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To: Faculty on Sponsored Programs

From: Marty Dorph, Senior Vice President for Finance and Budget **ND**
Pierre Hohenberg, Senior Vice Provost for Research **per**

Subject: Effort Reporting System Implementation

Date: June 2009

We are pleased to announce the rollout of a new time and effort certification system that will make it easier for you to certify the time you spent on your research. It will also significantly enhance the University's performance and compliance relative to the Federal requirements for time and effort. This new system is currently being used successfully at such major research institutions as Yale, the University of Pennsylvania and Johns Hopkins.

You are being sent this e-mail because you have been identified as either a Principal Investigator (PI) on a current sponsored project or as a faculty member who is working on a sponsored project. Your departmental/school administrators have already been trained in using it and will be in a position to train you.

Accompanying the rollout of the system is a revised time and effort policy and procedures statement and NYU Guidelines on Faculty Effort which can be found at <http://www.nyu.edu/cdv>. The policy was primarily rewritten for greater clarity, but it is also meant to ensure compliance with federal regulations. Significant changes include the following:

- PIs and faculty will now be required to **self-certify and PIs will certify for all other personnel on their projects;**
- Effective 9/1/09, there will be a **prohibition on charging the Federal government 100% effort** in any given month;
- Effective 9/1/09, **re-certification** of time and effort attestations will not be permitted, except in rare circumstances or to correct errors in implementing the original certification.

Written documentation, including an on-line tutorial, may be found at: <http://www.nyu.edu/cdv> and <http://ersprod.its.nyu.edu:8081/GenericERS/custom/index.jsp>

The first implementation of this system is for the period from January 1, 2009 through May 31, 2009. Your department or school administrator will soon be notified that the system is ready to accept a pre-review of the information contained in our records and you will be notified to access the new electronic, web-based system and certify to your effort and the effort of all relevant non-faculty personnel who contributed to your project. The current certification process itself is no different in substance from previous ones, but the process is now entirely electronic. If the data presented are correct, 3-4 keystrokes are all that is required to certify to the effort. Should the effort reflected be incorrect, a very simple process exists that will allow you to make the necessary changes.

Any questions which your Department/School's administration cannot answer may be addressed to: T&E.Policy@nyu.edu