



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

Access **ecrt** by opening a Web browser and entering this URL: 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

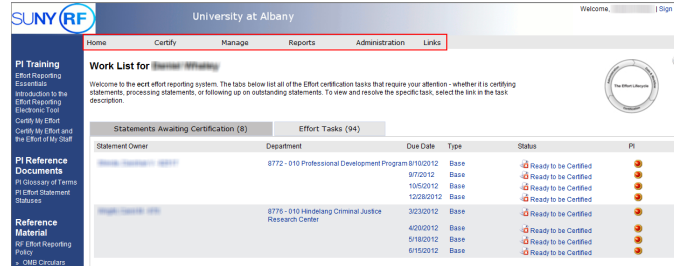
Information about the effort reporting process and effort certification is available on the [R F ' S public effort reporting webpages](#).

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
Sponsored - Federal/Federal Flow-through					
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%	
Sponsored - Federal/Federal Flow-through Total:					
	25.00%	0.00%	25.00%	25.00%	
Sponsored - Non Federal					
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%	0.60%	10.00%	10.00%	
Sponsored - Non Federal Total:					
	34.40%	0.60%	35.00%	35.00%	
Non Sponsored					
000290 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

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**:
-
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.