

Effortless Facts: March 2017 Edition

From Financial Compliance for Research!



PIs are invited to stop by the “Ask FCR” Open House on March 16th to meet the FCR staff, learn more about the University’s ecrf application and ask questions regarding effort reporting and certification. Please encourage any PI in your area who is new or has questions about effort reporting to join us for this casual, “come and go” event. Click [here](#) for event information.



*PIs are responsible to **reasonably** estimate effort percentages for themselves and personnel working on his/her federal grants and to communicate these estimates to fiscal administrators. Effort percentages must represent work performed and **not available budgets**. Very specific percentages (e.g. 8.31%, 10.17%, etc.) are not appropriate unless there are detailed time records supporting those percentages.*



*Access to SPAR and ecrf applications requires completion of **mandatory training**. This requirement applies to new users or experienced users who were granted access at conversion but have not attended the required workshops. Please register to attend all required workshops to avoid delays in obtaining access in the event your responsibilities change. More info [here](#).*



Registration is available [on our website](#) for the following workshops:

- o Introduction to SPAR, Wednesday April 5th*
- o Advanced SPAR and Cost Sharing, Thursday, April 27th*

March 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
				SPAR in query-only mode at 5:00 pm for month-end closing	SPAR in query-only mode for month-end closing	
5	6	7	8	9	10	11
	SPAR in query-only mode for month-end closing	SPAR becomes available for update at 6:00 am			Spring Holiday	
12	13	14	15	16	17	18
				"Ask FCR" Faculty Open House 12:00 – 2:00 pm	SPAR in query-only mode from Midnight - 11:00 am for payroll processing	
19	20	21	22	23	24	25
				Deadline for PI Certification of Effort	Deans/Chairs notified of uncertified effort statements	
26	27	28	29	30	31	
				Last date to modify Sept-Dec SPAR to allow one business day for certification before Write-Off Date	Last date to modify Sept-Dec SPAR without 90-Day Exception approval <i>*SPARs modified today will not allow for certification before write-off</i>	

***Write-Off of Uncertified Effort is 7:00 am on Monday, April 3, 2017**