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 "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 	D	$\downarrow_{\mathbf{z}}^{n}$	т 🔍
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.

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- 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.
- 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:

Name	Alternate Effort Coordinator	Type	Statements	Commitment
Sponsored Z				
Ac	M	Albany RF-Biweekty		On track
Ac	T)	Albany RF-Biweekty		On track
AJ	M	Albany RF-Nonexempt		On track
Ar	M	Albany RF-Biweekty		On track
Ar	M	Albany RF-Biweekty		On track
A3	M	Albany RF-Nonexempt		On track
Av .	M	Albany RF-Biweekty		On track
B;	T)	Albany RF-Nonexempt		On track
Bi	M	Albany RF-Biweekty	2322	On track
B;	м	Albany RF-Biweekty	2222	On track
84	TO	Albany RF-Biweekty		On track
Be	M	Albany RF-Biweekty		On track
Br	M	Albany RF-Biweekty		On track
Bt	M	Albany RF-Nonexempt		On track
B	M	Albany RF-Biweekty		On track
R	M	Albany RF-Biweekty		On track
D/	M	Albany DE-Moneyamot		On track

- 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.
- Repeat these steps for all the individuals for whom you certify.



Online Effort Certification

Reference Guide for Certifiers

Version 1 May 2013



The State University of New York



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

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

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 your RF website 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 <u>RF's</u> <u>public effort reporting webpages</u>.

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).

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	Home	Certify	Manage	Reports	Administration	Links			
ing mang intothe ming Tool	Work List f Welcome to the e statements, proc description.	or Instant Min ort effort reporting a essing statements,	system. The tabs below or following up on outst	list all of the Effort certifi anding statements. To	ication tasks that require view and resolve the spe	your attentio cific task, sel	n - whether it is certifyin ect the link in the task	2	The Office Linguist
Effort Effort and	Statem	ents Awaiting C	ertification (8)	Effort Tas	ks (94)				
f My Staff	Statement Own	ter		Department		Due Date	Type	Status	PI
rence ents vol Terms	Berge State	MALIN - AMALINY		8772 - 010 Profession:	al Development Program	8/10/2012 9/7/2012 10/5/2012 12/28/2012	Base Base Base	Ready to be Certified Ready to be Certified Ready to be Certified Ready to be Certified	3 3 3
atement									

Certify Effort

Certifiers access an effort statement by either:

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

The effort statement is displayed.

• [1] 74		<u>S Value</u>					
Awards [-]	Salary Charges	Cost Share Charges	Total Charges	Certified Effort		Certify	
Sponsored - Federal/Federal Flow-through							
42380 Roles of NFI Genes in Mouse Lung Development							
42380 Roles of NFI Genes in Mouse Lung Development	25.00%	0.00%	25.00%	0	25.00%		
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 Nfix in neural stem cells and glioblastoma							
55104 Role of Nfix in neural stem cells and glioblastoma	25.00%	0.00%	25.00%	0	25.00%		
Award Total:	25.00%	0.00%	25.00%		25.00%		
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%	0	9.40%	100	
58341 Cost Sharing for Award 58339	0.00%	0.60%	0.60%	0	0.60%	100	
Award Total	9.40%	0.60%	10.00%		10.00%		
Sponsored - Non Federal Total:	34.40%	0.60%	35.00%		35.00%		
Non Sponsored							
000260 600 Other Institutional Activities	40.00%	0.00%	40.00%	••	40.00%	100	
Non Sponsored Total:	40.00%	0.00%	40.00%		40.00%		
Grand Total:	99.40%	0.60%	100.00%		100.00%	None	
Get Help			_	lose	Cer	tify	
Notes							

Certify Effort (continued)

- 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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Awards Sponsore 5107 Prog	Payroll Report Commitment Listing Report Individual Commitment Detail Report Cost Share Report Certifier Payroll Summary Report		•
5	<	•	

- 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.