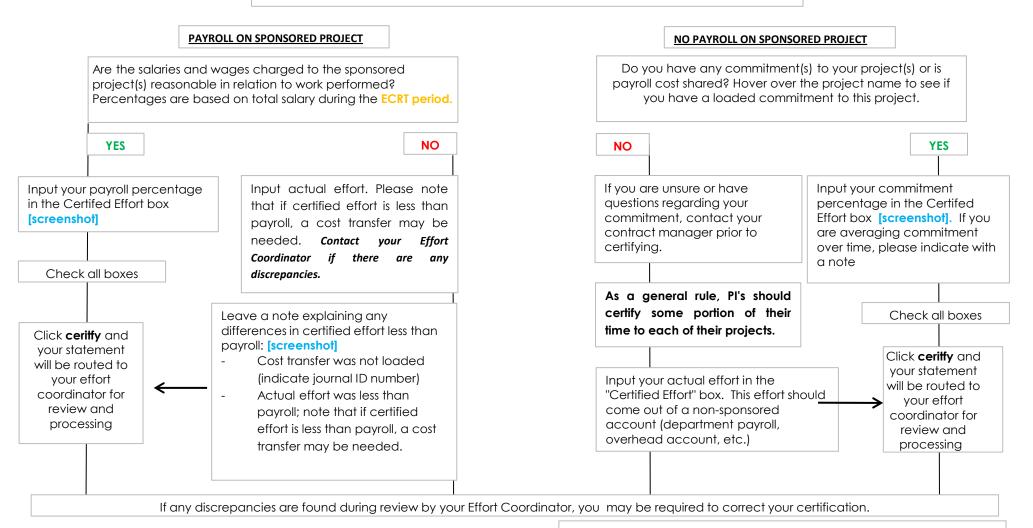
## **Effort Reporting and ECRT**

https://ecrt.research.ucf.edu/ecrt/initLogin.action

**Review** statement for accuracy. Are all of your projects listed? Were there any late cost transfers that may effect your payroll distribution/effort staement? **Contact your Effort Coordinator if changes need to be made.** 



## Summer ECRT Guidelines

- ECRT does not calculate FTE.
- If a faculty was paid only from sponsored projects during the summer, but was <1.0 FTE, payroll will still load as 100%.
- -A note should be left on each statement indicating the FTE per summer agreement
- -ORC Summer Semester guidelines can be found here:

http://www.research.ucf.edu/documents/PDF/SummerSemesterSalaryGuideline.pdf

## Important to note:

- -PI's should certify some portion of their time to each of their projects. If they do not, a note should be left on the effort statement explaining
- A reduction in time devoted to a project of 25% or more from the proposed and awarded level requires prior written approval from the agency
- An absense from the project for more than three months requires prior written approval from the agency