



## Committed Effort Management (CEM) Departmental Coordinator Guide

[Note that a separate guide is available for Effort Certification]

### Log on:

- Go to <https://ersweb.itcs.northwestern.edu/GenericERS>
- Enter your Northwestern NetID and password. Select the “CEM” tab on the left-hand side of the screen, if it is not already highlighted.

The following options are available (left-hand side):

### (1) Manage by Individual

This option allows the user to view the effort plans of all individuals in the department.


1. Select either ‘Manage All Individuals in your Department’ (all individuals in the department with sponsored commitments) or ‘Manage Individuals as Plan Manager’ (those individuals who have not been assigned to another Plan Manager)
2. Select a specific department/sub department in which to view Individuals or select all departments. You may also click on the “Check All” button to select all sub departments listed. You are then presented with a list of individuals for whom you have rights to manage effort plans. Click “Continue”.
3. A list of individuals will be presented that have commitments. The list can be further sorted on the status of the plan: Active, Draft, Suspended, or Plans with Compliance Issues.
4. Click on the individual’s name and view the effort plan for the selected individual. The default view that is shown is an 18-month beginning with the first month of the current quarter, showing effort commitments in percentages.
  - a. If the individual’s plan is viewed for the first time, the plan is considered “Suspended”.
  - b. You can modify the view for different start dates, to see a 6, 12, or 18 month-view, and/or to see commitments in person-months by clicking on the various buttons at the top of the screen.
  - c. To change the individual’s effort plan, click on the ‘Edit’ button located at the top and the bottom of the plan. The page then looks similar to a spreadsheet, and changes can be made in any of the boxes on the screen. Note that changes do not automatically calculate until the “Refresh Total” box is clicked.
  - d. If this is the plan you wish to finalize, click the ‘Save as Active’ button. If you would like to finalize this plan at a later date, click the ‘Save as Draft’ button. Note that when saving the plan as Active, a previous Active Plan can be archived and later retrieved for viewing.
  - e. As you update the plan, ‘Compliance Report’ will automatically be refreshed to highlight any compliance-related issues. Click on ‘Compliance Report’ button at the bottom of the screen, or click on the Compliance Report link located at the top of the plan. Compliance Report consists of the following:
    1. **Budget Reductions and/or Absences**
      - 1A. Part A identifies accounts for which the planned effort is below the awarded commitment (highlights indicate those awards with reductions greater than allowed by the sponsor);



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- 1B. Part B highlights excessive absences on an award, typically 90 days or more. If no excessive absences are found, this section will be omitted from the report.
2. **Overall Percentage Compliance** – Identifies the months where the Total Active Effort Percentage is greater than 100% for a given month within 18 months.
  3. **Departmental Compliance** – Identifies the months for which the Total Active Sponsored Effort is greater than the designated departmental threshold.
  4. **NSF Compliance** – Identifies and alerts if the total of summer NSF effort exceeds 2 months. (Only applicable to grants funded by NSF) If the plan does not contain any NSF awards, this section will be omitted from the report.
- f. To view the details for a particular award, including awarded effort commitment for each budget periods, certified effort to-date, etc, click on the 'View' button located next to each Sponsored Account in the Sponsored Activity section of the Plan. The screen will display Academic Year/Summer or Calendar year *commitments* for each budget period. You can also see the segregation of the commitment into Paid (i.e., funds were requested from sponsor for related salary) and Cost Shared effort here. The Certified Effort for this individual is displayed to the far right of each budget period. To review the *planned* effort for this selected award on a monthly basis (without returning to the main screen), select the budget period you wish to review (alternatively, you may click the "Show All" button to see all budget period) and review the plan at the bottom of the screen.
- g. If a change to the planned effort yields a reduction to a current commitment, beyond what is allowed by the sponsor, the user will be alerted and will be required to provide an explanation/attach a supporting document for a reduction. An e-mail notification will be generated notifying the Pre Award Administrator (within OSR) that an action needs to be taken. Once the request is submitted to the OSR for a reduction/absence approval, the account's effort cannot be updated for the budget period for which the reduction has been requested.
- h. If a warning  is displayed, the individual has a pending reduction request. You will be able to view details of the request by clicking on the icon.
- i. As time passes, the information is received from the Agencies regarding the Proposals. If a Pending Proposal is awarded, it will be listed under the "Active Sponsored Programs" section. If, due to the newly awarded grant, the Active Plan is no longer in compliance, the Plan will be considered "Suspended" and the departmental coordinator (or Plan Manager) will be notified. Newly added awards will be identified with a "New" sign.

## (2) Manage by Award

This option allows the user to view all sponsored projects and proposals assigned to the department. Select either "Manage All Awards in your Department" or "Manage Awards for which you are assigned as Plan Manager".

1. Select a specific department/sub department in which to view awards or select all departments. Click 'Continue'. You are presented with a list of awards and proposals in the department(s) you have selected.
2. You can filter the list by the award status – proposed, awarded, closed, rejected, etc. You can also sort the list by Proposal Number, Account number, PI, Account Description, etc.
3. Click on the Proposal Number of the Award. You will be presented with the details of the Award at the top of the screen, then the list of budget periods, with the current budget period



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- selected as default. Below, all key personnel with commitments for the selected budget period are listed.
4. You may select the individual names to review their planned effort on a monthly basis for that budget period of the grant. Alternatively, you may click on View Plan to see the Active Plans of all individuals listed on the award for the selected budget period.
  5. If you wish to add any non-key personnel to an award, click on the "Add Individuals" button. This will either create a plan for the individual (if none previously existed) or add another active sponsored program commitment to an existing plan for this person. Note that only non-key personnel can be added by Department Coordinators. Key Personnel must be added through OSR. Once non-key personnel have been added, they can be deleted if necessary, using the "Remove Individuals" button (again, only non-key personnel can be modified by the Department Coordinator).

### **(3) Reporting**

This menu option allows the user to view various reports relating to sponsored projects/individuals in their department and their commitment.

### **(4) Assignments**

This menu option allows the user to assign Plan Managers to key and non-key personnel within their department. The Plan Managers will be responsible for updating the effort plan of those individuals for whom they were assigned.

### **(5) Notification**

This menu option allows the user to send e-mail notifications to the individuals/plan managers in their department, Central Administrator or Pre Award (OSR) Administrator.

Email [effort@northwestern.edu](mailto:effort@northwestern.edu) with questions or problems



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