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

1. Click your campus 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.

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.
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:

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**.