

Hello, Self Certifier -

How to Certify Your Effort in ECRT

- 1. Using your internet browser, access ECRT at <u>https://ecrt.columbia.edu</u>.
- 2. Log in using your UNI and UNI password.
- 3. You will be taken to the ECRT Welcome Page which provides basic information on the ECRT system, including any important announcements.
- 4. At the bottom of the welcome page, select **'Continue'** to take you to the Effort Reporting home page.
- 5. You will see one tab listed on your homepage, "Statements Awaiting Certification."
- 6. When you select "Links" on the top of the blue navigation bar, you will see a list of helpful links for assistance.

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ork List for Self Ce come to the ecrt effort reportin ements, or following up on outs	rtifier g system. The tab standing statement	s below list all of the eff s. To view and resolve	fort certification tasks the the specific task, select	at require your attention - whether it is the link in the task description.	certifying stateme	nts, processini	3		0
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- 7. By clicking on the hyperlink under "Statement Owner," "Due Date," "Type" or "Status," you will be taken to the certification screen.
- 8. The certification screen is broken up into three sections:
 - <u>Work List</u>: This section is divided between "Statements Requiring Certification" and "Recently Completed." Statements Requiring Certification will show your "Not Certified" effort card, while Recently Completed shows effort cards that are "Certified, Not Processed."
 - <u>Demographics and Effort Cards</u>: This section displays your demographic information (department, effort coordinator and email) as well as Statements needing certification (current open certification period that is being certified), In progress (will be blank since it is not applicable), and Historical effort cards.
 - <u>Effort Card</u>: This section is the actual effort card that requires certification.
 - i. Note: The "Certify" button will not appear until the checkbox under "Certify?" is checked.

My Effort Statements						
[-] Effort Statement Instructions			Demog and Ef	graphics fort Cards		ø
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- 9. Review 'Payroll', 'Cost Share', and 'Computed Effort' columns.
 - 'Payroll' is the salary that was charged directly to listed project-activity as payroll charges.
 - 'Cost Sharing' is defined as the portion of activity that is supported by another funding source.
 - 'Computed Effort' is the sum of Payroll and Cost Sharing.
- 10. Select **\$ Value** or **% Value** to toggle between payroll dollar totals and payroll % charged to each project.
- 11. Select the **'Payroll Report'** from the reports icon above the project listing to view a breakout of your salary allocation by pay period.
- 12. If you have devoted effort to an project from which you have not received salary, notify your effort coordinator who can arrange for cost sharing to be added to your effort card.
- 13. In the '**Certified**' column, enter whole numbers of actual effort you provided for each project-activity worked on, as well as the non-sponsored line.
- 14. Mark the checkbox for each project-activity listed.
- 15. Confirm 'Certified' column adds up to 100%.
- 16. If you are not ready to complete the certification, select 'Save'.
- 17. If you are ready to complete the certification, select 'Certify'.
- Review confirmation message that pops up and select 'OK'. Message from webpage

<u>^</u>	Your certification is being processed. It's imperative that you don't try to close your browser during this process. All lines are being saved and you will be soon be prompted to attest to your certification. You must click OK to proceed to the attestation screen and complete the certification process.
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19. Once you click 'Certify', the certification statement will appear. To certify your effort, select 'I Agree'.

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Effort Statements						
Effort Statement Instru	ction					
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Work List	Certification	Attestation Effort 07/01/201	9 - 06/30/2	2020		0
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ECR1 Test, Dr Self-Certilier	Title:					
	Department:	000000- Research I	Jepartment	Effort Coordinator: Period of	Mr Primary EC Testing - 00000000	
	Email.	-@columbia.edu	2	Performance:	07/01/2019 10 06/30/2020	
	Status:	Not Certified, Not Processe	1			
In Program						
Recently Completed	I certify based	on my personal knowledge or suite	able means of in relation to	f verification that the	percentage I have entered in the Ce and any University established paid	ortified %
	taking into con	sideration all activities, including no	n-sponsored	effort.	and any oniversity-established paid (1030/100,
	I Agree	Cancel				

20. You have now completed your effort certification.