

9 e crt Responsibilities for Certifiers

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: [e crt 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.

06 Check Boxes

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

02 Verify Time Spent

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

07 Submit Certification

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

03 Change Percentage

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

08 Read Attestation

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

04 Add Note

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

09 Maintain Documents

Maintain sufficient documentation to show 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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