

# **Certify My Effort**

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, including how to:

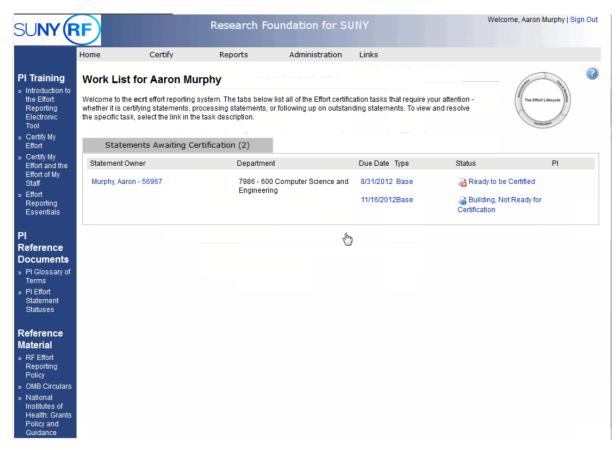
- A. Select the effort statement needing certification
- B. Review the effort statement
- C. Certify effort
- D. Attest or electronically sign the effort statement

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

## Background

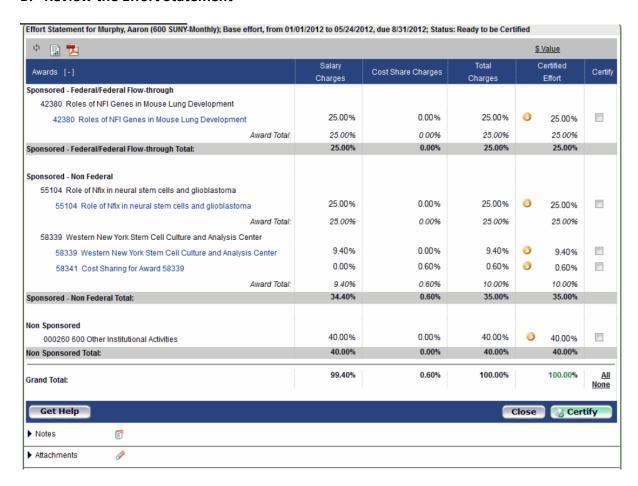
- 1. You will receive an e-mail from **ecrt** indicating that you have an effort statement requiring certification.
- 2. Click the link at the bottom of the e-mail.
- 3. Once you are logged in the ecrt Work List page opens—this is the ecrt home page.

### A. Select the Effort Statement Needing Certification

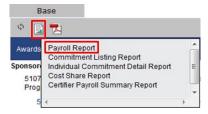


- 4. Access your effort statement by either:
  - a. Clicking your name on the left side of the screen under the **Statement Owner** column.
  - b. Click on the "Ready to be Certified" icon on the right side of the screen under the **Status** column.

#### B. Review the Effort Statement



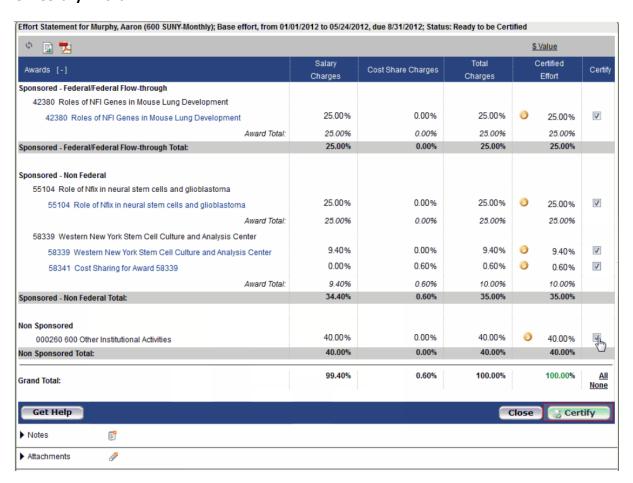
- 5. Review the effort statement to:
  - a. Verify that the sponsored programs listed are the ones you committed effort to and performed activities for during the effort reporting period of performance.
  - b. Verify the salary and/or cost share charges are reasonable and applicable to the activities performed.
- 6. The **ecrt** tool provides additional functionality that allows you to view the detail payroll amounts that were used to build your effort statement:
  - a. Click the Reports icon in the header above the Awards column.
  - b. Click Payroll Report.



**Note**: If you have questions about the information on the effort statement:

- Click Get Help to send an e-mail to your campus effort reporting administrator.
- Once you resolved any questions or issues you will need to repeat the steps in this
  document to certify your effort statement.

# C. Certify Effort



- 7. If you agree with the information displayed on the effort statement you will either click the **All** link to select all the checkboxes or click the **Certify** checkbox next to each award to select it.
- 8. Click the **Certify** button.

# D. Attest or Electronically Sign the Effort Statement



- 9. Read the attestation statement and click I Agree to affix your electronic signature.
- 10. 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."
- 11. Click **OK** to confirm.
- 12. The effort certification is now complete.
- 13. You can log off from ecrt by clicking Sign Out in the top right corner of the page.