

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:

Work List for Aaron Murphy

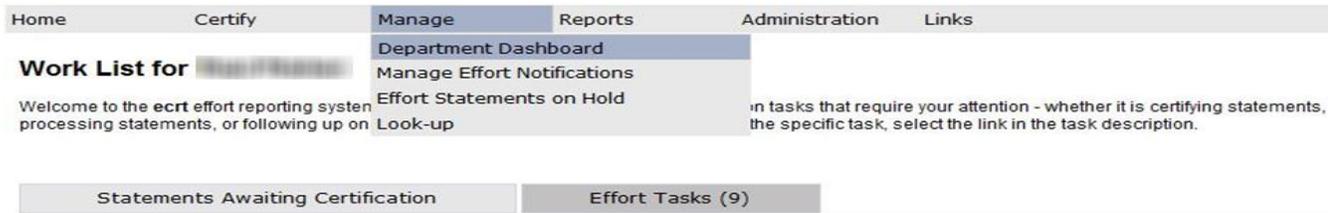
Welcome to the **ecrt** effort reporting system. The tabs below list all of the Effort certification tasks that require your attention - whether it is certifying statements, processing statements, or following up on outstanding statements. To view and resolve the specific task, select the link in the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

Statement Owner	Department	Due Date	Type	Status	PI
Murphy, Aaron - 56967	7986 - 600 Computer Science and Engineering	8/31/2012	Base	Ready to be Certified	
		11/16/2012	Base	Building, Not Ready for Certification	

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.

Department Dashboard

Choose a Department to administer. The search can be conducted using Department name or Department and sub-Department number. Results are produced more quickly using Department and sub-Department number.

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 Dashboard

Choose a Department to administer. The search can be conducted using Department name or Department and sub-Department number. Results are produced more quickly using Department and sub-Department number.

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
William W. ...			

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 statuses 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			
William W. ...	RF-Biweekly		On track
William W. ...	RF-Nonexempt		On track
William W. ...	RF-Nonexempt		On track
William W. ...	RF-Biweekly		On track
William W. ...	RF-Biweekly		On track
William W. ...	RF-Nonexempt		On track
William W. ...	RF-Biweekly		On track
William W. ...	RF-Nonexempt		On track
William W. ...	RF-Biweekly		On track
William W. ...	RF-Biweekly		On track
William W. ...	RF-Biweekly		On track
William W. ...	RF-Biweekly		On track
William W. ...	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 than 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.

Award(s) within this Department:

- Active					
Name	Number	Start Date	End Date	SPES	
Analysis of the functional status of the p53 tumor suppressor and correlation with the response to treatment	58287	09/01/2011	08/31/2012		📄
Collaborative Program to Assess the Status of Male Vocalization in Great-creeping Frogs: An Integration of	47434	08/01/2008	07/31/2012		📄
Influents, Neurobiology and Biomechanics	46417	08/01/2008	07/31/2012		📄
Collaborative Research: Molecular Adaptation and Genetic Competition	58937	06/09/2011	05/31/2014		📄
Effects of herbicide exposure on male reproduction in <i>Drosophila melanogaster</i>	54240	01/01/2010	12/31/2012		📄
SPH Region 2 Midland Program Development Grant	52789	10/01/2009	09/30/2012		📄
Evolution of Religion: Considering Bottom-Up and Top-Down Approaches	57383	03/01/2011	02/28/2013		📄
Genome-wide protein-DNA interactions responding to chronic opioid treatment	55336	09/01/2010	08/31/2013		📄
Investigating the role of H3K27M in epithelial cell differentiation responses	52481	11/01/2009	08/31/2012		📄
Quantifying nucleic acid-associated nitrogen compounds and metals in the headwaters of the Chesapeake Bay	52888	08/01/2011	07/31/2012		📄
Watershed Phase 2					
Quantifying Traceable Deposits of Nitrogen Compounds and Metals in the Headwaters of the Chesapeake Bay					
Watershed Phase 3					
Religious Convictions of the World from a Cultural Evolutionary Perspective and a General Field of Evolutionary	28885	06/01/2006	12/31/2012		📄
Religious Studies					
Role of Hsp70 in sulfur-dependent and -independent properties of P. aeruginosa	51667	08/08/2009	07/31/2012		📄
Role of Hsp70 in sulfur-dependent resistance	51588	09/01/2009	08/31/2012		📄
Signal transduction mechanism of P. aeruginosa sulfur-dependent response	51781	03/01/2011	02/28/2014		📄
Study of Growth-Deriving Sub-Inducer 2 (SI-2) in <i>Candida</i> University of Michigan	59548	09/01/2010	06/30/2012		📄
The Business and Biology of Stem Cells in Cell Therapy	54588	07/01/2010	06/30/2012		📄
The role of religion in managing the commons	57125	01/15/2011	01/11/2013		📄
Undergraduate Science Education Grant	58195	09/01/2010	08/31/2012		📄

• Inactive

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:

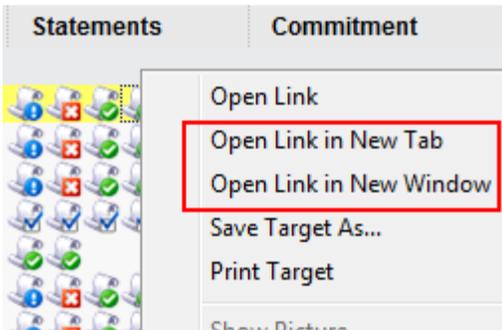
Covered Individuals associated to this Department:

Name	Alternate Effort Coordinator	Type	Statements	Commitment
- Sponsored				
AC	M	Albany RF-Biweekly	🟢	On track
AC	T	Albany RF-Biweekly	🟢	On track
AI	M	Albany RF-Nonexempt	🟢	On track
AR	M	Albany RF-Biweekly	🟢	On track
AR	M	Albany RF-Biweekly	🟢	On track
AB	M	Albany RF-Nonexempt	🟢	On track
AV	M	Albany RF-Biweekly	🟢	On track
BE	T	Albany RF-Nonexempt	🟢	On track
BE	M	Albany RF-Biweekly	🟢	On track
BE	M	Albany RF-Biweekly	🟢	On track
BE	T	Albany RF-Biweekly	🟢	On track
BE	M	Albany RF-Biweekly	🟢	On track
BE	M	Albany RF-Nonexempt	🟢	On track
BI	M	Albany RF-Biweekly	🟢	On track
BI	M	Albany RF-Biweekly	🟢	On track
BC	M	Albany RF-Nonexempt	🟢	On track

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

				\$ 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					
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

6. Review the effort statement to 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

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

	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 checked="" 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 checked="" type="checkbox"/>
<i>Award Total:</i>	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%	<input checked="" type="checkbox"/>
58341 Cost Sharing for Award 58339	0.00%	0.60%	0.60%	0.60%	<input checked="" 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 checked="" 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

Buttons: Get Help, Close, Certify

Notes, Attachments

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	Effort Coordinator:	Charles Marks - 42494
Department:	7986 - 600 Computer Science and Engineering	Period of Performance:	01/01/2012 to 05/18/2012
Email:	aaron.murphy@rfsunytraining.org		
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.

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.