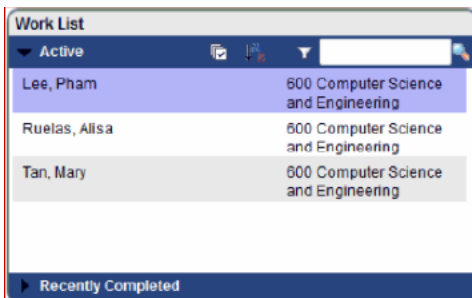## Certify the Effort of Research Staff

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:
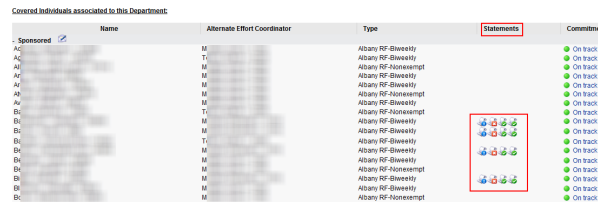

3. To certify statements one at a time click an individual's name in the **Work List**.
4. To certify all the individuals click the checkmark icon.
5. The selected statements will display below the work list.
6. Review the effort statement(s).
7. For the displayed effort statement(s) click the checkbox 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.

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:

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.

ecrt

a Huron Consulting Group solution

Online Effort Certification

Reference Guide for Certifiers

Version 1
May 2013

SUNY RF

The Research Foundation for
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: 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.

COLLEGE OF NANOSCALE SCIENCE & ENGINEERING
UNIVERSITY AT ALBANY State University of New York

UNIVERSITY AT ALBANY
State University of New York

BINGHAMTON UNIVERSITY
STATE UNIVERSITY OF NEW YORK

University at Buffalo
The State University of New York

Stony Brook University

2. Enter your campus NetID username and password.

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**.

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).
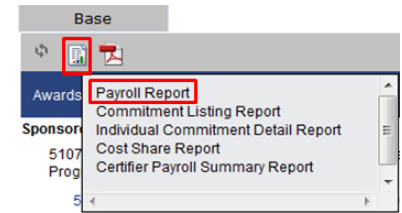

Certify Effort

Certifiers access an effort statement by either:
- Clicking a name under the **Statement Owner** column.
- Clicking a "Ready to be Certified" icon under the **Status** column.

The effort statement is displayed.

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.