



UNIVERSITY OF PITTSBURGH OFFICE OF FINANCIAL COMPLIANCE FOR RESEARCH

Request to Create/Delete Effort Coordinator Roles

Effort Coordinators (ECs) are responsible for the pre-review of all employee effort statements associated to their department(s) prior to the release of these statements to the Principal Investigators (PIs) for certification. When necessary, the EC may place effort statements on hold to process any modifications affecting those statements through the SPAR application. ECs monitor the completion of certifications and follow up with PIs as necessary to resolve issues and complete the certification process. A variety of management reports are available to the EC providing employee and/or sponsored project information. **ECs are not able to certify effort statements.**

Effort Coordinator Roles:

- **Lead Effort Coordinator (LEC)** - Has access to employee salary information in ECC. Will receive system-generated alerts regarding uncertified effort on sponsored awards in their assigned area(s). LEC may have Department level or RC level access. Each department with accounts or employees related to sponsored awards must have at least one Lead Effort Coordinator, but may have multiple.
- **Secondary Effort Coordinator (SEC)** – Cannot access employee salary information in ECC. Will receive system-generated alerts regarding uncertified effort in their assigned area(s). Each department with accounts or employees related to sponsored awards may have multiple SECs, but none is required.
- **Primary Effort Coordinator (PEC)** – LEC who will be the point of contact for communications from ECC and from Central Administration. In particular, they will receive notifications of PAR tasks which will require their approval prior to the information being incorporated in an effort statement and making the statement available for certification. No other EC related to the effort statement will receive this notification or have access to the PAR task. This role can be transferred or assigned from one LEC to another by any Effort Coordinator associated to the department via the Department Dashboard. This assignment is done at the department level without Central Administrative approval or intervention, no administrative recordkeeping is required. Changes to or from the PEC position will not change the user's access, rights or restrictions, only the receipt of emails related to tasks and the ability to process those tasks. We strongly suggest the role be given to a LEC who is most familiar with effort in this area. Each department with accounts or employees related to sponsored awards must have a PEC, but can only have one at a time.

The home department is responsible to terminate roles/accesses as they become unnecessary.



Request to Create/Delete Effort Coordinator Role

RC _____ Department Number(s) _____
(Indicate "All" for RC level roles)

Please create/delete the following Effort Coordinator roles:

<u>Coordinator Name & Employee #</u>	<u>Create/Delete</u>	<u>RC/Department</u>	<u>Lead/Secondary</u>
_____	_____	_____	_____
Name	Emp#	C/D	RC/Dept
			L/S

Authorization:

As the SPAR user, I affirm that I have read and understand the following University Policies and will abide by these policies, and use the requested data access only as required in the performance of my University duties.

10-02-04	Computer Data Administration
10-02-05	Data Access and Use
10-02-06	University Administrative Computer Data (UACD) Security and Privacy
11-01-07	Effort Reporting and Certification

ECC User Signature: _____ Date: _____

As the supervisor for the requester, I affirm this request is in accordance with the requester's job function. I confirm that the requester has attended the required training as noted below. Confirmation of these dates is available through SPARhelp@cfo.pitt.edu. I authorize the assignment of Effort Coordinator Roles as indicated on this request.

Training Attendance Dates:

Effort Reporting for Research Administrators: _____

ECC: _____

Supervisor Printed Name: _____ Title: _____

Supervisor Signature: _____ Date: _____

Printed Name: _____ Title: _____

_____ Date: _____

RC Administrator signature for Dept roles/Dean signature for RC roles

This Section for use for FCR only:

Approval: _____ Date: _____