

9 e crt Responsibilities for Certifiers

Certifiers have the responsibility to ensure that effort certifications are made in an accurate and timely manner ([OP 65.07](#)). All faculty paid from a sponsored project are responsible to certify their own effort.

Visit: [e crt Application](#) or [Training Center](#) for more information.

Contact EffortReporting@ttuhsc.edu with questions.

01 Review Statement

Before you begin to certify, review all FOPs on the Effort Statement and confirm the effort is correctly reflected.

06 Check Boxes

In order to certify the line(s) of the effort statement, checkmark the Certify check boxes.

02 Verify Time Spent

Verify that effort is being certified based on how the individual actually spent his/her time during the certification period.

07 Submit Certification

After you have reviewed all lines of the Effort Statement and are ready to certify, click the Certify button.

03 Change Percentage

If needed, enter a new percentage for the time in the Certified Effort column to change a percentage of effort you spent on the FOP.

08 Read Attestation

Read the legal attestation text with consideration of the effort you are certifying.

04 Add Note

If you make changes to the effort, add a note describing your changes in the Notes section.

09 Maintain Documents

Maintain sufficient documentation showing reasonable means of verifying the effort expended.

05 Confirm Grand Total

Confirm that the Grand Total of the Certified Effort column is between 99% and 101%.



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