Effortless Facts November 2018 Edition

From Financial Compliance for Research!

We have improved the Retroactive Salary Increase templates on the *FCR website.* *A new second tab provides color coded representations of the required SPAR lines necessary to recognize current and retroactive MCS using the "M" and "R" cost share codes.*

SPAR information can be printed and saved or exported to Excel for analysis in several ways:

   a. *PLDR816A provides a PDF version of a SPAR (which can be helpful when submitting 90-Days Requests.)*

   b. *PLDR816B provides an Excel version of a specific SPAR or all SPARs within a Department.*

   c. *The information in the Labor Distribution and Cost Sharing (SPAR) screen and related inquiry screens may be exported using the instructions found on our website.*

PAR tasks and Effort Statements On Hold in ecrt should be processed/removed in a timely manner. *Delays in clearing these items reduce the PI's timeline to certify the statement.*

*When removing a hold initiated by another administrator, as a professional courtesy, consult with the person who placed the hold prior to removing it as there may be a reason to continue the hold.

When faculty have questions about effort reporting and certification you can direct them to a variety of resources:

   a. *Faculty Effort Reporting Workshop; registration available here; workshops are offered each academic term. Federal PIs are notified of workshops as they become available.*

   b. *The University's Effort Reporting and Certification Policy, available here.*

   c. *PI reference materials on the FCR website.*

   d. *The top left hand corner of the ecrt Home Page, Training Materials section.*
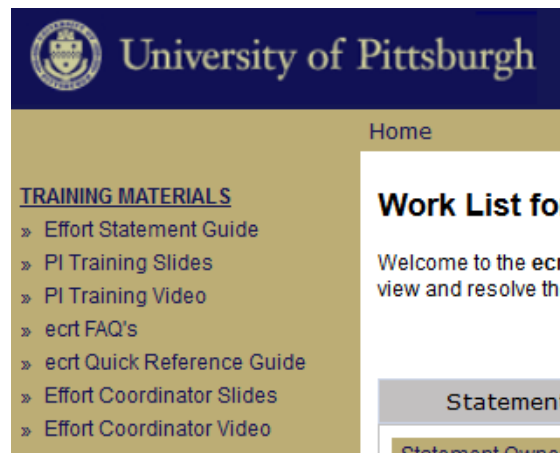
   e. *SPARhelp@cfo.pitt.edu*

FCR Website: http://www.cfo.pitt.edu/fcr/index.php
Contact Us: SPARhelp@cfo.pitt.edu

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2 **SPAR in query-only mode at 5:00 pm for month-end closing**	3
4	5 **SPAR in query-only mode for month-end closing**	6 **SPAR in query-only mode for month-end closing**	7 **SPAR becomes available for update at 6:00 am**	8	9	10
11	12	13	14	15 **Deadline for Faculty to respond to 100% Sponsored Effort Surveys is noon**	16 **SPAR in query-only mode from Midnight - 11:00 am for payroll processing**	17
18	19 **Deadline for PI Certification of Effort**	20 Deans/Chairs notified of uncertified effort	21	22 **Thanksgiving Holiday Recess**	23	24
25	26	27	28	29 Last date to modify May-Aug SPARs without 90-Day exception approval and allow one business day for certification before Write-Off Date	30 Last Date to modify May-Aug SPAR without 90-Day exception approval, but CAUTION – will not allow time for certification of federal effort*	DEC 1

*Be certain no federal effort is involved in the modification

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