

## Certify My Effort and the Effort of My Staff

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 and the effort of staff, including how to:

- A. Select an 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 link 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 an Effort Statement

The screenshot shows the 'Work List for Pham Lee' page in the ecrt system. It features a navigation menu on the left with options like 'PI Training' and 'PI Reference'. The main content area displays a table of statements awaiting certification. Below is the data from the table:

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	

1. 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.
2. Access an effort statement in **one of two** ways:
  - a. Click a name on the left side of the screen under the **Statement Owner** column.
  - b. Click an individual effort statement icon  on the right side of the screen under the **Status** column.

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

**Work List**

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

Recently Completed

**Lee, Pham**

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

9. You may certify the effort statements individually or in a group.
10. 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 12- 22 of this document.
11. To certify a group of effort statements:
  - a. Select all the individuals listed in the **Work List** box in the upper left corner by clicking the checkmark icon (  ).
  - b. To select certain individuals press the **Ctrl** key on your keyboard and click each person's name in the **Work List** box.
  - c. The effort statements for the individuals you selected appear below.
  - d. Complete steps 12 - 22 of this document.

## B. 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%	
<b>Sponsored - Non Federal Total:</b>	<b>34.40%</b>	<b>0.60%</b>	<b>35.00%</b>		<b>35.00%</b>	
<b>Non Sponsored</b>						
000260 600 Other Institutional Activities	40.00%	0.00%	40.00%	\$	40.00%	<input type="checkbox"/>
<b>Non Sponsored Total:</b>	<b>40.00%</b>	<b>0.00%</b>	<b>40.00%</b>		<b>40.00%</b>	
<b>Grand Total:</b>	<b>99.40%</b>	<b>0.60%</b>	<b>100.00%</b>		<b>100.00%</b>	<b>All None</b>

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.

				\$ Value	
Awards [-]	Salary Charges	Cost Share Charges	Total Charges	Certified Effort	Certify
<b>Sponsored - Federal/Federal Flow-through</b>					
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					

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

13. 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.

14. The **ecrt** tool provides additional functionality that allows you to view the detail payroll amounts that were used to build the effort statement:

- Click the **Reports** icon in the header above the **Awards** column.
- Click **Payroll Report**.



### C. 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	
<b>Sponsored - Federal/Federal Flow-through</b>						
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"/>	
Award Total:	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"/>	
Award Total:	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"/>	
Award Total:	97.87%	0.00%	97.87%	97.87%		
<b>Sponsored - Federal/Federal Flow-through Total:</b>	<b>100.01%</b>	<b>0.00%</b>	<b>100.01%</b>	<b>100.01%</b>		
<b>Grand Total:</b>	<b>100.01%</b>	<b>0.00%</b>	<b>100.01%</b>	<b>100.01%</b>	<input type="checkbox"/> <b>All</b> <input type="checkbox"/> <b>None</b>	

Get Help      Close      Certify

Notes

Attachments

15. 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.
16. Click **Certify**.
17. 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.

## D. 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.*

18. Read the attestation statement and click **I Agree** to affix your electronic signature to the effort statements for all individuals listed on the page.
19. 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."
20. Click **OK** to confirm.
21. The effort certification is now complete.
22. You can log off from **ecrt** by clicking **Sign Out** in the top right corner of the page.