





## Log-in to Effort Reporting and Certification Technology (ecrt)

Access **ecrt** by opening a Web browser and entering this URL: [www.rfsuny.org/ecrt](http://www.rfsuny.org/ecrt)

### 1. Click your campus logo:

Log In Through Your Campus Website

If you are at a campus listed below, access ecrt by clicking your logo.



### 2. Enter your campus NetID username and password.

## Help

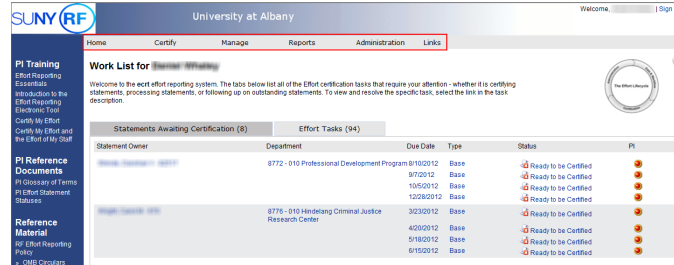
Information about the effort reporting process and effort certification is available on the [R F ' S public effort reporting webpages](#).

Click the **Get Help** button from an effort statement in **ecrt** to contact your campus effort reporting administrator.

Training materials are available via links in **ecrt**.

## Work List: The ecrt Home Page

The **Work List** provides access to the effort statements that need certification. Navigate **ecrt** using the tabs across the top of the screen (indicated by the red box below).



## Certify Effort

Certifiers access an effort statement by either:

- Clicking a name under the **Statement Owner** column.
- Clicking a "Read under" icon under the **Status** column.

The effort statement is displayed.

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	\$ Value Certified Effort	Certify
<b>Sponsored - Federal/Federal Flow-through</b>					
42380 Roles of NFI Genes in Mouse Lung Development	25.00%	0.00%	25.00%	25.00%	<input type="checkbox"/>
Award Total:	25.00%	0.00%	25.00%	25.00%	
<b>Sponsored - Federal/Federal Flow-through Total:</b>					
	25.00%	0.00%	25.00%	25.00%	
<b>Sponsored - Non Federal</b>					
55104 Role of Nfi in neural stem cells and glioblastoma	25.00%	0.00%	25.00%	25.00%	<input type="checkbox"/>
Award Total:	25.00%	0.00%	25.00%	25.00%	
58339 Western New York Stem Cell Culture and Analysis Center	9.40%	0.00%	9.40%	9.40%	<input type="checkbox"/>
Award Total:	9.40%	0.00%	9.40%	9.40%	
58341 Cost Sharing for Award 58339	0.60%	0.60%	1.20%	1.20%	<input type="checkbox"/>
Award Total:	0.60%	0.60%	1.20%	1.20%	
<b>Sponsored - Non Federal Total:</b>					
	34.60%	0.60%	35.20%	35.60%	
<b>Non Sponsored</b>					
000290 600 Other Institutional Activities	40.00%	0.00%	40.00%	40.00%	<input type="checkbox"/>
<b>Non Sponsored Total:</b>					
	40.00%	0.00%	40.00%	40.00%	
<b>Grand Total:</b>					
	99.60%	0.60%	100.20%	100.00%	All None

Buttons: Get Help, Close, Certify

## Certify Effort (continued)

1. Review the effort statement to verify the salary and/or cost share charges are reasonable and applicable to the activities performed.
  2. View detailed payroll amounts by clicking the **Reports** icon in the header above the **Awards** column and then click **Payroll Report**:
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3. Return to the effort statement.
  4. Click the checkbox for each award line or click the **All** link and then click **Certify**.
  5. Read the certification attestation statement and click **I Agree** to affix your electronic signature.
  6. Click **OK** to confirm on the pop-up window.
  7. The effort certification is complete.

If you are responsible for certifying the effort of your research staff, or you are a restricted effort coordinator, refer to the other side of this reference guide.