





## Log-in to Effort Reporting and Certification Technology (ecrt)

Access **ecrt** by opening a Web browser and entering this URL: [www.rfsuny.org/ecrt](http://www.rfsuny.org/ecrt)

1. Click the RF logo:

### Log In Through the RF Website

If you are at a campus location other than the campuses listed to the left, log in to **ecrt** by clicking the RF logo.



2. Enter your RF website username and password.

**Note:** If you don't know your RF website password click the **Forgot Your Password** link to have a new password sent to your e-mail address.

## 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**:
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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.**