

Dear Colleagues,

After a 6-month internal IT/process project, we have eliminated ECRT from Effort Certification process. ECRT was a very inefficient and ineffective platform that caused ambiguity among all of us and led to several manual interventions regarding the data flow between PeopleSoft and ECRT platform. On top of it, we had to pay for it. We will no longer use ECRT.

The new process has been streamlined and it starts with an email sent to you (please see rest of the document for what the email looks like) with a link to an interface on UTShare and an effort card in pdf. In 4 clicks, you will reach your effort card and with the 5th click, you will either approve or deny the effort card. Your RSC director will be able to answer questions in regards to your effort card. Especially if you deny, please put your comments in the comment box and we will get back with you. The application allows you to approve/deny your effort card on smart phones, tablets, etc. More flexibility, less faculty time, very simple (it was supposed to be), all under our control, all data and responses are time-stamped, and free of charge.

You will receive two emails on Tuesday, July 25, 2017.

1. Notification Email (below is what it looks like)
2. Your personalized link will be sent to you.

Our deadline is Friday, Aug 11, 2017. Due to lack of access to Internet, if you cannot complete the effort card, we will follow up with you. Please make all the effort to help us with the deadline.

Sincerely,

Can Saygin
AVP-Research
Professor of Mech Eng
can.saygin@utsa.edu
210-458-5194

===== NOTIFICATION IS ON THE WAY =====

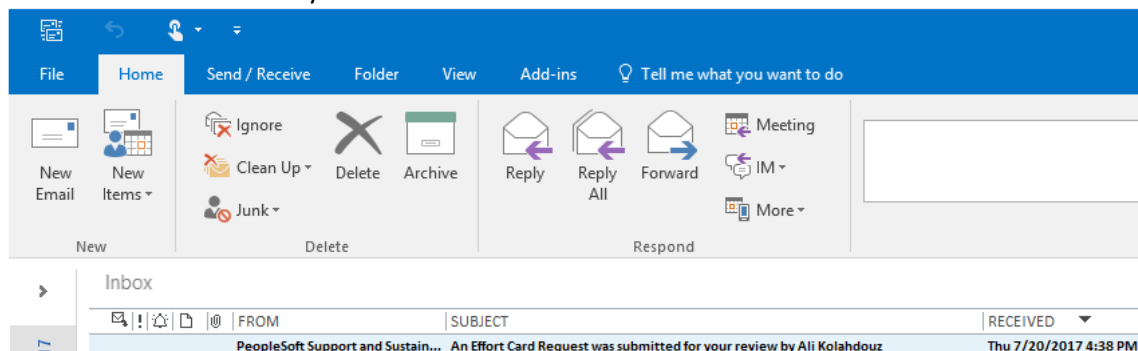
Effort Certification – New Look and Feel!

Good afternoon!

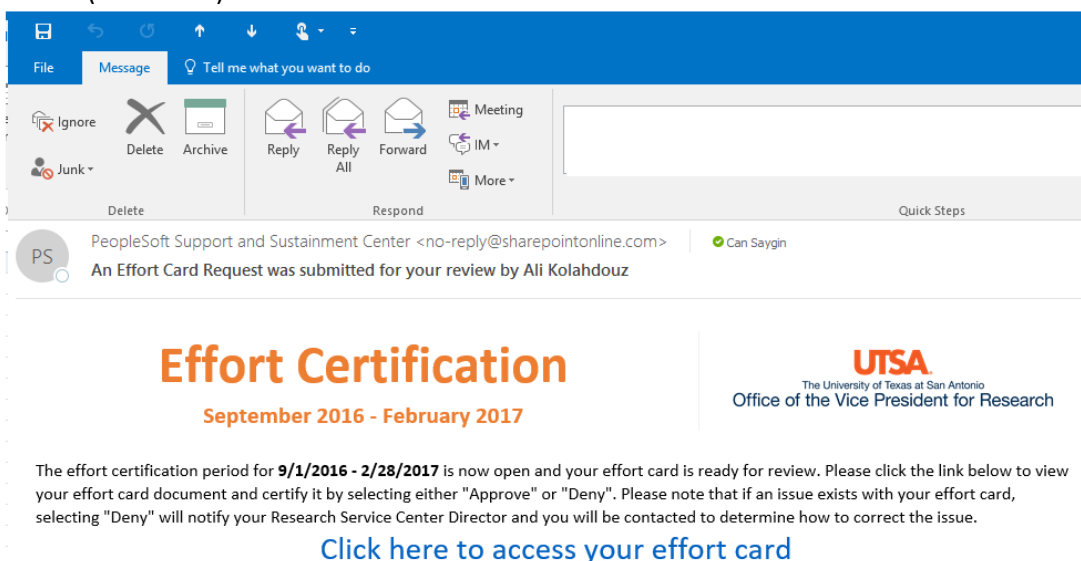
The effort certification period for **9/1/2016 – 2/28/2017** is now open and VPR is happy to announce that a **newer, streamlined** process will be used for viewing and certifying your effort.

New Effort Certification System – How Does it Work?

You will not be required to login to the eCRT system this period and will instead receive an **e-mail notification** with a link to your effort card as a PDF document.



Clicking the personalized link will open the review and approval screen where you will be able to review your effort card and certify effort by selecting “Approve” or “Deny” and clicking the “Submit” button (see below).



Questions/Comments

If you have a question or comment, please contact your Research Service Center using the contact information below.

RSC	Name	Phone	Email
Liberal & Fine Arts, Business and Honors College (RSC-ABH)	Jennifer Silver	458-4234	jennifer.silver@utsa.edu
Downtown Campus / Institute for Economic Development (RSC-DTC / RSC-IED)	Theresa Bailey	458-4226	theresa.bailey@utsa.edu
College of Education (RSC-EDU)	Juliet Ray	458-6695	juliet.ray@utsa.edu
College of Engineering (RSC-ENG)	Amy Ossola-Phillips	458-6472	amy.ossola-phillips@utsa.edu
College of Sciences (RSC-SCI)	Mimi Garza	458-8785	santos.garza@utsa.edu

Effort Certification September 2016 - February 2017

* - Required Field

Effort Card Request

PI Name:*	Can Saygin
PI Email Address:*	CAN.SAYGIN@UTSA.EDU
Attach Effort Card:*	Browse... Submit

PI Approval - Effort Certification Period: September 2016 - February 2017

To certify the effort on your projects for the period 9/1/2016 - 2/28/2017, please confirm the payroll data accurately reflects the work performed for each project in the attached PDF document. If all entries are correct, confirm by selecting "Approve" in the dropdown below. If you have doubts or questions, please contact your Research Service Center (RSC) Director (contact information located on last page).

EFFORT CERTIFICATION STATEMENT

Please ensure that you have reviewed the attached effort card prior to submitting your response. To certify your effort card, select "Approve" in the dropdown below. If you have found an issue with your effort card, select "Do Not Approve" to notify your RSC that your effort card requires additional review.

As principal investigator (PI) of the projects listed in the attached PDF document, I certify that the payroll data accurately reflects the work performed and that all payroll changes are properly allocated.

Effort Card:

Effort Card - 6001017854 - Saygin, Can.pdf

Comments:

You can put your comments here

Here is where you select Approve or Deny and click "Submit"

Approval Action:*

Approve

Submit

PI Approval Date:

07/23/2017

RSC Contact Information

RSC	Name	Phone	Email
Liberal & Fine Arts, Business and Honors College (RSC-ABH)	Jennifer Silver	458-4234	jennifer.silver@utsa.edu
Downtown Campus / Institute for Economic Development (RSC-DTC / RSC-IED)	Theresa Bailey	458-4226	theresa.bailey@utsa.edu
College of Education (RSC-EDU)	Juliet Ray	458-6695	juliet.ray@utsa.edu
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College of Sciences (RSC-SCI)	Mimi Garza	458-8785	santos.garza@utsa.edu

What should I do after certifying my effort card?

Nothing, you're done! Once you've clicked the **"Submit"** button, your approval or disapproval will be logged and a notification sent to the Office of Sponsored Projects. If you disapproved, your RSC will contact you to determine the issue with your effort card and how to resolve it.

Who can I contact if I have questions or need assistance?

Your RSC should be your first point of contact with effort certification related questions. Contact information for each RSC is provided below for your convenience:

RSC	Name	Phone	Email
Liberal & Fine Arts, Business and Honors College (RSC-ABH)	Jennifer Silver	458-4234	jennifer.silver@utsa.edu
Downtown Campus / Institute for Economic Development (RSC-DTC / RSC-IED)	Theresa Bailey	458-4226	theresa.bailey@utsa.edu
College of Education (RSC-EDU)	Juilet Ray	458-6995	juilet.ray@utsa.edu
College of Engineering (RSC-ENG)	Amy Ossola-Phillips	458-6995	amy.ossola-philips@utsa.edu
College of Sciences (RSC-SCI)	Mimi Garza	458-8785	santos.garza@utsa.edu