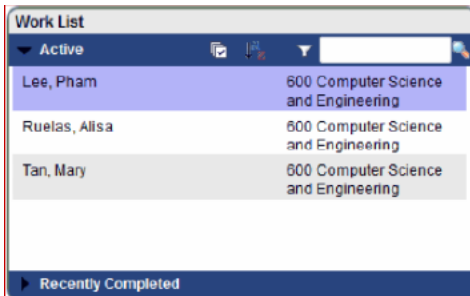



Certify the Effort of Research Staff

PIs or their designated proxy certifier or restricted effort coordinator are responsible for certifying the effort of research staff.

1. Access an effort statement by either:
 - Clicking a name under the **Statement Owner** column.
 - Clicking a "Read" icon to the right of a name under the **Status** column.
2. The individuals whose effort statements need to be certified are listed in the **Work List** box in the upper left corner:



3. To certify statements one at a time click an individual **Work List** name in the
4. To certify all the individuals click the 
5. The selected statements will display below the work list.
6. Review the effort statement(s).
7. For the displayed effort statement(s) click the checkbox for each award line or click the **All** link and then click **Certify**.
8. Read the certification attestation statement and click **I Agree** to affix your electronic signature.
9. Click **OK** to confirm on the pop-up window.
10. The effort certification is complete.

Certify Effort as a Restricted Effort Coordinator

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. Type the first three letters of the department you are assigned to and click to select the department name from the drop-down list. Next click **Submit**.
3. The **Department Dashboard** for your selected department opens.
4. If necessary click the + next to **Sponsored** under the **Covered Individuals associated to the Department** section.
5. The individuals whose effort you need to certify will have icons under the Statements column:

Covered Individuals associated to this Department

Sponsored	Name	Alternate Effort Coordinator	Type	Statements	Comment
<input type="checkbox"/>	AC		Albany RF-Sweatly		
<input type="checkbox"/>	AC		Albany RF-Sweatly		
<input type="checkbox"/>	AI		Albany RF-Nonempt		
<input type="checkbox"/>	AI		Albany RF-Sweatly		
<input type="checkbox"/>	AI		Albany RF-Sweatly		
<input type="checkbox"/>	AI		Albany RF-Nonempt		
<input type="checkbox"/>	AI		Albany RF-Sweatly		
<input type="checkbox"/>	AI		Albany RF-Nonempt		
<input type="checkbox"/>	BI		Albany RF-Sweatly		
<input type="checkbox"/>	BI		Albany RF-Sweatly		
<input type="checkbox"/>	BI		Albany RF-Sweatly		
<input type="checkbox"/>	BI		Albany RF-Sweatly		
<input type="checkbox"/>	BI		Albany RF-Sweatly		
<input type="checkbox"/>	BI		Albany RF-Nonempt		
<input type="checkbox"/>	BI		Albany RF-Sweatly		
<input type="checkbox"/>	BI		Albany RF-Sweatly		
<input type="checkbox"/>	BI		Albany RF-Nonempt		

6. Right-click an effort statement icon to open the statement in a new tab or window.
7. Review the effort statement.
8. Click the checkbox for each award line or click the **All** link and then click **Certify**.
9. Read the certification attestation statement and click **I Agree** to affix your electronic signature.
10. Click **OK** to confirm on the pop-up window.
11. The effort certification is complete.
12. Repeat these steps for all the individuals for whom you certify.

Online Effort Certification

Reference Guide for Certifiers

Version 1
May 2013



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 the RF logo:

Log In Through the RF Website

If you are at a campus location other than the campuses listed to the left, log in to **ecrt** by clicking the RF logo.



2. Enter your RF website username and password.

Note: If you don't know password click the **Forgot Your Password** link to have a new password sent to your e-mail address.

Help

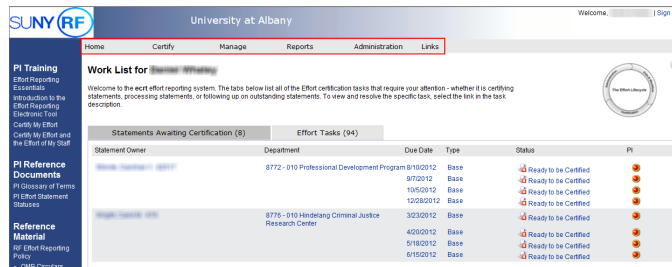
Information about the effort reporting process and effort certification is available on the [R F ' S public effort reporting webpages](#).

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:

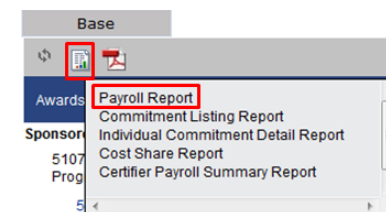
- Clicking a name under the **Statement Owner** column.
- Clicking a "Read" icon under the **Status** column.

The effort statement is displayed.

Awards	Salary Charges	Cost Share Charges	Total Charges	Certified Effort	Curtsy
Sponsored - Federal/Federal Flow-through					
42380 Roles of NFI Genes in Mouse Lung Development	25.00%	0.00%	25.00%	25.00%	
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:					
55104 Role of Nfi in neural stem cells and glioblastoma	25.00%	0.00%	25.00%	25.00%	
55104 Role of Nfi in neural stem cells and glioblastoma	25.00%	0.00%	25.00%	25.00%	
Award Total:	25.00%	0.00%	25.00%	25.00%	
Sponsored - Non Federal					
58339 Western New York Stem Cell Culture and Analysis Center	9.40%	0.00%	9.40%	9.40%	
58339 Western New York Stem Cell Culture and Analysis Center	0.60%	0.00%	0.60%	0.60%	
58341 Cost Sharing for Award 58339	9.40%	0.60%	10.00%	10.00%	
Award Total:	34.80%	0.60%	35.00%	35.00%	
Sponsored - Non Federal Total:					
Non Sponsored	40.00%	0.00%	40.00%	40.00%	
000290 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

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.