Grant Manager (Effort Coordinator) Reassignments

By default, the Primary Effort Coordinator (PEC) is assigned as the Grant Manager for all projects. If another person needs to manage a project within the department, they need to be assigned as the Grant Manager (Secondary Effort Coordinator). This means you are overriding the current Grant Manager (i.e. the PEC).

The Grant Manager (Secondary Effort Coordinator) will receive an automated e-mail from ecrt assigning them the task to Pre Review the project statements for which they were assigned. These tasks will appear under the Subactivities Tasks tab on their Home Page.

You can update the Grant Manager (Secondary Effort Coordinator) by navigating to the Department Dashboard and selecting the Project Certifications tab.

To assign a Grant Manager (Secondary Effort Coordinator) Override, the user selects the green plus (+) icon next to the current Grant Manager (Secondary Effort Coordinator)’s name. This brings up a search field where the user can search for an individual to assign as a Grant Manager (Secondary Effort Coordinator) Override for that project.

When a Grant Manager (Secondary Effort Coordinator) Override has been assigned, a red minus (−) will be displayed next to the green plus icon. Clicking on the minus icon removes the current Grant Manager (Secondary Effort Coordinator) Override.

Note: The red minus (−) icon only appears when a Grant Manager (Secondary Effort Coordinator) Override has been assigned.
You can also add a Grant Manager (Secondary Effort Coordinator) from the Account/Award Summary page:

<table>
<thead>
<tr>
<th>Account Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Account Name:</strong> A High-Throughput Screen for Antiviral Inhibitors of the Alphavirus RNA Capping Enzyme</td>
</tr>
<tr>
<td><strong>Account Number:</strong> 5315818</td>
</tr>
<tr>
<td><strong>Start to End Date:</strong> 12/01/2014 to 11/30/2017</td>
</tr>
<tr>
<td><strong>Account Type:</strong> Federal</td>
</tr>
<tr>
<td><strong>Account PI:</strong> Brian Weiss - 824451000 (Primary Effort Coordinator: Becky Treflago - 822344492)</td>
</tr>
<tr>
<td><strong>Account Manager:</strong> James Frantz - 821055031 (GLM)</td>
</tr>
</tbody>
</table>