

ecrt Role Assignments	ecrt Function	ecrt Role access			
Functional System Administrator	ecrt generated e-mail with task to complete				
> Primary Department Effort Coordinator	Department Dashboard	lean lean lean lean lean lean lean lean			
-> Self-Certifier (PI)	Project Statement				
University Reporting	Payroll Task Project Task				
The user is able to associate a person to this role but the FSA is the only role that is able to assign the rights to perform the role functions	Reports				

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Department Dashboard	Functional System Administrator	College Effort Coordinator	Primary Department Effort Coordinator	Grant Manager*	Self-Certifier (PI)*	College & Department Reporting	University Reporting	Technical System Administrator	
ecrt Access	2	4		6	4	4	6	6	
The department dashboard includes all project confirmation statements, a list of active and inactive projects, and department information including department effort coordinators.									
Access to view the Department Dashboard									
	x	x	x			x	x	x	
View All Department Dashboards									
	x						x	x	
View only Department Dashboards which I am associated to		v	×			v			
Add a Grant Manager to a project		X	X			X			
	x	x	x						
Add a Department Effort Coordinator									
	x								
Delete a Department Effort Coordinator									
Assign the Primary Effort Coordinator	X								
Assign the Frinary Elion Coordinator									
	X								
Add a Department Viewer									
	X								

*Grant Manager and Self-Certifier (PI) will not be able to view the department dashboard because they are associated to a project or projects, not to departments



	Functional	College Effort	Primary	Grant	Self-Certifier	College &	University	Technical
	System	Coordinator	Department	Manager	(PI)	Department	Reporting	System
Project Statement	Administrator		Effort			Reporting		Administrator
	8	8	Coordinator	8	8	8	8	8
ecrt Access		9	-	-	9	-	9	
view only projects statements rain associated to				x	x			
View all project statements in my associated								
department(s)		Х	Х			Х		
View all project statements in all departments								
	Х						Х	X
Receives automated e-mail that statements are								
Ready for Pre Review			x	x				
Associated Project Confirmations Tab appears on								
Home Page with associated project statements			x	x				
Pre Review only assigned projects								
				х				
Pre Review all project statements in my								
associated department(s)			x					
Pre Review all project statements in all								
departments	х							
Request to Revise Payroll on a Project Statement								
during Pre Review*	x		x	x				
Ready for Confirmation					x			
Receives automated e-mail with a summary of								
PI's who received the 'Ready for Confirmation'			X					
Confirm a Project Statement								
					x			
Request to Revise Payroll on a Project Statement								
during Confirmation*					x			
Combination of Confirm and Request to Revise								
Payroll on a Project Statement					x			
Edit the Payroll Percentage Column and Cost								
Share Percentage Column on a Project					х			
Statement Add a Note to an Active Project Statement								
·····	x	x	x	x	х			
Add a Note to a Historical Project Statement								
······································	x	x	x	x				
Delete a Note from a Project Statement								
	x							
Attach a File to a Project Statement								
	х	х	х	х	х			
Delete an attachment from a Project Statement								
	x							
Get Help Emgil directed to this user								
			x	x				
Save a Preject Statement as PDE								
save a Project statement as PDF	x							
Reopen Project Statement	x							
	~							
Assign a Designee to a Project	Y							
	^							
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When a request to revise payroll is made, the project statement is now in a Revision Requested status and no changes can be made.