Providing Outstanding Sponsored Programs Administration Services and Stewardship

High-Level ecrT Timeline
Testers from campuses on the core project team will begin Phase 3 System Testing in June, with user acceptance Testing (UAT) of the Effort Certification and Reporting Technology (ecrt) slated to begin in July. Select principal investigators from the core project team campuses will have the opportunity to access ecrt during UAT.

Academic calendar campuses will use Oracle to certify spring 2012 effort reports, and, for schools with six-month effort certification periods, it will be decided at a later date if ecrt will be ready to certify effort statements for the first half of 2012.

Critical Project Success Factor: Ensuring Accurate Data
The project team completed two phases of system testing and is getting a better understanding of how data entered into Oracle appears in ecrt. As the team prepares the environment for Phase 3 system testing, it is working on changes to ensure the accuracy of data.

Throughout April, the team collected department names and job titles for principal investigators. This information was not previously entered in Oracle and is displayed on the ecrt effort statements. The team also continued collecting the e-mail addresses needed for ecrt’s electronic routing functionality.

The team has also learned how much dates matter when it comes to the intersection of the campus academic or calendar year dates, payroll dates and the dates of the effort reporting period of performance. In ecrt, payroll data is added to an effort statement based on the payroll transaction date and which effort reporting period that date falls within. For example, if a spring effort reporting period runs from January 1 – May 20 than all payroll charged during that timeframe would appear on the spring effort statement.

This timing is especially important when a SUNY employee is transitioning to and from the RF payroll for the summer. Central office held individual meetings with each of the campuses on the core project team to explain the importance of correctly entering dates so that the dates a SUNY employee is on the RF summer payroll fall after the spring semester and within the summer period of performance. This is needed so that accurate payroll charges are displayed on the correct effort statements in ecrt. The project team is currently documenting this process.

As part of these meetings the team also refined campus effort coordinator and proxy assignments, assigned effort reporting periods based on their academic calendar, and discussed the appearance of their campus effort statement.
## Quick Fact
Testers from the core campus team performed over 225 test scripts during Phase 2 System Testing.

## Core Campus Team
- **CNSE:** Chris Waller
- **University at Albany:** Paula Kaloyeros
- **Binghamton University:** Paul Parker
- **University at Buffalo:** Scott Shurtleff
- **Stony Brook University:** Aaron Rosenblatt
- **SUNY Downstate Medical Center:** Gary Leipzig
- **Upstate Medical University:** Gina McMahon
- **SUNY ESF:** Don Artz
- **SUNY New Paltz:** Julie Majak
- **Buffalo State College:** Susan Maerz

## Vision Statement
Implement a compliant, streamlined, electronic effort reporting process that reduces administrative burden on campuses.

## Project Activities

### Access to eCRT for Campuses Not on the Core Campus Project Team
Three introduction to eCRT sessions will be offered to staff from campuses not represented on the core campus team in June. These sessions will cover how to access the software so staff may become familiar with the tool and explain the data they will see in the eCRT environment.

This will be the first time that staff from these campuses see their data in eCRT.

### Extra Service
Extra service was discussed with the campus project team during the April meeting to determine how it is used, how it is processed in Oracle, and whether or not it should be certified when eCRT is rolled out. It was determined that:

- There are not consistent practices for extra service from campus to campus.
- The RF needs to better document procedures and guidance.

Extra service compensation will be uploaded to eCRT and coded as a different pay type than regular compensation. This will allow the certification of extra service via a supplemental statement. However, the RF will pursue this functionality after the initial roll-out of eCRT.

### National Institutes of Health Salary Cap
The project team is discussing salary amounts that are above the National Institutes of Health (NIH) salary cap. NIH lowered its salary cap from $199,700 to $179,700 for new awards with an initial issue date on/after December 23, 2011.

During the June meeting the project team will talk about how their campus makes up the difference in salary between the NIH cap and the principal investigator’s salary as well as how this information should be entered in Oracle.

### Technical Update
- The technical team is working with Huron on the data uploads for the Phase 3 System Testing environment.
- The RF decided that for security reasons campus users will sign in to the RF portal to access eCRT. The team is working on this authentication process.

### Key Project Milestones
- June 2012: Campus system testing
- July 2012: User acceptance testing
- August 2012: Start of end user training

### More Information
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