ECRT Demonstration: Steps and Screen Shots

Part 1. How to log in, certify your effort, and certify effort for a member of your project team

To log in: Start at www.rsp.wisc.edu/effort, and click the Login button in the Related Links section:

At the Login Page, select your Campus and click Select:
Then enter your Netid and Password and click Log in:

![Login Form]

The ecrt Welcome Screen is displayed – Click Continue:

Welcome to ECRT

The ECRT (Effort Certification and Reporting Technology) System is an electronic tool that facilitates the University’s effort certification process. When you certify effort, you are providing assurance to sponsors that:

- Salary charges to sponsored projects are reasonable in relation to work performed, and
- You and/or your project staff have met your commitments to sponsored projects.

Federal and University policies require individuals who work on sponsored projects to certify 100% of their University effort. ECRT is an easy-to-use system that helps you comply with these policies.

It is strongly recommended that you complete training prior to continuing with any certification.

The ecrt Home Page displays a list of all statements that you need to certify. Click any name or statement link to navigate to the certification page:

![Statements Table]
The Work List (top left window) displays the names of all individuals who you have the ability to certify. Click on a name and the top right window will display some basic demographic data on the individual, as well as links to their statements in the Needing Certification and Historical lists.

You can select multiple names by holding down **CTRL** or **Shift** and clicking the names. You can also click the button to display up to 25 statements at once. Scroll down to see the effort statement(s).

Next steps – review the statement for accuracy. Some scenarios you should pay attention to:

1. **144-PRJ94GT**: Paid and cost-shared effort. Was sufficient effort devoted to meet this commitment? Yes.
2. **133-13389MB**: Howard Bailey has a 15% commitment this project – which he met for this period of performance.
3. **142-PRJ67LS**: Howard Bailey is a PI on this account but did not put any effort in during the period of performance.
Your Effort Statement – After you have entered your Effort Distribution and checked the Certify? checkboxes:

If you have selected multiple statements, keep scrolling down to see the next statement. The page will display (and you can certify) up to 25 statements at a time.

Enter an Effort Note when you certify at percentages that are different than your computed effort:
The next step – confirm that:
1. Sufficient effort was devoted to justify the salary charges, and
2. Commitments have been met, and
3. You have suitable means of verifying the effort that you are certifying
4. If you are certifying a single statement, click the **Certify** button. If you are certifying multiple statements, click the **Certify Checked** button.

<table>
<thead>
<tr>
<th>Committed Effort</th>
<th>Payroll</th>
<th>Cost Share</th>
<th>Computed Effort</th>
<th>Certified Effort</th>
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An attestation statement will display. The details of the statement(s) that you are certifying will be displayed, along with the Attestation Statement. Read the Attestation Statement and click **I Agree**.
The individual’s names will drop off your Work List when you have certified their statements. Continue to certify statements until only your name remains on the certification page.

When you go back to your home page, you should also see that your Statements Awaiting Certification tab is empty:

You are done! Thank you for certifying your effort in the ecrt system.