

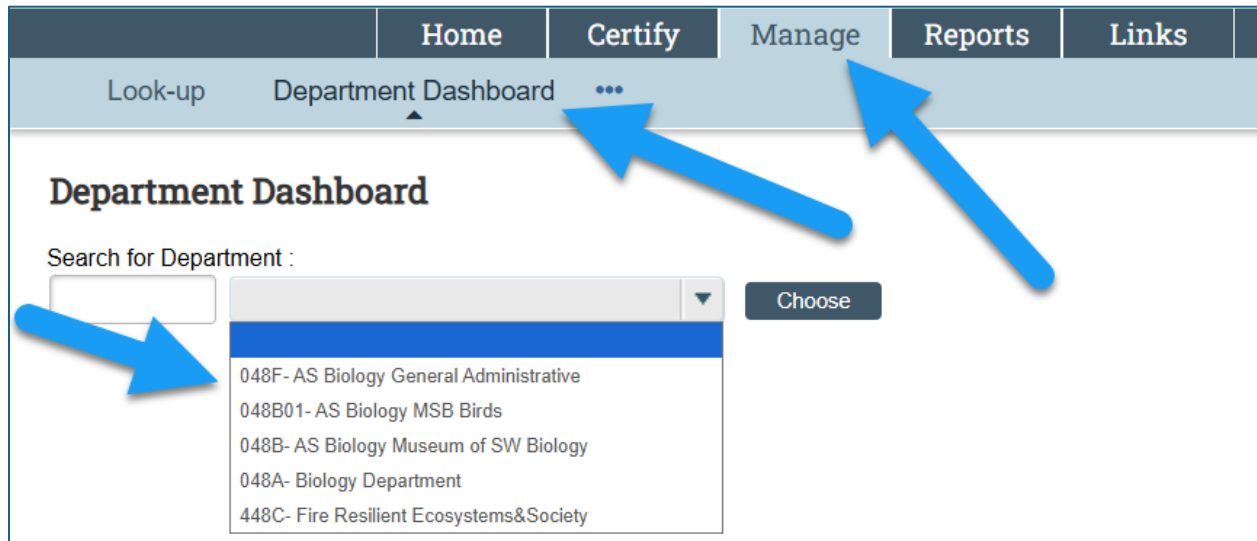
Adding Non-Primary Effort Coordinator Quick Guide

Summary

A Department may add **multiple Non-Primary Effort Coordinators**. Non-Primary Effort Coordinators have **full access** to all funds within a department through the **Department Dashboard**. A **Central Administrator** must also provide the Effort Coordinator **role** to any Non-Primary Effort Coordinators.

Department Dashboard

All departments associated with an Effort Coordinator have a **Department Dashboard**.



This page contains all the information relevant to the department, including all statements, information about Funds, and information about administrators for this department.

Search for Department :

Fund Certifications | **Grant and Fund** | **Department Information**

Department Basic Information:
 Name: AS Biology General Administrative Type: Description: Code: 048F
 Active: Yes

Department Reporting Period Coordinator(s)

Name	Address	Phone	Email	Action
Last-Name, First-Name Jade - 12345678			tiam@unm.edu	

All Effort Coordinators for a Department are visible on the **Department Information** tab. Select **Add** to add new Effort Coordinators.

Manage Assignments

Department: 048F - AS Biology General Administrative

Select User: john |

- Johnson Daphne - 102044957
- Johnson Christopher Alan - 101619452

Manage Reporting Period Coordinators

Unassigned PI/Certifier List Assigned PI/Certifier List

Search for the correct user and select **Save** to save the assignment. The new Effort Coordinator will be updated.

Fund Certifications | **Grant and Fund** | **Department Information**

Department Basic Information:
 Name: AS Biology General Administrative Type: Description: Code: 048F
 Active: Yes

Department Reporting Period Coordinator(s)

Name	Address	Phone	Email	Action
Johnson, Daphne - 102044957			zwadkinsdaniels@unm.edu	
Last-Name, First-Name Jade - 12345678			tiam@unm.edu	