

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

WELCOME TO eCRT

Faculty and staff are required to certify effort according to the federal government Office of Management and Budget (OMB) Circular A-21, section J.10. The RF implemented the Web-based **ecrt** system to facilitate effort reporting and certification at your campus.

If you have questions about how **ecrt** works or the effort reporting process, please visit the [Effort Reporting training page](#) on the RF's Web site.

Institution: RFSUNY Training
Username: @rfsunytraining.org
Password: ●●●●●●●●

Login

[Forgot your Password? Click here](#)

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

SUNY RF Research Foundation for SUNY Welcome, Pham Lee | Sign Out

Home **Certify** Reports Administration Links

Work List for Pham Lee

Welcome to the **ecrt** effort reporting system. The tabs below list all of the Effort certification tasks that require your attention - whether it is certifying statements, processing statements, or following up on outstanding statements. To view and resolve the specific task, select the link in the task description.

Statements Awaiting Certification (3)

| Statement Owner | Department | Due Date | Type | Status | PI |
|-----------------------|---|-----------|------|-----------------------|----|
| Lee, Pham - 57051 | 7986 - 600 Computer Science and Engineering | 8/31/2012 | Base | Ready to be Certified | |
| Ruelas, Alisa - 53871 | 7986 - 600 Computer Science and Engineering | 8/31/2012 | Base | Ready to be Certified | |
| Tan, Mary - 13391 | 7986 - 600 Computer Science and Engineering | 8/31/2012 | Base | Ready to be Certified | |

PI Training


- Introduction to the Effort Reporting Electronic Tool
- Certify My Effort
- Certify My Effort and the Effort of My Staff
- Effort Reporting Essentials

PI Reference Documents

- PI Glossary of Terms
- PI Effort Statement Statuses

Reference Material

- RF Effort Reporting Policy
- OMB Circulars
- National Institutes of Health: Grants Policy and Guidance

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

The screenshot shows two panels. The left panel, titled 'Work List', has a red border and contains a table of active individuals:

| Active | |
|---------------|--------------------------------------|
| Lee, Pham | 600 Computer Science and Engineering |
| Ruelas, Alisa | 600 Computer Science and Engineering |
| Tan, Mary | 600 Computer Science and Engineering |

Below the table is a 'Recently Completed' section. The right panel, titled 'Lee, Pham', shows a tree view of effort statements:

- Statement Owner
- Effort Statements
 - Needing certification
 - Base 8/31/2012 Ready to be Certified
 - In progress
 - Historical

Effort Statement for Lee, Pham (600 SUNY-Monthly); Base effort, from 01/01/2012 to 05/24/2012, due 8/31/2012; Status: Ready to be Certified

| | | | | | | \$ Value |
|--|----------------|--------------------|---------------|------------------|--------------------------|----------|
| Awards [-] | Salary Charges | Cost Share Charges | Total Charges | Certified Effort | Certify | |
| Sponsored - Federal/Federal Flow-through | | | | | | |
| 42380 Roles of Nfi Genes in Mouse Lung Development | | | | | | |
| 42380 Roles of Nfi Genes in Mouse Lung Development | 25.00% | 0.00% | 25.00% | 25.00% | <input type="checkbox"/> | |
| <i>Award Total:</i> | 25.00% | 0.00% | 25.00% | 25.00% | | |
| Sponsored - Federal/Federal Flow-through Total: | | | | | | |
| | 25.00% | 0.00% | 25.00% | 25.00% | | |
| Sponsored - Non Federal | | | | | | |
| 55104 Role of Nfix in neural stem cells and glioblastoma | | | | | | |
| 55104 Role of Nfix in neural stem cells and glioblastoma | 25.00% | 0.00% | 25.00% | 25.00% | <input type="checkbox"/> | |
| <i>Award Total:</i> | 25.00% | 0.00% | 25.00% | 25.00% | | |
| 58339 Western New York Stem Cell Culture and Analysis Center | | | | | | |


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:

- Click the individual's name in the **Work List** box in the upper left corner.
- The individual's effort statement opens.
- Complete steps 11 - 17 of this document.

12. To certify a group of effort statements:

- Select all the individuals listed in the **Work List** box in the upper left corner by clicking the checkmark icon ().
- To select certain individuals press the **Ctrl** key on your keyboard and click each person's name in the **Work List** box.
- The effort statements for the individuals you selected appear below.
- Complete steps 10 - 17 of this document.

Review the Effort Statement(s)

| | | | | | | |
|--|---------------|--------------|----------------|----|----------------|--------------------------|
| 58339 Western New York Stem Cell Culture and Analysis Center | | | | | | |
| 58339 Western New York Stem Cell Culture and Analysis Center | 9.40% | 0.00% | 9.40% | \$ | 9.40% | <input type="checkbox"/> |
| 58341 Cost Sharing for Award 58339 | 0.00% | 0.60% | 0.60% | \$ | 0.60% | <input type="checkbox"/> |
| <i>Award Total:</i> | 9.40% | 0.60% | 10.00% | | 10.00% | |
| Sponsored - Non Federal Total: | 34.40% | 0.60% | 35.00% | | 35.00% | |
| Non Sponsored | | | | | | |
| 000260 600 Other Institutional Activities | 40.00% | 0.00% | 40.00% | \$ | 40.00% | <input type="checkbox"/> |
| Non Sponsored Total: | 40.00% | 0.00% | 40.00% | | 40.00% | |
| Grand Total: | 99.40% | 0.60% | 100.00% | | 100.00% | All None |

Get Help Close Certify

Notes

Attachments

Effort Statement for Ruelas, Alisa (600 RF-Biweekly); Base effort, from 01/01/2012 to 05/18/2012, due 8/31/2012; Status: Ready to be Certified

INFO - This Effort Statement has multiple certifiers. Only lines that require your certification can be accessed.

| | Salary Charges | Cost Share Charges | Total Charges | Certified Effort | Certify |
|---|----------------|--------------------|---------------|------------------|---------|
| \$ Value | | | | | |
| Awards [-] | | | | | |
| Sponsored - Federal/Federal Flow-through | | | | | |
| 49110 Cellular Functions of Parkin | | | | | |
| 49110 Cellular Functions of Parkin | 14.00% | 0.00% | 14.00% | \$ | 14.00% |
| <i>Award Total:</i> | 14.00% | 0.00% | 14.00% | | 14.00% |
| 57603 Validating Phenotypes in Parkin-deficient iPSC-derived Midbrain | | | | | |

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

14. Review the effort statements to:

- 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.
- 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:

- Click the **\$ Value** link in the header above the column names.
- The percentages will convert to dollar amounts.
- 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

Effort Statement for Tan, Mary (600 SUNY-Monthly); Base effort, from 01/01/2012 to 05/24/2012, due 8/31/2012; Status: Ready to be Certified

INFO - This Effort Statement has multiple certifiers. Only lines that require your certification can be accessed.

| | | | | | \$ Value | |
|---|----------------|--------------------|----------------|------------------|---|--|
| Awards [-] | Salary Charges | Cost Share Charges | Total Charges | Certified Effort | Certify | |
| Sponsored - Federal/Federal Flow-through | | | | | | |
| 10753 Collaborative Research CT-M: Unification Laboratory for Cryptographic Protocol Analysis | | | | | | |
| 10753 Collaborative Research CT-M: Unification Laboratory for Cryptographic Protocol Analysis | 1.62% | 0.00% | 1.62% | 1.62% | <input checked="" type="checkbox"/> | |
| <i>Award Total:</i> | 1.62% | 0.00% | 1.62% | 1.62% | | |
| 26175 Rigorous Approaches for Validation and Verification of Socio-Technical Networks | | | | | | |
| 26175 Rigorous Approaches for Validation and Verification of Socio-Technical Networks | 0.52% | 0.00% | 0.52% | 0.52% | <input type="checkbox"/> | |
| <i>Award Total:</i> | 0.52% | 0.00% | 0.52% | 0.52% | | |
| 94536 Solid State Disk Based Energy-Efficient Storage System for Servers Agreement No. 20351 | | | | | | |
| 94536 Solid State Disk Based Energy-Efficient Storage System for Servers Agreement No. 20351 | 97.87% | 0.00% | 97.87% | 97.87% | <input type="checkbox"/> | |
| <i>Award Total:</i> | 97.87% | 0.00% | 97.87% | 97.87% | | |
| Sponsored - Federal/Federal Flow-through Total: | 100.01% | 0.00% | 100.01% | 100.01% | | |
| Grand Total: | 100.01% | 0.00% | 100.01% | 100.01% | <input type="checkbox"/> All <input type="checkbox"/> None | |

▶ Notes 

▶ Attachments 

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):

- 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.

Attest or Electronically Sign the Effort Statement

| Attestation | | |
|----------------------|----------------|--------------------------|
| Certifier | Statement Type | Period of Performance |
| Pham Lee - 57051 | Base | 01/01/2012 to 05/24/2012 |
| Alisa Ruelas - 53871 | Base | 01/01/2012 to 05/18/2012 |
| Mary Tan - 13391 | Base | 01/01/2012 to 05/24/2012 |

I confirm that I have firsthand knowledge of the activities performed by the above mentioned employee(s) and the distribution of the percent of salary is reasonable.

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

Lee, Pham

- ▶ Statement Owner
- ▼ Effort Statements ★
 - ▼ Needing certification
 - ▼ In progress
 - ▼ Historical ★

| | | |
|------|-----------|-----------|
| Base | 8/31/2012 | Certified |
|------|-----------|-----------|

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.