How To Certify Effort in ECRT

Contact Information

For any difficulties logging in to the website or with technical issues with the system, please contact the VPR Help Desk at vprhelp@utsa.edu or at x7805.

The rules, regulations, and policies for effort certification can be found in the links of the left tab of the home page in the ECRT website and on the VPR website at http://research.utsa.edu/research-funding/time-effort/

For any guidance with rules, regulations, policies, or with the data in the certified effort column, please contact your RSC Effort Coordinator. The RSC Effort Coordinator is your post award contact found at http://research.utsa.edu/osp/te/contact.php
This information can also be found on the ECRT system in the Effort Statement Page, in pane B Under Statement Owner.

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Get to The Effort Statement Page

1. Navigate to http://research.utsa.edu/research-funding/time-effort/ and login with your abc123.

2. Click "Continue" at the Welcome Screen to get to the Home Screen (pictured below).

3. From the Home Screen or any other screen in ECRT, select "Certify > My Statements" **1** from the banner at the top to get to the Effort Statement Page.

Home	Certify	Reports	Administration	Links		
	My Statements **1**					

Work List for Jimmy Buffett

Welcome to the ecrt effort reporting system. The tabs below list all of the Effort certification tasks that require your attention – whether it is certifying statements, processing statements, or following up on outstanding statements. To view and resolve the specific task, select the link in the task description.

The Effort Lifecycle

Statements Awaiting Certification (2)

Statement Owner	Department	Due Date	Type	Status	PI
Buffett, Jimmy - jimmybuffett	MODERN ROCK - Modern Rock Department	12/31/2011	Base	Not Certified, Not Processed	
Springsteen, Bruce - brucespringsteen	CLASSIC ROCK - Classic Rock Department	12/31/2011	Base	Not Certified, Not Processed	🔴

Effort Statement Instructions

To certify your effort, type the percent of effort that you worked on each activity during the certification period in the box provided. Then click each of the certify checkboxes and press the Certify button. Your certification statement needs to be certified and then approved for processing by your effort coordinator. Finally, all certification data must be entered as a whole number (i.e. 10).

Ⓐ Work List Pane

4.   Select the person to be certified in the Work List Pane under the tab "Statements Requiring Certification" ② or select all ⑨

B Statement Information Pane

5. Here you must select the statement to certify. Under ">Effort Statements > Needing Certification" **3** select the current period. The date shown is the certification period opening date (11/25/2014) but mouseover hover text will show the full "Period of Performance 03/01/2014 to 08/31/2014". **4**

Pane B will default to opening all the uncertified statements for the person you select in Pane A. You must choose the current period. You may have people in the Work List Pane who do not need certification for this period but are still listed from previous periods. You may certify for previous periods now but please contact your RSC effort coordinator if you do so.

C Effort Statement Pane

The information in "Computed Effort" and "Certified Effort" matches the payroll report in DEFINE and Peoplesoft, but only you as the PI know which accounts the person should have been paid from.

If you **do not agree with or need more detail** for the certified effort, please contact your RSC effort coordinator. They can provide a detailed breakdown and assist with any required cost transfers.

If you are over a **salary cap** (the NIH cap is currently $181,500 for a 12 month appointment or $136,125 for a 9 month appointment) please verify with your RSC effort coordinator that the cost share account is properly setup. The information provided in the ECRT popup **5** is not necessarily accurate. Do not certify if you are over this limit and not properly appointed.

6. If you agree with the "Certified Effort Column", place a check mark in the "Certify?" column **6** for each of the accounts for which you are an administrator or a check mark in the Grand Total.

As PI, you will certify your effort on all accounts, regardless of whether or not you are the PI of that account. For your support staff, you can only certify for your accounts. Other PI accounts will be grayed out and may already be checked, depending on the progress of the other PI .

7. Once all the "Certify?" boxes are checked, the certify button **7** will appear in the bottom banner. Click to certify and approve the pop up confirmation message.

If that was the last statement needing certification for that person, he will be moved from "Statements Requiring Certification" to "Recently Completed" in Pane A. If that person has more statements to certify, he will stay in Pane A but the statement will move from "Needing certification" to "Historical" in Pane B and the status of the statement in Pane B will now show "Certified".

8. Repeat from Step 4 until all of the people are moved from "Statements Requiring Certification" to "Recently Completed" in the Work List Pane.