



# Certify My PI's Perspective

Effort Certification and Reporting Technology, or **ecrt**, is designed to help you comply with the provisions of TTUHSC El Paso's effort reporting policies, federal policy OMB Circular A-21 section J.10., NIH Salary Limitation on Grants and other relevant agency policies that govern the need to provide certification of an individual's effort pursuant to his/her sponsored and nonsponsored programs. TTUHSC El Paso's effort certification process is simplified and standardized as a result of this technology.

**Ecrt** can be accessed from the WebRaider Portal, under the HSC Finance El Paso tab. Click on the Effort Certification and Reporting Technology (ecrt) link found under Accounting > Contracts and Grants Accounting.

The Welcome page is displayed. Click on **Continue**.



## Welcome to ECRT

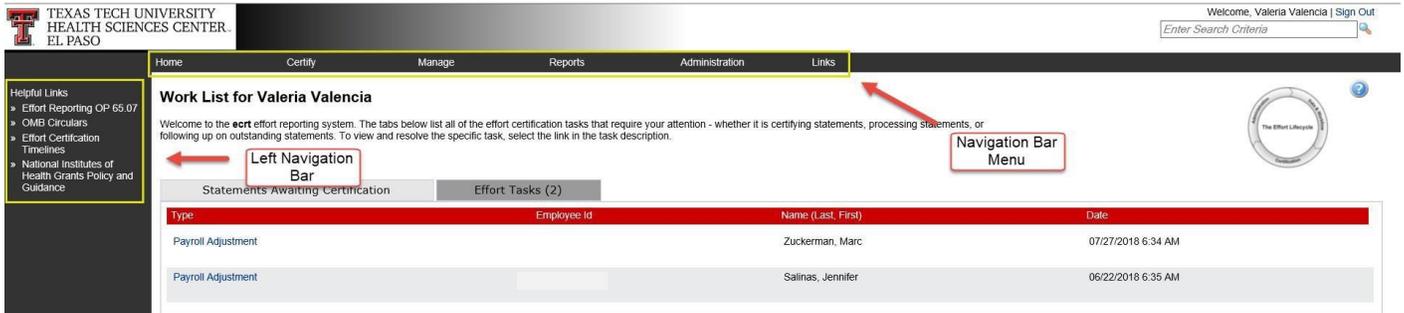
Welcome to the next big thing in time and effort reporting... Effort Certification and Reporting Technology (ECRT)  
At Haron Consulting University, we have deployed the web-based ECRT system to serve as the new tool to facilitate the institution's effort reporting and certification process. The institution's previous process - which included a variety of paper forms and cumbersome manual processing - will no longer be used. Individuals that are required to review and certify their research effort can take comfort knowing that this new technology dramatically simplifies the process.  
ECRT is a web-based technology that intuitively guides certifiers and administrators through the various facets of the effort reporting and certification process on a periodic basis. The ECRT system uses a guided process to walk you through the steps that you will need to complete your effort certification. Our institution's process will be simplified and standardized as a result of this technology... keeping the process simple for you, the end user.  
The ECRT system is designed to help you comply with the provisions of this institution's effort reporting policies, federal policy OMB Circular A-21 section J.10., NIH Salary Limitation on Grants, and other relevant agency policies that govern the need to provide certification of an individual's effort pursuant to his/her sponsored and non-sponsored programs. Faculty and staff are required to complete and submit an Effort Certification Statement for review and approval by a user's respective deadline.  
So, log in and get started. You will be certified before you know it!

Continue Click Continue

## Navigation:

The primary method of navigating within the system is using the navigation menu bar along the top of the screen. The navigation menu bar is on every screen of the application, allowing you to move from one page to another quickly. When you place the cursor on a label in the navigation menu bar the available pages to which you can navigate appear in the menu drop-down list. The **Home** menu on the far left returns the user to the **Work List** from anywhere in the application. There are also clickable links available on certain pages of the application that allow you to select for navigation to other pages.

The **Left Navigation Bar** that is available on the Work List page contains useful links to training documents and other reference material. These links are also displayed in the **Links** drop-down menu in the navigation menu bar which is available at the top of every page of the application.



Welcome, Valeria Valencia | Sign Out  
 Enter Search Criteria

Home Certify Manage Reports Administration **Links**

**Work List for Valeria Valencia**  
 Welcome to the **eeet** 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.

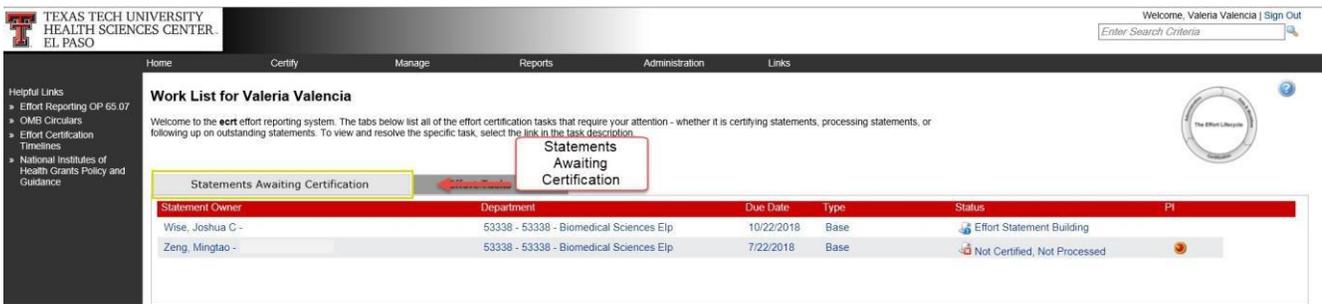
Statements Awaiting Certification **Effort Tasks (2)**

Type	Employee Id	Name (Last, First)	Date
Payroll Adjustment		Zuckerman, Marc	07/27/2018 6:34 AM
Payroll Adjustment		Salinas, Jennifer	06/22/2018 6:35 AM

## Work List Page:

The **Work List** page for the PI lists the tasks that require your attention in the **Statements Awaiting Certification** tab. Next to the tab name is the number of items displayed on the page. This list shows all statements for which you have certification responsibility.

To access a statement from the list, select **your name** from the Statement Owner column which will direct you to your effort statement page. Selecting the Due Date, statement **Type** or **Status** of a specific statement will also direct you to your effort statement.



Welcome, Valeria Valencia | Sign Out  
 Enter Search Criteria

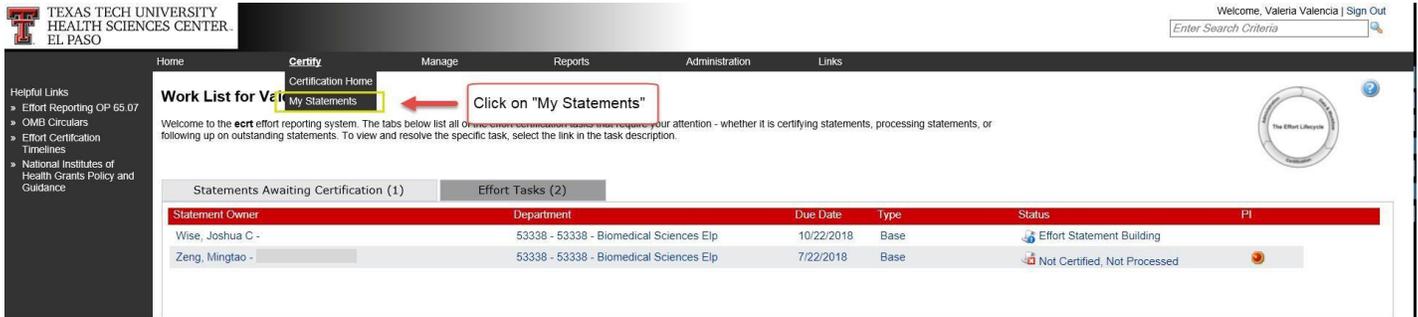
Home Certify Manage Reports Administration **Links**

**Work List for Valeria Valencia**  
 Welcome to the **eeet** 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.

Statements Awaiting Certification **Effort Tasks (2)**

Statement Owner	Department	Due Date	Type	Status	PI
Wise, Joshua C -	53338 - 53338 - Biomedical Sciences Elp	10/22/2018	Base	Effort Statement Building	
Zeng, Mingtao -	53338 - 53338 - Biomedical Sciences Elp	7/22/2018	Base	Not Certified, Not Processed	

You may also access your statement by clicking **My Statements** from the **Certify** navigation menu located in the navigation menu bar along the top of the screen.



Home    **Certify**    Manage    Reports    Administration    Links

Helpful Links  
 -> Effort Reporting OP 65.07  
 -> OMB Circulars  
 -> Effort Certification Timeliness  
 -> National Institutes of Health Grants Policy and Guidance

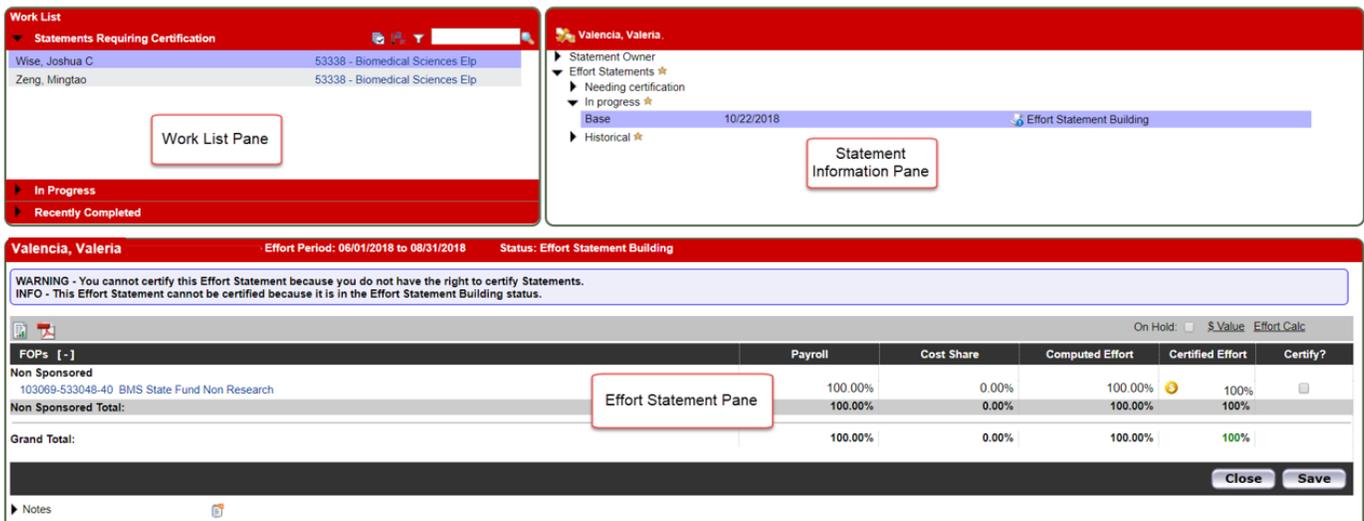
Welcome to the **cert** effort reporting system. The tabs below list all of your current effort reporting tasks that require your attention - whether it is certifying statements, processing statements, or following up on outstanding statements. To view and resolve the specific task, select the link in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

Statement Owner	Department	Due Date	Type	Status	PI
Wise, Joshua C -	53338 - 53338 - Biomedical Sciences Elp	10/22/2018	Base	Effort Statement Building	
Zeng, Mingtao -	53338 - 53338 - Biomedical Sciences Elp	7/22/2018	Base	Not Certified, Not Processed	

## Certify My Statement:

The **Effort Statement** page displays three panes containing information relevant to the certification process: the **Work List** pane, the **Statement Information** pane and the **Effort Statement** pane.

### [-] Effort Statement Instructions



**Work List**  
 Statements Requiring Certification  
 Wise, Joshua C    53338 - Biomedical Sciences Elp  
 Zeng, Mingtao    53338 - Biomedical Sciences Elp

**Statement Information**  
 Valencia, Valeria  
 Statement Owner  
 Effort Statements  
 Needing certification  
 In progress  
 Base    10/22/2018    Effort Statement Building  
 Historical

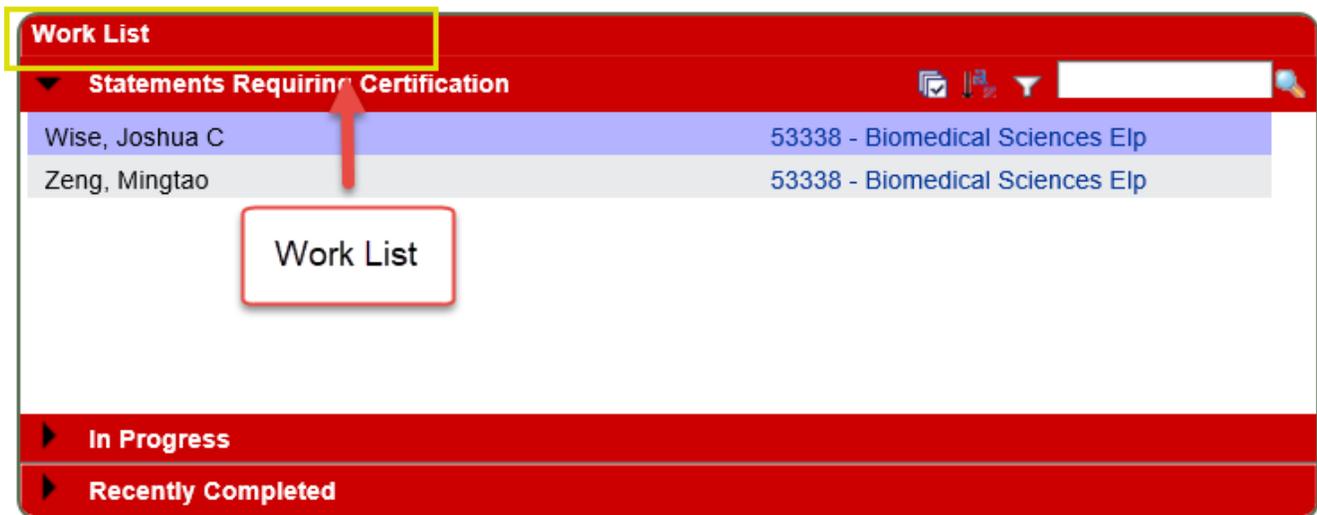
**Effort Statement**  
 Valeria, Valeria    Effort Period: 06/01/2018 to 08/31/2018    Status: Effort Statement Building  
 WARNING - You cannot certify this Effort Statement because you do not have the right to certify Statements.  
 INFO - This Effort Statement cannot be certified because it is in the Effort Statement Building status.

FOPs [-]	Payroll	Cost Share	Computed Effort	Certified Effort	Certify?
Non Sponsored					
103069-533048-40 BMS State Fund Non Research	100.00%	0.00%	100.00%	100%	
Non Sponsored Total:	100.00%	0.00%	100.00%	100%	
Grand Total:	100.00%	0.00%	100.00%	100%	

On Hold: \$ Value    Effort Calc  
 Close    Save

The top left pane is the Work List. The Statements Requiring Certification List in this pane shows the PI's name, department number and department name, and the same information for all individuals that are currently related to the PI. The PI always appears at the top of this list. Related individuals will appear in the list if they have at least one statement with an uncertified FOP on which the user is the PI. The Recently Completed list shows related people that have effort statements for the current Period of Performance that have been certified.

## Effort Statement Instructions



Work List	
▼ Statements Requiring Certification	
Wise, Joshua C	53338 - Biomedical Sciences Elp
Zeng, Mingtao	53338 - Biomedical Sciences Elp
▶ In Progress	
▶ Recently Completed	

The top right pane on the Effort Statement is the Statement Information pane. There are multiple expandable/collapsible lists in the pane. The first list is the Statement Owner list. Click the arrow to the left of Statement Owner to expand the list. The Statement Owner list displays demographic information about you – your title, the Primary Effort Coordinator, your home department and your email.



Valencia, Valeria -

- ▼ Statement Owner
 

Title:	Senior Analyst	Effort Coordinator:	
Department:	20324 - Finance Systems Mg...	Email:	<a href="mailto:valeria.valencia@ttuhsc.edu">valeria.valencia@ttuhsc.edu</a>
- ▼ Effort Statements ★
  - ▶ Needing certification
  - ▼ In progress ★
 

Base	4/22/2019	 Effort Statement Building
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  - ▶ Historical ★

The second list is the In Progress list. The In Progress list contains any statements in the Certified, Not Processed status or Effort Statement Building status.

The third list is the Historical list. The Historical list contains statements from any previous period. The statements are listed in ascending order, and you can view any historical statement by clicking on the statement status link.

Statement Type	Date	Status
Base	10/22/2018	Effort Statement Building
Base	5/31/2018	Auto Approved
Base	2/28/2018	Auto Approved
Base	11/30/2017	Auto Approved

The third pane displays your effort statement. The Effort Statement Header displays your name and R number, the employee type, statement type, Period of Performance dates, the due date and the status of the statement.

Below the header is the Message Box that will, under certain circumstances, display information about the statement. Below the Message Box is the Statement Action Bar, which is an area that contains a variety of icons and links that allows you to perform certain actions:

- The List of Reports icon allows you to run selected reports to which you have access that contain more information about the data on the effort statement.
- The PDF Report icon generates the Effort Statement PDF that is used for a Manual Certification.
- The \$ Value link displays the payroll dollars underlying the percentages on the effort statement. Remember you can't certify in \$ Value mode.
- The Effort Calc link is a tool that calculates a percentage of effort based on an input of average hours worked.

FOPs [-]	Payroll	Cost Share	Computed Effort	Certified Effort	Certify?
<b>Sponsored</b>					
E243104 Inhibition of beta adrenergic signaling in leiomyosarcoma					
243104-533302-20 Adrenergic signaling leiomyosarcoma	2.50%	0.00%	2.50%	3%	
<b>Award Total:</b>	<b>2.50%</b>	<b>0.00%</b>	<b>2.50%</b>	<b>3%</b>	
<b>Sponsored Total:</b>	<b>2.50%</b>	<b>0.00%</b>	<b>2.50%</b>	<b>3%</b>	
<b>Non Sponsored</b>					
103178-263011-10 GSBS Salaries	5.00%	0.00%	5.00%	5%	
103202-533302-20 Department of Biomedical Sciences	92.50%	0.00%	92.50%	92%	
<b>Non Sponsored Total:</b>	<b>97.50%</b>	<b>0.00%</b>	<b>97.50%</b>	<b>97%</b>	

The body of the effort statement contains the data that is critical to your certification. The Grant/FOP column displays a list of all the Grants/FOPS that you were paid from. The Payroll column shows the percentage that you were paid from a FOP for the period. The Cost Share column shows the total cost share recorded for you for that FOP for the period. The Computed Effort column shows the sum of the Payroll and Cost Share columns. This is your total effort for the period.

Before you certify, it is critical that you review all of the FOPs on your statement and confirm that your effort is correctly documented. The Certified Effort column is where you can make adjustments to your effort. It is prepopulated with a best guess based on your payroll distribution, but you should certify based on how you actually spent your time. To change a percentage, select the **Certified Effort** box and enter the **percentage of effort** you spent on the FOP.

Sponsored	FOPs [-]	Payroll	Cost Share	Computed Effort	Certified Effort	Certify?
E219028 Comparative Effectiveness of Fecal Immunochemical Tests with Optical Colonoscopy		20.00%	0.00%	20.00%	20%	<input type="checkbox"/>
219028-533601-20 Comparative Effectiveness of Fecal	Grant/FOP	20.00%	0.00%	20.00%	20%	<input type="checkbox"/>
E223023 Southwest Coalition for Colorectal Cancer Screening		25.00%	0.00%	25.00%	25%	<input type="checkbox"/>
223023-533601-20 CPRIT Southwest Coalition Yr 1 3		0.00%	0.00%	0.00%	0%	<input type="checkbox"/>
223023-533601-30 CPRIT Southwest Coalition Yr 1 3		25.00%	0.00%	25.00%	25%	<input type="checkbox"/>
E243127 Phase Ila Trial Evaluating the Safety of Intratumoral Injection of NanoPac in Subjects with Locally Advanced Pancreatic Adenocarcinoma		55.00%	0.00%	55.00%	55%	<input type="checkbox"/>
243127-533701-20 NANOPAC 2016 05		55.00%	0.00%	55.00%	55%	<input type="checkbox"/>
<b>Sponsored Total:</b>		<b>100.00%</b>	<b>0.00%</b>	<b>100.00%</b>	<b>100%</b>	<input type="checkbox"/>
<b>Grand Total:</b>		<b>100.00%</b>	<b>0.00%</b>	<b>100.00%</b>	<b>100%</b>	<input type="checkbox"/>

The PI has the ability to select all the related people in the Statements Requiring Certification list at one time. This tool is most useful when the PI wishes to review and/or certify multiple statements at one time. The Select All icon is the first icon to the right of the Active label.

Selecting this icon highlights all the people in the Active list that have statements that are in a Not Certified status. The selected individuals are loaded in the Covered Individuals list in the top right pane. The PI can review and certify all available lines on the Not Certified statements, which includes their own statement and those for related individuals. Scroll down the page to review the statements.



TEXAS TECH UNIVERSITY  
HEALTH SCIENCES CENTER  
EL PASO

Welcome, Carla Gonzalez | Sign Out  
Enter Search Criteria

Home Certify Manage Reports Administration Links

[+] Effort Statement Instructions

Select All

Work List

In Progress

Anaya, Elizabeth 53338 - Biomedical Sciences Elp  
Barron, Berenice 53530 - Westside Practice Start Up Elp  
Bryan, Brad A 53330 - Centers of Excellence Elp  
Carrera Blas, Jazmin 26301 - Grad School of Biomed Sciences Elp  
Casas, Leslie A 27300 - Research Elp

Statements Requiring Certification

Recently Completed

Covered Individuals has person isn't in your restricted list

Anaya, Elizabeth  
Barron, Berenice  
Bryan, Brad A  
Carrera Blas, Jazmin  
Casas, Leslie A  
Castillo, Brenda S  
Castro, Michelle  
Dodoo, Christopher A  
Escamilla, Michael

Covered Individuals List

Valeros, Valeros - Base Effort Period: 06/01/2016 to 06/31/2016 Status: Effort Statement Building

WARNING - You cannot certify this Effort Statement because you do not have the right to certify Statements.  
INFO - This Effort Statement cannot be certified because it is in the Effort Statement Building status.

On Hold \$ Value Effort Calc

FOPs [-]	Payroll	Cost Share	Computed Effort	Certified Effort	Certify?
Non Sponsored					
103069-533048-40 BMS State Fund Non Research	100.00%	0.00%	100.00%	100%	<input type="checkbox"/>
<b>Non Sponsored Total:</b>	<b>100.00%</b>	<b>0.00%</b>	<b>100.00%</b>	<b>100%</b>	<input type="checkbox"/>
<b>Grand Total:</b>	<b>100.00%</b>	<b>0.00%</b>	<b>100.00%</b>	<b>100%</b>	<input type="checkbox"/>

If during this review, you need to change a percentage, select the Certified Effort box and enter the percentage of effort that was actually spent on the FOP. When you do make changes to your effort, it is helpful to leave a note describing your changes in the Notes section. To leave a note, click the Add a Note icon. Enter your note in the **Create New Note** text box and click **Save Note**.

FOPs [-]	Payroll	Cost Share	Computed Effort	Certified Effort	Certify?
<b>Sponsored</b>					
E213010 New Concepts for Advancing Knowledge in Basic Science, Clinical, and Therapeutic Aspects of Gastroparesis					
213010-533701-20 Therap Aspect Gastroparesis Yr6-10 ? CAP	9.84%	0.00%	9.84%	10%	<input type="checkbox"/>
103127-533701-20 CS McCallum NIH Non Mandatoy ✓ CAP	0.00%	6.45%	6.45%	6%	<input type="checkbox"/>
<b>Award Total:</b>	<b>9.84%</b>	<b>6.45%</b>	<b>16.29%</b>	<b>16%</b>	
<b>Sponsored Total:</b>	<b>9.84%</b>	<b>6.45%</b>	<b>16.29%</b>	<b>16%</b>	
<b>Non Sponsored</b>					
133009-533701-10 Int Medicine D	79.56%	0.00%	79.56%	80%	<input type="checkbox"/>
133009-533701-40 Int Medicine D	4.14%	0.00%	4.14%	4%	<input type="checkbox"/>
<b>Non Sponsored Total:</b>	<b>83.70%</b>	<b>0.00%</b>	<b>83.70%</b>	<b>84%</b>	
<b>Grand Total:</b>	<b>93.54%</b>	<b>6.45%</b>	<b>100.00%</b>	<b>100%</b>	<input type="checkbox"/>

**Create New Note** [close]

Note (max 4000 characters. Extra text will be truncated):

Click in "Certified Effort" box

Click "Save Note"

Manual Certification No Certification Required

The Grand Total of the Certified Effort Column must be between 99% and 101% for each effort statement you are reviewing. When you are comfortable with how the effort percentages are documented, click the **Certify Checkbox** for each line or select the **checkbox for all** located at the bottom of the certification lines. The Certify Checkboxes must be checked in order to certify that line of the effort statement. After you have reviewed all lines of all the statements and are ready to certify, click the **Certify** button.

FOPs [-]	Payroll	Cost Share	Computed Effort	Certified Effort	Certify?
<b>Sponsored</b>					
E243329 RTP Hogg Program Transforming Psych Yr 1-4					
243329-533322-20 RTP Hogg Transforming Psych Yr1-4	90.00%	0.00%	90.00%	90%	<input checked="" type="checkbox"/>
<b>Award Total:</b>	<b>90.00%</b>	<b>0.00%</b>	<b>90.00%</b>	<b>90%</b>	
<b>Sponsored Total:</b>	<b>90.00%</b>	<b>0.00%</b>	<b>90.00%</b>	<b>90%</b>	
<b>Non Sponsored</b>					
183087-53332A-20 IDC COE Neurosciences Eip PI Use	10.00%	0.00%	10.00%	10%	<input checked="" type="checkbox"/>
<b>Non Sponsored Total:</b>	<b>10.00%</b>	<b>0.00%</b>	<b>10.00%</b>	<b>10%</b>	
<b>Grand Total:</b>	<b>100.00%</b>	<b>0.00%</b>	<b>100.00%</b>	<b>100%</b>	

Click "Certify Check-boxes"

Grand Total

Click "Certify"



Review the Legal Attestation text and consider the effort that you are certifying. If you agree with the statement, click the **I Agree** button.

Attestation

**Certification Attestation Effort 06/01/2017 - 08/31/2017**

Frequency: Quarterly  
Due Date: 10/23/2017 Past Due

Covered Individual:	John F.	Location:	
Title:	Assistant Professor	Effort Coordinator:	Steven
Department:	52270 - 52270 - Family Medicine Ama	Period of Performance:	06/01/2017 to 08/31/2017
Email:	john.slato@ttuhsc.edu		
Status:	Not Certified, Not Processed		

*I certify the salary charged, salary transfers processed and effort certified this period reasonably reflect the work performed in the designated period, and that I have sufficient technical knowledge and/or I am in a position that provides me with suitable means of verification that the work was performed.*

← Click "Agree"

After you have certified, the In Progress List will update the status of your statement to Certified, Not Processed. Your effort statement has been routed to the effort coordinator for processing.

For help with **ecrt** system navigation or questions regarding this training document, please contact the Central Administrator at ECRTElp@ttu.edu.