** This is where our effort reporting system (eCRT) comes into play. Staff and faculty that are only paid from a departmental fund may have the eCRT system set to auto-report 100% effort on those funds. This changes, however, if you are being paid from sponsored funds or grants. eCRT cannot auto-report the effort, and the effort percentage needs to be reviewed and confirmed on a quarterly basis.

**Faculty are required to review and certify their own effort statements, as well as, statements for anyone working on projects where the faculty is listed as the principal investigator. A second set of eyes then reviews the statements certified by faculty. The individual responsible for this is assigned as the department’s Primary Effort Coordinator and is a designee from each department. This individual is in charge of processing certified effort statements.**

There are many additional factors and federal regulations that go into effort reporting such as labor redistributions, percentage corrections and cost-sharing. All of these terms and more can be reviewed along with deadlines and training on the Contracts and Grants Accounting [Reference Material Page](#). Below is a list of how each quarter is set up and the deadlines for reporting each quarter:

- 1st Quarter: September 1 – November 30
  - Deadline for reporting effort is January 22
- 2nd Quarter: December 1 – February 28
  - Deadline for reporting effort is April 22
- 3rd Quarter: March 1 – May 31
  - Deadline for reporting effort is July 22
- 4th Quarter: June 1 – August 31
  - Deadline for reporting effort is October 22

Effort reporting is important because it helps ensure that everyone is being paid correctly and it keeps a record which can be verified.

If you have any questions about eCRT, please reach out to Contracts and Grants Accounting at [ECRTElp@ttuhsc.edu](mailto:ECRTElp@ttuhsc.edu)

You can also submit questions to the [Research Compliance Unit](#).

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