Certify My Effort and the Effort of My Staff

This document explains how to certify an effort statement for an individual who is responsible for certifying their own effort and the effort of staff, including how to:

- Log in
- Select an effort statement
- Review the effort statement
- Certify all effort
- Attest or electronically sign the effort statement
- Verify and confirm
- Sign out

Log In

1. You will receive an e-mail from ecrt indicating that you have an effort statement available for certification.
2. Click the “Statements Available for Certification” hyperlink at the bottom of the e-mail.
3. The ecrt Welcome page opens in a Web browser.
4. Select your campus location from the drop-down menu.
5. Enter your username and password:
   a. Your username is your Research Foundation (RF) portal ID. Your RF portal ID is either:
      i. Your e-mail address
      ii. Your RF employee ID number
   b. Your password is the same one you use to access the RF portal Web page, PIAI and QuickView. If you do not know your portal ID click the ‘Forgot Password’ link.
Select an Effort Statement

6. The **Work List** page opens—this is the **ecrt** home page.

7. If you are responsible for certifying the effort of your research staff you will see links for their effort statements listed on your **Work List** page.

8. Access an effort statement in **one of three** ways:
   a. Hover over the **Certify** tab on the menu bar and select **My Statements**.
   b. Click a name on the left side of the screen under the **Statement Owner** column.
   c. Click an individual effort statement icon on the right side of the screen under the **Status** column.
Select an Effort Statement

9. The individuals whose effort statements you need to certify are listed in the **Work List** box in the upper left corner.

10. You may certify the effort statements individually or in a group.

11. To certify effort statements one at a time:
   a. Click the individual’s name in the **Work List** box in the upper left corner.
   b. The individual’s effort statement opens.
   c. Complete steps 11 - 17 of this document.

12. To certify a group of effort statements:
   d. Select all the individuals listed in the **Work List** box in the upper left corner by clicking the checkmark icon (✓).
   e. To select certain individuals press the **Ctrl** key on your keyboard and click each person’s name in the **Work List** box.
   f. The effort statements for the individuals you selected appear below.
   g. Complete steps 10 - 17 of this document.
Review the Effort Statement(s)

13. Scroll down the screen and you will see the effort statement(s) for the individuals selected.

14. Review the effort statements to:
   a. Verify that the sponsored programs listed are the ones that your staff committed effort to and performed activities for during the effort reporting period of performance.
   b. Verify the salary and/or cost share charges are appropriate to the activities performed.

15. To view the dollar amounts instead of the percentages displayed in the effort statement columns:
   a. Click the $ Value link in the header above the column names.
   b. The percentages will convert to dollar amounts.
   c. Click the % Value link to return to the percentage view.

   **Note:** The effort statement must be in the percentage view before it can be certified.
16. To view the payroll amounts that were used to build the effort statement:
   a. Click the Reports icon in the header above the Awards column.
   b. Click Payroll Report.
      Note: The Payroll Report provides the detail salary distribution by award and pay period. It is helpful in understanding the amounts that make up the effort statement.
Certify All Effort

17. If you agree with the information displayed on the effort statement you will either click the **Certify** checkbox next to each award to select it or click the **All** link to select all the checkboxes.

   **Note:** You may see additional activity that does not have a checkbox. This indicates that another PI is responsible for certifying that portion of the individual’s effort.

18. Click **Certify Checked**.

19. If you have questions about the information on the effort statement(s):
   a. Click **Get Help** to send an e-mail to your campus effort reporting administrator.
   b. Once you resolved any questions or issues you will need to repeat the steps in this document to certify your effort statement.
Attest or Electronically Sign the Effort Statement

20. Read the attestation statement and click I Agree to affix your electronic signature to the effort statements for all individuals listed on the page.

21. 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.”

22. Click OK to confirm.

Verify and Confirm

23. You can verify that the statement statuses were updated to Certified by expanding the historical section.

24. The effort certification is now complete.

Sign Out

25. You can log off from ecrt by clicking Sign Out in the top right corner of the page.