RD2K
EFFECT REPORTING SYSTEM

Step by Step instructions for
Adding a new HR record to RD2K for effort reporting.
Award Modification Project ID: (98702)

Please select the Modification Type:
- Date Extension
- Administrative Modification
- Budgetary Modification

Budgetary Modification Options:
- Clearing Interim Funding (Can include New Money On, generating Notice of Award)
- Transfer money to an existing award
- Reducing the awarded amount from the project
- Adding new money to an existing award
- Adding money as Interim Funding for an existing Award
- Clearing Interim Funding on
- Clearing Interim Funding through Transfer

Click Read Only Mode
If Time and Effort record does not exist for the required person OR person not listed as investigator then go to General tab.
Right Click in this area and select Add. It will open HR search window.
On this Human Resource search window, try to search for the person you would like to add on this project. If no record found then click New to add the person.
On this HR screen enter all the required information of the new person and click OK.
New person is added as investigator in a support capacity. Please save and go to Time & Effort Tab.
Click Refresh button in order to add the TE records for newly added investigator.