



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 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.

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.

Awards	Salary Charges	Cost Share Charges	Total Charges	Certified Effort	Value
Sponsored - Federal Federal Flow-through					
42380 Roles of NFI Genes in Mouse Lung Development	25.00%	0.00%	25.00%	25.00%	25.00%
Award Total	25.00%	0.00%	25.00%	25.00%	25.00%
Sponsored - Federal Federal Flow-through Total					
Sponsored - Non Federal					
55104 Role of Nfi in neural stem cells and glioblastoma	25.00%	0.00%	25.00%	25.00%	25.00%
Award Total	25.00%	0.00%	25.00%	25.00%	25.00%
58339 Western New York Stem Cell Culture and Analysis Center	9.40%	0.00%	9.40%	9.40%	9.40%
58341 Cost Sharing for Award 58339	9.40%	0.60%	10.00%	10.00%	10.00%
Award Total	34.40%	0.60%	35.00%	35.00%	35.00%
Sponsored - Non Federal Total					
000260 500 Other Institutional Activities	40.00%	0.00%	40.00%	40.00%	40.00%
Non Sponsored Total	40.00%	0.00%	40.00%	40.00%	40.00%
Grand Total	99.40%	0.60%	100.00%	100.00%	All None

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.


Work List: The ecrt Home Page

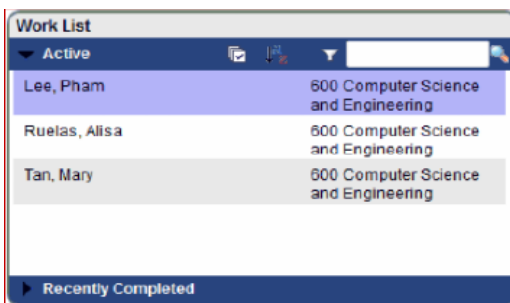
The **Work List** provides access to the effort statements that need certification. Navigate **ecrt** using the tabs across the top of the screen (indicated by the red box below).

The screenshot shows the SUNY RF ecrt Home Page. At the top, there are navigation tabs: Home, Certify, Manage, Reports, Administration, and Links. The 'Certify' tab is highlighted with a red box. Below the navigation, there is a 'Work List for [User Name]' section. A table lists 'Statements Awaiting Certification (8)' and 'Effort Tasks (94)'. The table has columns for Statement Owner, Department, Due Date, Type, Status, and PI. The Status column shows 'Ready to be Certified' with a red icon next to each row.


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:



Work List	
▼ Active	
Lee, Pham	600 Computer Science and Engineering
Ruelas, Alisa	600 Computer Science and Engineering
Tan, Mary	600 Computer Science and Engineering

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**.