Certify My Effort

The Research Foundation for SUNY implemented an online effort reporting tool—Effort Certification and Reporting Technology (ecrt)—to be used starting with spring 2013 (academic year campuses) or January 1 – June 30, 2013 (half-year campuses) effort statements. This document explains how to certify an effort statement for an individual who is responsible for certifying their own effort, including how to:

A. Select the effort statement needing certification
B. Review the effort statement
C. Certify effort
D. Attest or electronically sign the effort statement

Prerequisite: It is recommended that you view the “Introduction to the Effort Reporting Electronic Tool” video that is posted on the RF’s training page prior to certifying your effort.

Background
1. You will receive an e-mail from ecrt indicating that you have an effort statement requiring certification.
2. Click the “Statements Available for Certification” hyperlink at the bottom of the e-mail.
3. Once you are logged in the ecrt Work List page opens—this is the ecrt home page.

A. Select the Effort Statement Needing Certification
4. Access your effort statement by either:
   a. Clicking your name on the left side of the screen under the **Statement Owner** column.
   b. Click on the “Ready to be Certified” icon on the right side of the screen under the **Status** column.

B. Review the Effort Statement

![Effort Statement Example]

5. Review the effort statement to:
   a. Verify that the sponsored programs listed are the ones you committed effort to and performed activities for during the effort reporting period of performance.
   b. Verify the salary and/or cost share charges are reasonable and applicable to the activities performed.

6. The **eert** tool provides additional functionality that allows you to view the detail payroll amounts that were used to build your effort statement:
   a. Click the **Reports** icon in the header above the **Awards** column.
   b. Click **Payroll Report**.

![Reports Icon]

![Payroll Report Icon]
Note: If you have questions about the information on the effort statement:
- Click Get Help to send an e-mail to your campus effort reporting administrator.
- Once you resolved any questions or issues you will need to repeat the steps in this document to certify your effort statement.

C. Certify Effort

7. If you agree with the information displayed on the effort statement you will either click the All link to select all the checkboxes or click the Certify checkbox next to each award to select it.
8. Click the Certify button.
D. Attest or Electronically Sign the Effort Statement

9. Read the attestation statement and click **I Agree** to affix your electronic signature.
10. A pop-up window will appear with this message: “You have certified all checked activities for period [start and end dates of the effort reporting period of performance]. You will be sent back to the effort statement page when the process is complete. This can take up to 30 seconds to complete. Do not refresh this page.”
11. Click **OK** to confirm.
12. The effort certification is now complete.
13. You can log off from **ecrt** by clicking **Sign Out** in the top right corner of the page.