

From: Lana Metayer
To: "Active UVM PIs"
Subject: PI Portal Enhancement: Personnel Effort Commitments
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Attachments: image001.png

PI Portal Your Gateway to PI Friendly Sponsored Project Expenditure Reports

Dear PIs and Research Administrators,

Hope all are finding the PI Portal to be a valuable tool that allows easy access to sponsored project finances.

Introducing a New PI Portal Feature

By popular demand from administrators across campus, and in collaboration with ETS and Financial & Cost Accounting Services, the PI Portal is now displaying project level personnel effort commitments! Click on the new tab and all faculty commitments devoted to the project, including the individual's role and key personnel designation will be displayed.

Sponsored Project Effort Commitments													
Project Summary Payroll Information Transaction Detail Financial Documents Personnel Commitments													
Sponsored Project Effort Commitments													
Award ID AWD00000419		Sponsor Award ID 1 R21AR077371-01A1											
Project 038479		Project Start Date 02/08/2021				End Date 01/31/2023							
Note: Key personnel effort reduction of 25% or more requires prior approval from the sponsor. Effort is displayed as percentage of FTE.													
Emplid	Name	Empl Class	Key Personnel	Role	Start Date	End Date	Academic	Academic Cost Share	Calendar	Calendar Cost Share	Summer	Summer Cost Share	
1 0040341		12F	N	Faculty	02/08/2021	02/07/2022				4.20			
2 0040341		12F	N	Faculty	02/08/2022	01/31/2023				4.20			
3 0138002		12F	N	Faculty	02/08/2021	02/07/2022				4.20			
4 0138002		12F	N	Faculty	02/08/2022	01/31/2023				4.20			
5 0138885		09F	Y	Principal Investigator	02/08/2021	02/07/2022						46.86	
6 0138885		09F	Y	Principal Investigator	02/08/2022	01/31/2023						46.86	

NEW! Commitments by Person Page

Financial & Cost Accounting Services along with ETS created a new page titled "Sponsored Effort Commitments" under the PI Portal tile. It enables users to search for faculty commitments by person or department, and includes information such as project role, key personnel designation, award department, PI, distribution details and more! The page defaults to current fiscal year; however, users can search data for any prior fiscal years as well. To access the page through the Main Menu, use the following navigation: Main Menu > Grants > Sponsored Effort Commitments.

UVM Central User
UVM PI Portal

- PI Portal: Search for Projects
- Sponsored Effort Commitments**
- Closeout Report
- Monthly Budget Rpt - Projects
- Grants KK Errors

Sponsored Effort Commitments

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Employee ID

Department

Employee Name

Department ID Description

Case Sensitive

Search Clear Basic Search Save Search Criteria

Effort Reporting System (ERS)

The ERS CEM tool will be available until March 4, 2022, at which point the commitment module will be turned off. Fiscal year effort certification will continue to be conducted in ERS in the fall.

Training

Dawn Caffrey from Financial & Cost Accounting Services will be hosting the following two effort verification training sessions:

- February 3rd, 2022 from 1:00-2:30
- February 9th, 2022 from 10:30-12:00

How To Register for Training:

- Have the course code when you register (CPT044)
- Log into [PeopleSoft Human Resources](#) and navigate the menu in the following order:
 - Navigator (light green "NavBar" top right)
 - Self Service
 - Learning and Development
 - Request Training Enrollment. Search by Course Code or Date

This initiative is one of several recent system enhancement projects designed to streamline and simplify grant management and administration at UVM! Special thanks to Dawn Caffrey from Financial & Cost Accounting Services who was instrumental in bringing these new features to the PI Portal and PeopleSoft.

Thank You,

Your PI Portal Team

Brian Prindle
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