

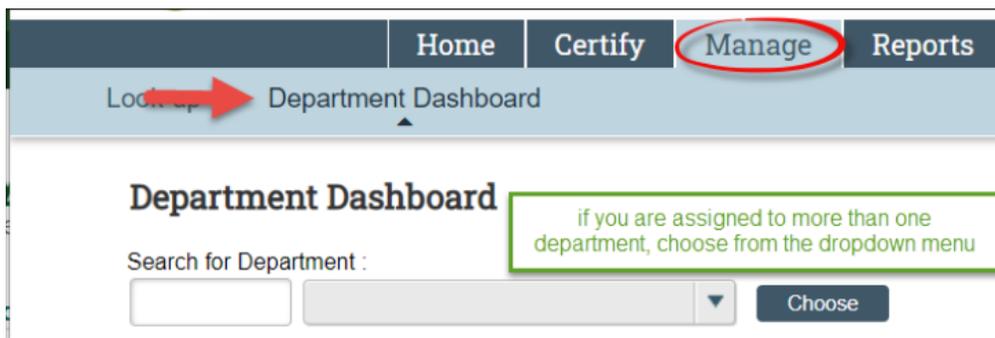
'Manage Assignments' Instructions

Purpose: These instructions should be used for making Principal Investigator (PI)-based Effort Coordinator reassignments in ecrt. For making or changing assignments based on project (53 account), refer to the 'Grant Manager Override' instructions.

Please note: The Effort Coordinator role in ecrt is separately maintained from the Fiscal Officer and Account Manager roles in KFS.

By default, the Primary Effort Coordinator (PEC) is assigned as the Grant Manager (Effort Coordinator) for all projects under their department. If a Secondary Effort Coordinator needs to manage certain projects within the department, PI-based reassignments can be processed directly in the system by the department using the **Manage Assignments** option. *Note: Department Effort Coordinator reassignments made in ecrt are not monitored by OSP and are the department's responsibility to update/maintain as individuals join or leave the department and internal PI distributions change.*

You can access the **Manage Assignments** option by navigating to the Department Dashboard and clicking on the "Department Information" tab.



From the "Department Information" tab, click the **Manage Assignments** (pad w/ pencil) icon under the Action column for any of the existing Department Effort Coordinators. If the individual you're looking for is new or not listed, please reach out to OSP at vpr_ecrt_support@mail.colostate.edu to make sure they've been assigned the Department Effort Coordinator role and are ready to be added to that department.

Certify **Manage** Reports Administration Links

Engineering - CO-1372

statements, information about projects, and

Department Information

Type: Code: CO-1372

Phone	Email	Action
	rebecca.burke@colostate.edu	  
	christy.charny@colostate.edu	  
	leon.dawson@colostate.edu	  
	brenda.epstein@colostate.edu	  
	mandi.hinson@colostate.edu	  
	liza.hunn@colostate.edu	  
	jamie.lindemann@colostate.edu	  
	anja.wahl_wells@colostate.edu	  

 Add

This will open the [Manage Assignments](#) box. The Department and Effort Coordinator you are managing assignments for will be listed at the top. The [Manage Effort Coordinator Assignments](#) section is used to make PI-based reassignments. The [Manage Restricted Access Effort Coordinators](#) section is **not** recommended as that will restrict the Effort Coordinator's ecrt access to only the PIs/Certifiers selected there and will prevent that Effort Coordinator from being able to view or access any other statements under the department in coverage situations. However, there may be instances where that option is appropriate based on the department's organizational structure/needs.

Manage Assignments

Department: CO-1372 - Civil + Environmental Engineering
Effort Coordinator: Mandi J Hinson - 820471632

Manage Restricted Access Effort Coordinators

Unassigned PI/Certifier List

- [Associated certifiers]
- AL-Hosainat, Raneem G - 836927155 (CO-1372)
- Abbas, Salam A - 835664971 (CO-1372)
- Abbas, Tahir - 832585923 (CO-1372)
- Abdallah, Abdelrahman K - 832069575 (CO-1372)
- Abdallah, Moatassem - 832909393 (CO-1372)
- Abdalrwaf, Wael B - 829756936 (CO-1372)

Assigned PI/Certifier List

- [Covered Individuals to be assigned]

Manage Effort Coordinator Assignments

Unassigned PI/Certifier List

- [Associated certifiers]
- AL-Hosainat, Raneem G - 836927155 (CO-1372)
- Abbas, Salam A - 835664971 (CO-1372)
- Abbas, Tahir - 832585923 (CO-1372)
- Abdallah, Abdelrahman K - 832069575 (CO-1372)
- Abdallah, Moatassem - 832909393 (CO-1372)
- Abdalrwaf, Wael B - 829756936 (CO-1372)

Assigned PI/Certifier List

- [Covered Individuals to be assigned]
- Bailey, Ryan T - 827460992 (CO-1372)
- Bailey, Travis S - 824502904 (CO-1370)
- Bhaskar, Aditi - 831138526 (CO-1372)
- Bradley, Thomas H - 828200528 (CO-1377)
- Chong, Edwin K - 821700055 (CO-1373)
- Ettema, Rob - 830213966 (CO-1372)

Save

To assign a PI to the Effort Coordinator, scroll and select the PI's name from the "Unassigned PI/Certifier List" in the **Manage Effort Coordinator Assignments** section. Click the single right arrow (>) to move that PI to the "Assigned PI/Certifier List". Repeat as necessary for additional PIs and then click the "Save" button. *Note: The double arrows (>>) will move the entire "Unassigned PI/Certifier List" to the Effort Coordinator's assigned list and should be avoided in most instances.*

Manage Assignments

Department: CO-1372 - Civil + Environmental Engineering
Effort Coordinator: Mandi J Hinson - 820471632

Manage Restricted Access Effort Coordinators

Unassigned PI/Certifier List

- [Associated certifiers]
- AL-Hosainat, Raneem G - 836927155 (CO-1372)
- Abbas, Salam A - 835664971 (CO-1372)
- Abbas, Tahir - 832585923 (CO-1372)
- Abdallah, Abdelrahman K - 832069575 (CO-1372)
- Abdallah, Moatassem - 832909393 (CO-1372)
- Abdalrwaf, Wael B - 829756936 (CO-1372)

Assigned PI/Certifier List

- [Covered Individuals to be assigned]

Manage Effort Coordinator Assignments

Unassigned PI/Certifier List

- [Associated certifiers]
- Awais, Muhammad - 832585958 (CO-1372)
- Ayub, Riyana - 832227488 (CO-1372)
- Bagley, David - 832934656 (CO-1372)
- Bai, Bing - 828908228 (CO-1372)
- Bailey, Ryan T - 827460992 (CO-1372)**
- Baird, Drew C - 829688714 (CO-1372)
- Baird, Ryan D - 832045411 (CO-1372)

Assigned PI/Certifier List

- [Covered Individuals to be assigned]
- Bailey, Travis S - 824502904 (CO-1370)
- Bhaskar, Aditi - 831138526 (CO-1372)
- Bradley, Thomas H - 828200528 (CO-1377)
- Chong, Edwin K - 821700055 (CO-1373)
- Ettema, Rob - 830213966 (CO-1372)
- Guo, Yanlin - 831302074 (CO-1372)

Save

To remove a PI from the Effort Coordinator's list, scroll and select the PI's name from the "Assigned PI/Certifier List" in the **Manage Effort Coordinator Assignments** section. Click the single left arrow (<) to move that PI to the "Unassigned PI/Certifier List". Repeat as necessary for additional PIs and then click the "Save" button. *Note: The double arrows (<<) will remove the entire "Assigned PI/Certifier List" from the Effort Coordinator's assignments with one click so it should be used carefully. This is a good option when the DEC has left the department or no longer needs ecrt access.*

Manage Assignments

Department: CO-1372 - Civil + Environmental Engineering
Effort Coordinator: Mandi J Hinson - 820471632

Manage Restricted Access Effort Coordinators

Unassigned PI/Certifier List

- [Associated certifiers]
- AL-Hosainat, Raneem G - 836927155 (CO-1372)
- Abbas, Salam A - 835664971 (CO-1372)
- Abbas, Tahir - 832585923 (CO-1372)
- Abdallah, Abdelrahman K - 832069575 (CO-1372)
- Abdallah, Moatassem - 832909393 (CO-1372)
- Abdalrwaf, Wael B - 829756936 (CO-1372)

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Assigned PI/Certifier List

[Covered Individuals to be assigned]

Manage Effort Coordinator Assignments

Unassigned PI/Certifier List

- Awais, Muhammad - 832585958 (CO-1372)
- Ayub, Riyana - 832227488 (CO-1372)
- Bagley, David - 832934656 (CO-1372)
- Bai, Bing - 828908228 (CO-1372)
- Baird, Drew C - 829688714 (CO-1372)
- Baird, Ryan D - 832045411 (CO-1372)
- Baker, Jessica L - 830856153 (CO-1372)

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Assigned PI/Certifier List

[Covered Individuals to be assigned]

- Bailey, Ryan T - 827460992 (CO-1372)
- Bailey, Travis S - 824502904 (CO-1370)
- Bhaskar, Aditi - 831138526 (CO-1372)
- Bradley, Thomas H - 828200528 (CO-1377)
- Chong, Edwin K - 821700055 (CO-1373)
- Ettema, Rob - 830213966 (CO-1372)

Save

Once the PI-based reassignments have been saved, the Effort Coordinator should now be reflected as the Effort Coordinator (Grant Manager) on all projects belonging to their assigned PI(s). *Note: Any project-based 'Grant Manager Override' reassignments will override the PI-based reassignment made through this "Manage Assignments" option. A 'Grant Manager Override' reassignment can be identified by the red minus (-) icon next to the Effort Coordinator's name. The Grant Manager Override can be removed by clicking that red minus (-) icon.*

Project Certifications	Award and Account	Department Information	
Project Certification Summary Chart: Employee Type [Select] Period [Select]			
The default search is for project statements for all projects in this Department, for the current period of performance			
Status	Quarterly		
Auto Approved	53		
Ready for Pre Review	40	43.01%	
Pre Reviewed	53	56.99%	
Project Statements <input type="text" value="bailey"/> (If you would like to search for an apostrophe, please enter two apostrophes to return results)			
Project Nickname	Project Number	Effort Coordinator	PI
Investigating Major Influences on Groundwater Levels in the LaSalle/Gilcrest Area	5301289	Hinson, Mandi - 820471632 +	Bailey, Ryan - 827460992
Improved Modeling Framework for Assessing Phosphorus and Nitrogen Transport in Tile-Drained Watersheds	5301646	Hinson, Mandi - 820471632 +	Bailey, Ryan - 827460992
Constructing and Testing a Refined Groundwater Flow Model for the LaSalle/Gilcrest Area	5301755	Dawson Leon J - 836587858 + -	Bailey, Ryan - 827460992
Selenium Characterization and Modeling for	5301793	Hinson, Mandi - 820471632 +	Bailey, Ryan - 827460992