

Looking up Primary Department Effort Coordinator

In order to find the Primary Department Effort Coordinator on a grant, click Manage on the Menu bar, and click Look-up Data.

The screenshot shows the eCRT system interface. The top navigation bar includes 'Home', 'Confirm', 'Manage', 'Reports', 'Administration', and 'Links'. The 'Manage' menu item is highlighted with a green box. Below the navigation bar, there is a 'System Alert Message' banner. The main content area is titled 'Work List for Mike Kelley' and contains a welcome message. A green arrow points from the 'Manage' menu to the 'Look-up Data' link in the left sidebar. The 'Look-up Data' page is displayed, featuring a search box and a table for 'Associated Sub-Project Confirmations (View-Only)'. The table has columns for Project Title, Project Number, Sponsor, Period, Due Date, Status, and Staff. The table is currently empty, displaying the message 'There are no Project statements associated with you.'

From the Look-up Page, use the search box in the middle of the page to start a search for the grant you need the Primary Department Effort Coordinator. You only have to enter 3 numbers and the Look-up Page will populate a list of possible grants with the unique combination of numbers.

The screenshot shows the search results page in the eCRT system. The top navigation bar includes 'Home', 'Confirm', 'Manage', 'Reports', 'Administration', and 'Links'. The 'Manage' menu item is highlighted. Below the navigation bar, there is a 'System Alert Message' banner. The main content area is titled 'Look-up Data' and contains a search box with the number '304' entered. The search results are displayed in three columns: 'Employee', 'Department', and 'Active Award / Account'. The 'Employee' and 'Department' columns show 'No search results found'. The 'Active Award / Account' column shows a list of grants with their unique combinations of numbers: 3048990001 - Studies on being a Scientist, 3048990002 - Training Program in Hospital AX, 3048990003 - Molecular Electronics, and 3049003333 - Training Program in Financial Management. The 'Inactive Award / Account' column shows 3048990011 - New Techniques in Taxidermy.

Select the grant you wish to review from either the Active Award/Account or Inactive Award/Account and you will be routed to the Account Summary Page. The Account Summary Page includes information about the grant. The Primary Department Effort Coordinator is listed under "Account Manager" on the left side of the page.

Welcome, Mike Kelley | [Sign Out](#) |

Home | [Confirm](#) | [Manage](#) | [Reports](#) | [Administration](#) | [Links](#)
System Alert Message

Account Summary ?

Account Name:	Studies on being a Scientist	Exception Account:	<input type="checkbox"/>
Account Nickname:	Studies on being a Scientist	Cost Sharing Requirement:	<input type="checkbox"/>
Account Number:	3048990001	Start to End Date:	11/01/2014 to 12/31/2017
Account Type:	FA Federal Appropriation	Account PI:	Mike Kelley - 99807703 (Primary Effort Coordinator: Michael Jordan - mjordan1)
Account Manager:	Michael Jordan - mjordan1 (PEC)		show more >>

Associated Project Statements

3 items found, displaying all items.

Period	Project Confirmation Status
FY17 Quarter 3	In Progress
FY17 Quarter 2	Ready for Pre Review
FY17 Quarter 1	Ready for Confirmation

3 items found, displaying all items.

[Excel](#) | [XML](#) | [PDF](#) | [RTF](#)

Account Relationships

One item found.

Number	Name
3210598765	INSPIRE: Undergraduate Studies

One item found.

Covered Individuals associated with this Account

0 items found, displaying all items.

Name	Department
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