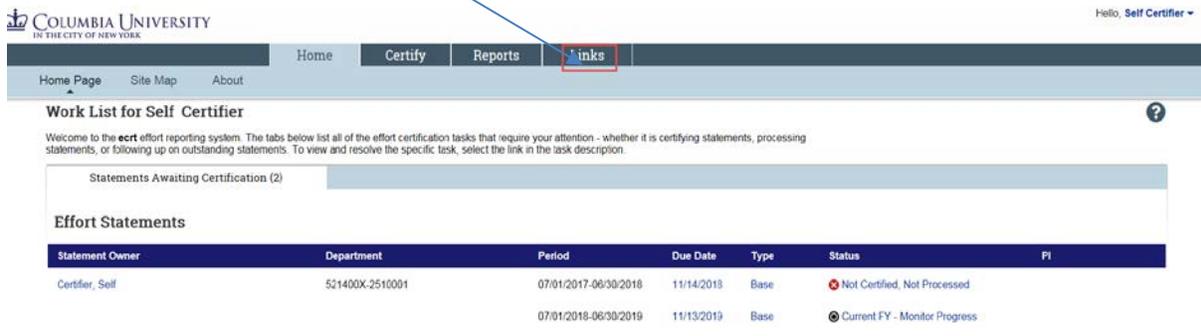
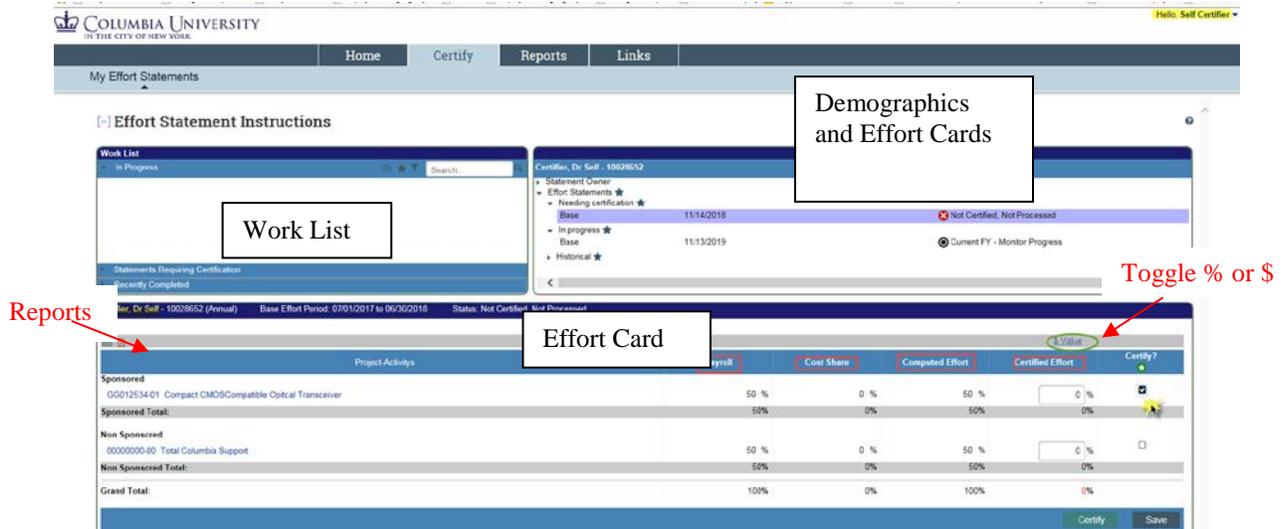


How to Certify Your Effort in ECRT

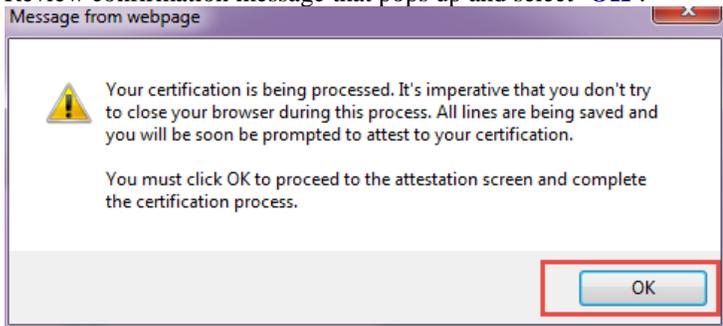
1. Using your internet browser, access ECRT at <https://ecrt.columbia.edu>.
2. Log in using your UNI and UNI password.
3. You will be taken to the ECRT Welcome Page which provides basic information on the ECRT system, including any important announcements.
4. At the bottom of the welcome page, select '**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.



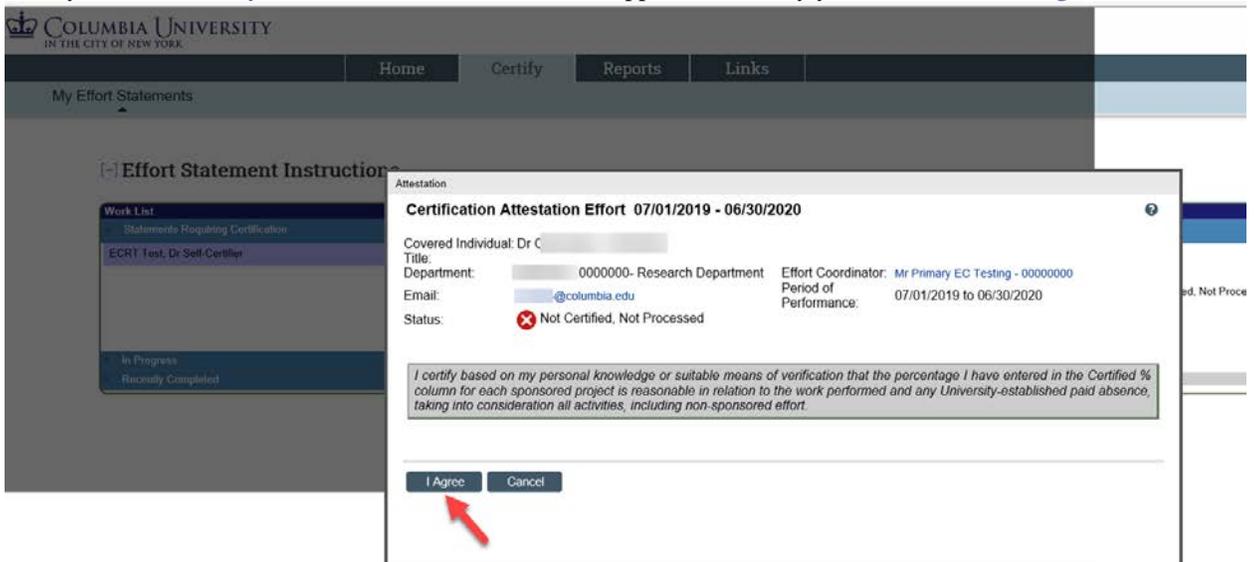
7. By clicking on the hyperlink under "Statement Owner," "Due Date," "Type" or "Status," you will be taken to the certification screen.
8. The certification screen is broken up into three sections:
 - Work List: This section is divided between "Statements Requiring Certification" and "Recently Completed." Statements Requiring Certification will show your "Not Certified" effort card, while Recently Completed shows effort cards that are "Certified, Not Processed."
 - Demographics and Effort Cards: 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.
 - Effort Card: 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.



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'**.
18. Review confirmation message that pops up and select **'OK'**.



19. Once you click **'Certify'**, the certification statement will appear. To certify your effort, select **'I Agree'**.



20. You have now completed your effort certification.