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.

   **SUNY RF**

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.

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**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.

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**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 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.