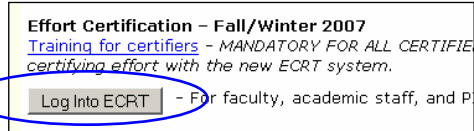


# Quick-Start Guide to Certifying Effort with ECRT

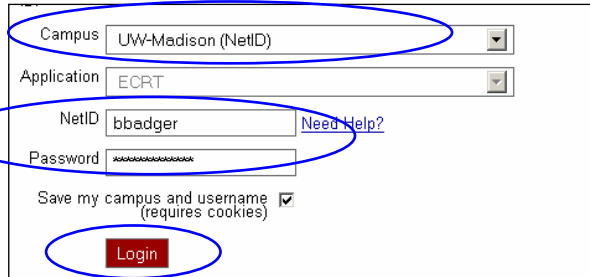
1. Open your Web browser and go to: **www.rsp.wisc.edu/effort**

2. Click the button that says:  
**Log Into ECRT**



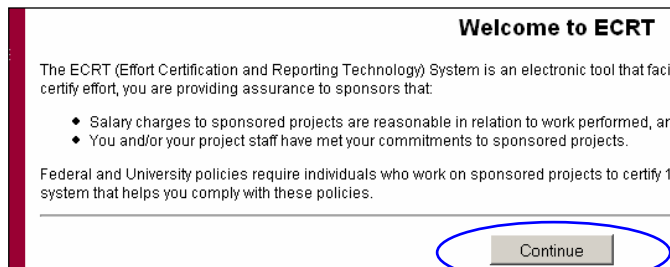
3. On the *Login Screen*:

- Choose "UW-Madison" in the **Campus** drop-down menu
- Enter your **NetID** and **Password**
- Click the **Login** button



4. On the *ECRT Welcome Screen*:

- Click the **Continue** button



5. On the *ECRT Home Page*:

- Click the link that says **Certify/View My Effort** (at the bottom of the screen, near the center)



6. View your *Effort Statement*.

Project	Payroll	Cost Share	Computed Effort	Certified	Certify
<b>Sponsored</b>					
144-PJ81 WEAK DECAYS OF OXYGEN-14, CARBON-14, AND BORON-8	24.38	1.56	25.94	<input type="text" value="0"/>	<input type="checkbox"/>
144-LS81 WEAK DECAYS OF OXYGEN-14 AND BORON-8	0.00	0.00	0.00	<input type="text" value="0"/>	<input type="checkbox"/>
<b>Sponsored Totals:</b>	<b>24.38</b>	<b>1.56</b>	<b>25.94</b>	<b>0</b>	
<b>Non Sponsored</b>					
UWMSN-OTHER All Non-Sponsored Effort	75.62	-1.56	74.06	<input type="text" value="0"/>	<input type="checkbox"/>
<b>Non Sponsored Totals:</b>	<b>75.62</b>	<b>-1.56</b>	<b>74.06</b>	<b>0</b>	
<b>Grand Totals:</b>	<b>100.00</b>	<b>0.00</b>	<b>100.00</b>	<b>0</b>	<a href="#">All None</a>

7. Determine your effort distribution for the period.

8. Compare your effort distribution with the numbers in the **Computed Effort** column of the statement. For each sponsored project:

- If your effort percentage for any sponsored project differs from the number in the **Computed Effort** column by five percentage points or more, enter your estimate of your actual effort percentage for that project in the **Certified** column.
- Otherwise, enter the number from the **Computed Effort** column in the **Certified** column, rounding to the nearest integer.

(as shown on the next page)

# Quick-Start Guide to Certifying Effort with ECRT

8. (Continued)

	Payroll	Cost Share	Computed Effort	Certified
WEAK DECAYS OF OXYGEN-14, CARBON-14, AND BORON-8	24.38	1.56	25.94	<input type="text" value="26"/>
WEAK DECAYS OF OXYGEN-14 AND BORON-8	0.00	0.00	0.00	<input type="text" value="10"/>
	<b>24.38</b>	<b>1.56</b>	<b>25.94</b>	<b>36</b>

9. Enter a number in the **Certified** column for your non-sponsored effort, if you have any. The numbers in this column must total 100%.

Computed Effort	Certified
25.94	<input type="text" value="26"/>
0.00	<input type="text" value="10"/>
25.94	36
74.06	<input type="text" value="64"/>
74.06	64
<b>100.00</b>	<b>100</b>

10. Enter a **Note** to indicate any voluntary committed cost sharing to projects that don't appear in the **Sponsored** portion of your statement.

Use the text field below to enter an Effort note. (4000 character max.)

My non-sponsored line includes 8% voluntary committed cost sharing to 144-AB21, a project for which I'm a key person but not the PI.

11. Click the checkbox on each line of your statement.

Certified	Certify
<input type="text" value="26"/>	<input checked="" type="checkbox"/>
<input type="text" value="10"/>	<input checked="" type="checkbox"/>
36	
<input type="text" value="64"/>	<input checked="" type="checkbox"/>
64	

12. Click the **Certify** button.

75.62	-1.56	74.06	<input type="text" value="64"/>	<input checked="" type="checkbox"/>
75.62	-1.56	74.06	64	
<b>100.00</b>	<b>0.00</b>	<b>100.00</b>	<b>100</b>	<a href="#">All None</a>

Save Certify Cancel

13. Read the text that begins with the words **I certify...** – This is your confirmation that:

- Effort was devoted at a level that justifies the salary charges, if any
- You have suitable means of verifying the work that was performed

I certify that the salary charged, including any salary transfers, and the effort certified this period reasonably reflect the work performed. I further certify that I am in a position that provides me with a suitable means of verification that the work was performed.

I Agree Cancel

14. Click the button that says **I Agree**

I certify that the salary charged, including any salary transfers, and the effort certified this period reasonably reflect the work performed. I further certify that I am in a position that provides me with a suitable means of verification that the work was performed.

I Agree Cancel

15. You're done! **Log out** or close your Web browser.