Certify Effort as a Restricted Effort Coordinator

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 effort statements for the individuals for whom you were delegated the authority to certify, 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 effort.

Background
1. You will receive an e-mail from **ecrt** indicating that you have effort statements requiring certification.
2. Click the 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

Restricted effort coordinators use the **Department Dashboard** to access the effort statements they need to certify.

1. From your **Work List** hover over **Manage** and click **Department Dashboard**:
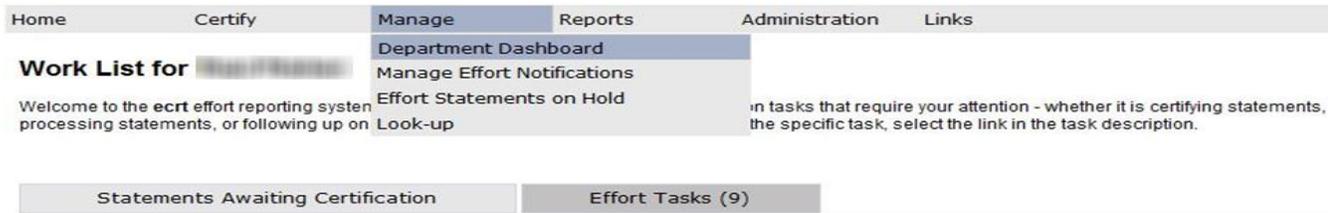
2. If you are assigned to more than one department you will be asked to choose a department to administer.
   Note: If you are only assigned to one department the **Department Dashboard** will automatically open and you will not be prompted to perform steps 2 and 3.

3. Click the down arrow to select a department from the drop-down list.
   a. *Or* you may start typing the name of the department name in the text box and the department will populate in the drop-down box.

4. The **Department Dashboard** opens.

About the Department Dashboard

The **Department Dashboard** page allows you to review all the information related to your assigned department(s), including: employees, awards and effort statements associated to that department.

This first section allows you to access information for another department if you are assigned the right to view information for more than one department.

Department Basic Information:
This section lists the name of the department and the **ecrt** code number assigned to the department.

Department Basic Information:

Name:	Professional Development Program	Type:	
Description:	Professional Development Program	Code:	8772
Active:	Yes		🔍

Department Effort Coordinators:
This section lists the individuals assigned as effort coordinators to the departments. The department effort coordinator and the primary effort coordinator for the campus are highlighted in yellow. Any other listed individuals are effort coordinators for the campus. All of these individuals have access to the department's information.

Department Effort Coordinator(s):

Name	Address	Phone	Action
			🔍
			🔍
			🔍

Covered Individuals associated to this Department:
This section lists the individuals in the department with effort on the department's sponsored awards or other institutional activity (OIA) for the department. **Note**: You may have to click **+** to expand the section and view the individuals.

The **Statements** column allows you to see at-a-glance the statues of the three most recent effort statements for each individual. As a restricted effort coordinator you will only see icons in this column for the individuals to whom you are delegated the authority to certify effort.

Covered Individuals associated to this Department:

Name	Type	Statements	Commitment
- Sponsored			
	RF-Biweekly		● On track
	RF-Nonexempt		● On track
	RF-Nonexempt		● On track
	RF-Biweekly		● On track
	RF-Biweekly		● On track
	RF-Nonexempt		● On track
	RF-Biweekly		● On track
	RF-Nonexempt		● On track
	RF-Biweekly		● On track
	RF-Biweekly		● On track
	RF-Biweekly		● On track
	RF-Biweekly		● On track
	RF-Biweekly		● On track
	RF-Nonexempt		● On track

Award(s) within this Department:
This section lists the active and inactive awards assigned to the department. Active awards are those with end dates the day you are viewing the information or later. Inactive awards are those with end dates that are earlier then the day you are viewing the information. For example: Today is February 1, 2013.

- Award A has an end date of October 7, 2013 and would be listed in the **Active** section.
- Award B has an end date of February 1, 2013 and would be listed in the **Active** section.
- Award C has an end date of January 31, 2013 and would be listed in the **Inactive** section.

Effort statement status icons will appear in the **Statements** column under the **Covered Individuals associated to this Department** section for the individuals for whom you are delegated the authority to certify effort:

5. Click one of the "Ready to be Certified" icons under the **Statements** column to open and certify that effort statement.

Hint: Right-click an effort statement icon under the **Statements** column. Next click to select either:
- **Open Link in New Tab**: Opens the effort statement in the same browser window on a new tab.
- **Open Link in New Window**: Opens the effort statement in a new browser window.
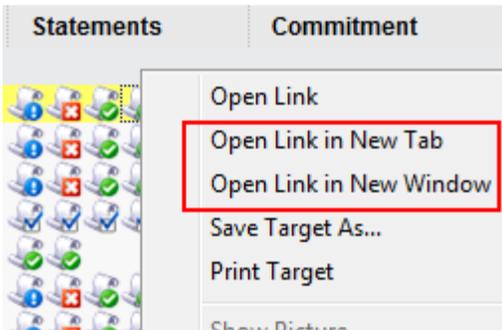
Opening an effort statement in a new tab or window saves time as you will not need to reload the **Department Dashboard** page after viewing an effort statement. The **Department Dashboard** will still be available in the initial browser tab or window.

B. Review the Effort Statement

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

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%	☐
Award Total:	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%	☐
Award Total:	25.00%	0.00%	25.00%		25.00%	
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%	☐
58341 Cost Sharing for Award 58339	0.00%	0.60%	0.60%	🟠	0.60%	☐
Award Total:	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%	☐
Non Sponsored Total:	40.00%	0.00%	40.00%		40.00%	
Grand Total:	99.40%	0.60%	100.00%		100.00%	All None

$ Value

Get Help   Close   Certify

▶ Notes

▶ Attachments

6. Review the effort statement to:
   a. Verify that the sponsored programs listed are the ones the individual 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.
7. The **ecrt** 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**.

C. Certify Effort

8. 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.
9. Click the **Certify** button.

D. Attest or Electronically Sign the Effort Statement

Attestation

Certification Attestation Effort 01/01/2012 - 05/18/2012
Due Date: 8/31/2012

Covered Individual:	Aaron Murphy - 56967	Location:	
Title:	Principal Investigator		
Department:	7986 - 600 Computer Science and Engineering	Effort Coordinator:	Charles Marks - 42494
Email:	aaron.murphy@rfsunytraining.org	Period of Performance:	01/01/2012 to 05/18/2012
Status:			

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.

[I Agree] [Cancel]

10. Read the attestation statement and click **I Agree** to affix your electronic signature.
11. 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."
12. Click **OK** to confirm.
13. The effort certification is now complete for that effort statement.
14. Repeat the steps in this document for all of the individuals for whom you certify effort.