SUNY RF
The Research Foundation for
The State University of New York

Online Effort Certification

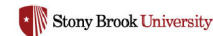## Reference Guide for Certifiers
Version 1, May 2013

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.

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

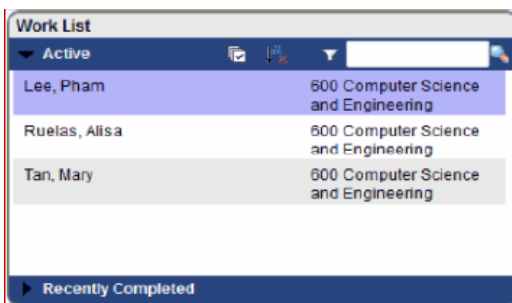Certifiers access an effort statement by either:
- Clicking a name under the **Statement Owner** column.
- Clicking a "Ready to be Certified" icon under the **Status** column.

The effort statement is displayed.

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**:
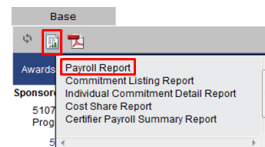
3. Return to the effort statement.

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.

Certify the Effort of Research Staff

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**.

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a Huron Consulting Group solution