Certifiers have the responsibility to ensure that effort certifications are completed in an accurate and timely manner (OP 65.07). All faculty paid from a sponsored project are responsible for certification of their own effort.

Visit: ecrt Application or Training Center for more information.

Contact EffortReporting@ttuhsc.edu with questions.

01 Review Statement
Before certifying, review all FOPs on the Effort Statement and confirm the effort is correctly reflected.

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

03 Change Percentage
If needed, enter a new percentage in the Certified Effort column to change a percentage of effort spent on the FOP.

04 Add Note
If changes are made to the effort, add a note describing the changes in the Notes section.

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

06 Check Boxes
To certify the line(s) of the Effort Statement, checkmark the Certify check boxes.

07 Submit Certification
After all lines of the Effort Statement have been reviewed and are ready to certify, click the Certify button.

08 Read Attestation
Read the legal attestation text with consideration of the effort that is being certified.

09 Maintain Documents
Maintain sufficient documentation to show reasonable means of verifying the effort expended.