

# Certify My Effort and the Effort of My Staff

The Research Foundation for SUNY implemented an online effort reporting tool—Effort Certification and Reporting Technology (ecrt)—to be used starting with spring 2013 (academic year campuses) or January 1 – June 30, 2013 (half-year campuses) effort statements. This document explains how to certify an effort statement for an individual who is responsible for certifying their own effort and the effort of staff, including how to:

- A. Select an effort statement needing certification
- B. Review the effort statement
- C. Certify effort
- D. Attest or electronically sign the effort statement

**Prerequisite**: It is recommended that you view the "Introduction to the Effort Reporting Electronic Tool" video that is posted on the <u>RF's training page</u> prior to certifying your effort.

### **Background**

- You will receive an e-mail from ecrt indicating that you have an effort statement requiring certification.
- 2. Click the link at the bottom of the e-mail.
- 3. Once you are logged in the ecrt Work List page opens—this is the ecrt home page.

#### A. Select an Effort Statement



- 1. If you are responsible for certifying the effort of your research staff you will see links for their effort statements listed on your **Work List** page.
- 2. Access an effort statement in one of two ways:
  - a. Click a name on the left side of the screen under the **Statement Owner** column.
  - b. Click an individual effort statement icon on the right side of the screen under the **Status** column.

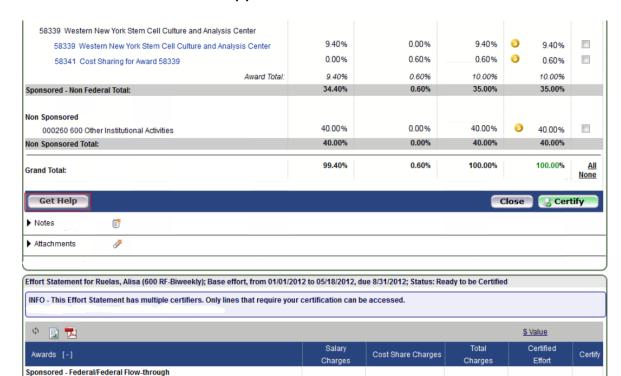
3. The individuals whose effort statements you need to certify are listed in the **Work List** box in the upper left corner:





- 9. You may certify the effort statements individually or in a group.
- 10. To certify effort statements one at a time:
  - a. Click the individual's name in the **Work List** box in the upper left corner.
  - b. The individual's effort statement opens.
  - c. Complete steps 12-22 of this document.
- 11. To certify a group of effort statements:
  - a. Select all the individuals listed in the **Work List** box in the upper left corner by clicking the checkmark icon ( ).
  - b. To select certain individuals press the **Ctrl** key on your keyboard and click each person's name in the **Work List** box.
  - c. The effort statements for the individuals you selected appear below.
  - d. Complete steps 12 22 of this document.

## B. Review the Effort Statement(s)



12. Scroll down the screen and you will see the effort statement(s) for the individuals selected.

Award Total

13. Review the effort statements to:

57603 Validating Phenotypes in Parkin-deficient iPSC-derived Midbrain

49110 Cellular Functions of Parkin

49110 Cellular Functions of Parkin

a. Verify that the sponsored programs listed are the ones that your staff committed effort to and performed activities for during the effort reporting period of performance.

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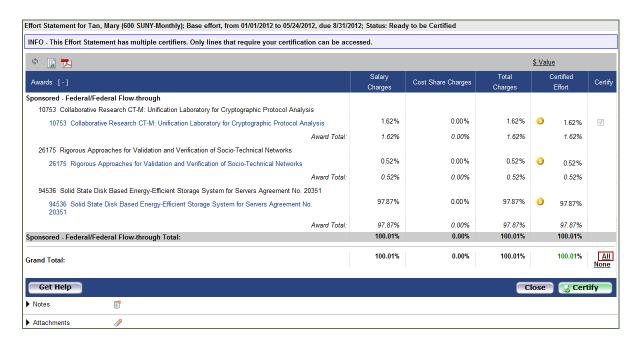
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- b. Verify the salary and/or cost share charges are appropriate to the activities performed.
- 14. The **ecrt** tool provides additional functionality that allows you to view the detail payroll amounts that were used to build the effort statement:
  - a. Click the **Reports** icon in the header above the **Awards** column.
  - b. Click Payroll Report.

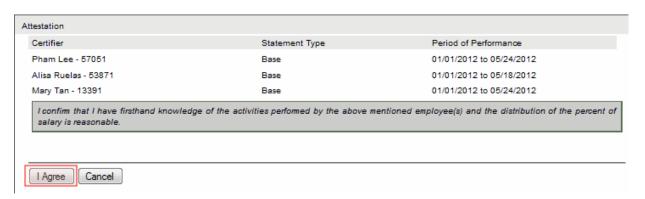


#### C. Certify All Effort



- 15. If you agree with the information displayed on the effort statement you will either click the Certify checkbox next to each award to select it or click the All link to select all the checkboxes.
  Note: You may see additional activity that does not have a checkbox. This indicates that another PI is responsible for certifying that portion of the individual's effort.
- 16. Click Certify.
- 17. If you have questions about the information on the effort statement(s):
  - a. Click **Get Help** to send an e-mail to your campus effort reporting administrator.
  - b. Once you resolved any questions or issues you will need to repeat the steps in this document to certify your effort statement.

## D. Attest or Electronically Sign the Effort Statement



- 18. Read the attestation statement and click **I Agree** to affix your electronic signature to the effort statements for all individuals listed on the page.
- 19. A pop-up window will appear with this message: "You have certified all checked activities for period [start and end dates of the effort reporting period of performance]. You will be sent back to the effort statement page when the process is complete. This can take up to 30 seconds to complete. Do not refresh this page."
- 20. Click **OK** to confirm.
- 21. The effort certification is now complete.
- 22. You can log off from ecrt by clicking Sign Out in the top right corner of the page.