

Effortless Facts May 2018 Edition

From Financial Compliance for Research!



When you click the **Save/Modify button in SPAR**, the application will:

- a. Perform a series of edits to ensure that the new distributions total 100% for each month, that all account numbers are valid and active, that mandatory cost share requirements are met, that cost share relationships have date consistency, etc.
- b. Assign a new suffix to the SPAR number so that modifications may be tracked chronologically.
- c. Update the information on all SPAR Inquiry screens, immediately giving you the ability to see the financial impact of your modification to the accounts involved.
- d. Send an email alert to the PI of any sponsored project accounts affected by the SPAR modification. A copy of the body of this email is available [here](#).



ecrt is a database application that facilitates electronic certification of effort on federal sponsored projects. Data from many University source systems (PRISM HR, Payroll and G/L applications, SPAR and RPA) is downloaded to **ecrt** for the **creation of effort statements**. Effort percentages in **ecrt** represent averages by salary dollars distributed to each account in relation to the total salary paid over the 4-month Period of Performance. Changes in employment status or salary result in a weighted distribution to accounts with greater salary charges. Click [here](#) for examples of various **ecrt** calculation scenarios.



New workshop dates have been added and registration is now available on our [website](#). As a reminder, all current SPAR and **ecrt** users must have completed all mandatory training prior to December 31, 2018. Current users who have not completed their training prior to January 1, 2019 will have their roles revoked until such time that they have an opportunity to attend the mandatory courses. Classes are limited. **Please register for the sessions that you need to attend even if it is in waitlist status**. We will add sessions to meet waitlist demand but won't know that you are in need unless you register.

Requirements for training are as follows:


SPAR Users in a non-Research oriented area:	Introduction to SPAR
SPAR Users in a Research oriented area:	Basics of Effort Reporting Introduction to SPAR Advanced SPAR/Cost Sharing
ecrt Users:	Basics of Effort Reporting ecrt Effort Coordinator Training

If you have questions about your training history, please send an inquiry to SPARhelp@cfo.pitt.edu

FCR Website: <http://www.cfo.pitt.edu/fcr/index.php>

Contact Us: SPARhelp@cfo.pitt.edu

May 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
			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	
6	7 ECRT Pre-Review for Effort Coordinators Begins	8	9	10	11	12
	SPAR in query-only mode for month-end closing	SPAR becomes available for update at 6:00 am				
13	14	15	16	17	18	19
					SPAR in query-only mode from Midnight - 11:00 am for payroll processing	
20	21	22	23	24	25	26
		Introduction to SPAR Workshop 1:30 – 3:30 pm				
27	28	29	30	31	JUN 1	2
	Memorial Day					
				Be sure to modify May-Aug SPARs to prevent 0.00% effort lines		