



The Research Foundation for

The State University of New York

Online Effort Certification

Reference Guide for Certifiers

Version 1, May 2013

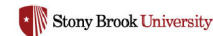


Log-in to Effort Reporting and Certification Technology (ecrt)

Access **ecrt** by opening a Web browser and entering this URL: www.rfsuny.org/ecrt

1. Click 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.

Certify Effort

Certifiers access an effort statement by either:

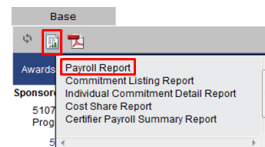
- Clicking a name under the **Statement Owner** column.
- Clicking a “Ready to be Certified” icon under the **Status** column.

The effort statement is displayed.

Awards	Salary Charges	Cost Share Charges	Total Charges	Certified Effort	Value
Sponsored - Federal Federal Flow-through					
42380 Roles of NFI Genes in Mouse Lung Development	25.00%	0.00%	25.00%	25.00%	25.00%
Award Total	25.00%	0.00%	25.00%	25.00%	25.00%
Sponsored - Federal Federal Flow-through Total					
Sponsored - Non Federal					
55104 Role of Nfi in neural stem cells and glioblastoma	25.00%	0.00%	25.00%	25.00%	25.00%
Award Total	25.00%	0.00%	25.00%	25.00%	25.00%
58339 Western New York Stem Cell Culture and Analysis Center	9.40%	0.00%	9.40%	9.40%	9.40%
58341 Cost Sharing for Award 58339	0.00%	0.60%	0.60%	0.60%	0.60%
Award Total	9.40%	0.60%	10.00%	10.00%	10.00%
Sponsored - Non Federal Total	34.40%	0.60%	35.00%	35.00%	35.00%
Non Sponsored					
000260 500 Other Institutional Activities	40.00%	0.00%	40.00%	40.00%	40.00%
Non Sponsored Total	40.00%	0.00%	40.00%	40.00%	40.00%
Grand Total	99.40%	0.60%	100.00%	100.00%	All None

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.

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).

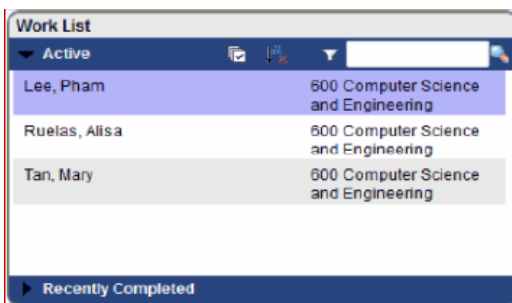
Navigation tabs: Home, Certify, Manage, Reports, Administration, Links

Statement Owner	Department	Due Date	Type	Status	PI
8772-010 Professional Development Program	8772-010	9/7/2012	Base	Ready to be Certified	
		10/5/2012	Base	Ready to be Certified	
		12/29/2012	Base	Ready to be Certified	
8776-010 Hindsburg Criminal Justice Research Center	8776-010	3/23/2012	Base	Ready to be Certified	
		4/23/2012	Base	Ready to be Certified	
		5/16/2012	Base	Ready to be Certified	
		6/15/2012	Base	Ready to be Certified	


Certify the Effort of Research Staff

PIs 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 “Ready to be Certified” icon  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:



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	

3. To certify statements one at a time click an individual’s name in the **Work List**.
4. To certify all the individuals click the  checkmark icon.
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.

Help

Information about the effort reporting process and effort certification is available on the [RF’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**.