





Effortless Facts January 2018 Edition





From Financial Compliance for Research!

New Year's Resolution Edition!

 **Proxy and Designee request forms** and all necessary supporting effort statements require the **signature of the PI**. In cases where a PI is leaving the University, make this process a part of your PI departure checklist. You may have difficulty obtaining signatures after-the-fact.

 All SPAR/ecrt access forms include the user's signature confirming that they have read and understood specific University Computing, Information, and Data Policies and the Effort Reporting/Certification policy. **The policies prohibit the sharing of University credentials (i.e. user IDs and passwords)**. Sharing of IDs/passwords is a violation of federal regulations both parties involved at risk for disciplinary and/or legal action, including, but not limited to, termination of employment. Please do not share your login credentials or log in another U for any reason.

 The PI is responsible to oversee the work performed on each of their sponsored projects. The PI's effort distribution must reflect a portion of the PI's Actual Effort necessary to supervise/administer the scope of work for each project. If budget support is unavailable, this effort must be cost shared to an institutional account. Review awards in your area to confirm that effort is recognized on each by the responsible PI.

 Complete your training requirements before the end of calendar year 2018! **New Spring workshops** have been added and registration is now available on our [website](#).

Happy New Year from the FCR Staff!



January 2018

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|---|--|--|--|---|----------|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| | HAPPY NEW YEAR! | | SPAR in query-only mode at 5:00 p.m. for month-end closing | SPAR in query-only mode for month-end closing | SPAR in query-only mode for month-end closing | |
| 7 | 8 ECRT Pre-Review for Effort Coordinators Begins | 9 | 10 | 11 | 12 | 13 |
| | SPAR in query-only mode for month-end closing | SPAR becomes available for update at 6:00 am | | | | |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| | Martin Luther King Day | | | Introduction to SPAR Workshop 1:30 – 3:30 p.m. | SPAR in query-only mode from Midnight - 11:00 am for payroll processing | |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| | | | | Basics of Effort Reporting Workshop 9:00 – 11:00 a.m. | | |
| 28 | 29 | 30 | 31 | | | |
| | | | Advanced SPAR Workshop 9:00 – 11:00 a.m. | | | |