

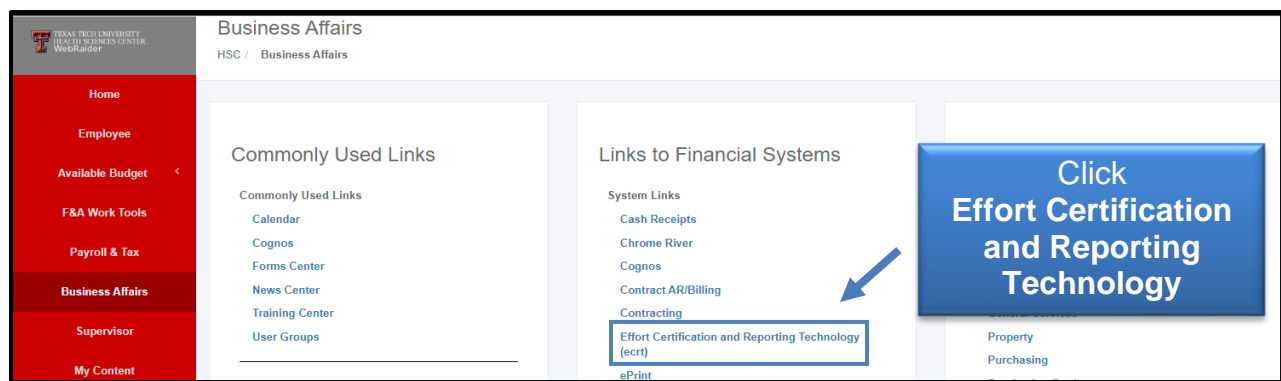


## Certify My Statement in ecrt - PI Role

Effort Certification and Reporting Technology (**ecrt**) is designed to help you comply with the provisions of TTUHSC's effort reporting policies, federal policy OMB Uniform Guidance (UG) section 2 CFR 200.430, NIH Salary Limitation on Grants, and other relevant agency policies that govern the need to provide certification of an individual's effort pursuant to his/her sponsored and non-sponsored programs. TTUHSC's effort certification process is simplified and standardized as a result of this technology.

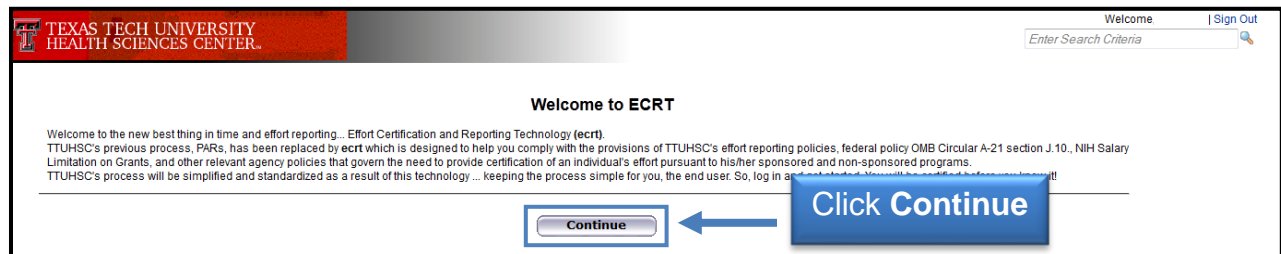
The system can be accessed from:

- [ecrt](#)
- [WebRaider Portal](#) > Business Affairs tab > Links to Financial Systems > **Effort Certification and Reporting Technology (ecrt)**



The link can also be accessed through the F&A Work Tools tab.

The ECRT Welcome page is displayed. Click **Continue**.



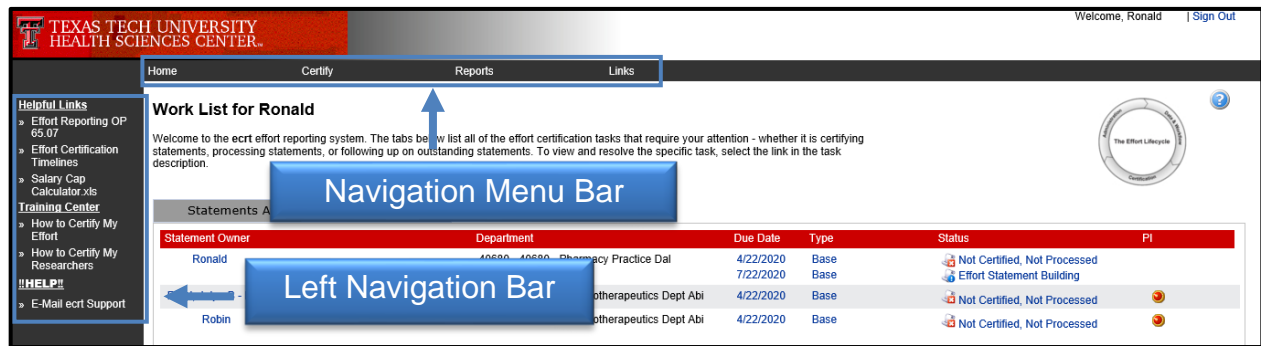
## Navigation

The primary method of navigating within the system is using the navigation menu bar along the top of the screen. The navigation menu bar is on every screen of the application, allowing you to move from one page to another quickly. When you place the cursor on a label in the navigation menu bar, the available pages to which you can navigate appear in the menu drop-down list. The Home menu on the far left returns the user to the Work List from anywhere in the application. There are also clickable links

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available on certain pages of the application that allow you to select for navigation to other pages.

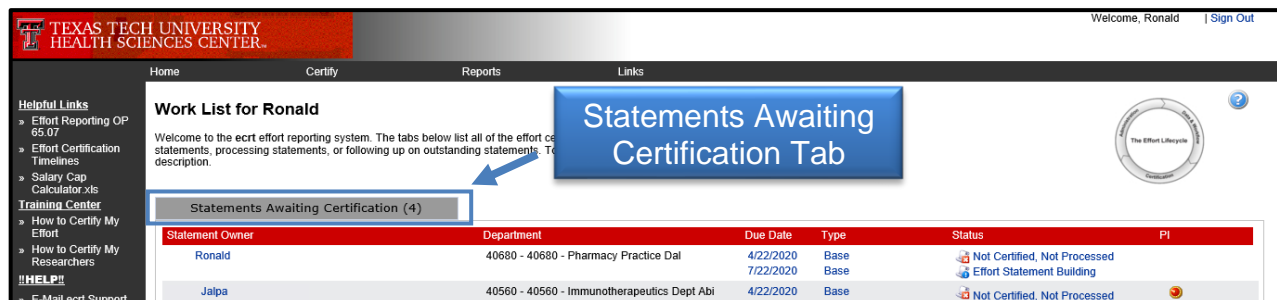
The Left Navigation Bar that is available on the Work List page contains useful links to training documents and other reference material. These links are also displayed in the Links drop-down menu in the navigation menu bar which is available at the top of every page of the application.



## Work List Page

The PI Work List page contains the tasks that require your attention in the Statements Awaiting Certification tab. Next to the tab name is the number of items displayed on the page. This list shows all statements for which you have certification responsibility.

To access a statement from the list, select **your name** from the Statement Owner column which will direct you to your effort statement page. Selecting the **Due Date**, statement **Type**, or **Status** of a specific statement will also take to the effort statement.



You may also access your statement by clicking **My Statements** from the Certify navigation menu located in the navigation menu bar along the top of the screen.

# Certify My Statement in ecrt - PI Role

**Work List for Ronald**

Welcome to the ecrt effort reporting system. The tabs below list all of the effort certification tasks that require your attention - whether it is certifying statements, processing statements, or following up on outstanding statements. To view and resolve the specific task, select the link in the task description.

Statement	Department	Due Date	Type	Status	PI
40560 - 40680 - Pharmacy Practice Dal	40560 - 40680 - Pharmacy Practice Dal	4/22/2020	Base	Not Certified, Not Processed	
40560 - 40560 - Immunotherapeutics Dept Abi	40560 - 40560 - Immunotherapeutics Dept Abi	7/22/2020	Base	Effort Statement Building	
40560 - 40560 - Immunotherapeutics Dept Abi	40560 - 40560 - Immunotherapeutics Dept Abi	4/22/2020	Base	Not Certified, Not Processed	
40560 - 40560 - Immunotherapeutics Dept Abi	40560 - 40560 - Immunotherapeutics Dept Abi	4/22/2020	Base	Not Certified, Not Processed	

## Certify My Statement:

The Effort Statement page displays three panes containing information relevant to the certification process: the Work List pane, the Statement Information pane, and the Effort Statement pane.

**Effort Statement Instructions**

**Work List Pane**

**Statement Information Pane**

**Effort Statement Pane**

Grant / FOP	Cost Share	Computed Effort	Certified Effort	Certify?
H226005 CP RP170003 North Texas Clinical Pharmacology Cancer Core	0.00%	4.43%	4.43%	<input type="checkbox"/>
106016-406851-20 CS CP Yr 1-5 RP170003 N TX Core				

The top left pane is the Work List. The Statements Requiring Certification List in this pane shows the PI's name, department number and department name and the same information for all individuals that are currently related to the PI. The PI always appears at the top of this list. Related individuals will appear in the list if they have at least one statement with an uncertified FOP on which the user is the PI. The Recently Completed list shows related people who have effort statements for the current Period of Performance that have been certified.

## Certify My Statement in eert - PI Role

Work List	
▼ Statements Requiring Certification	
Ronald	40680 - Pharmacy Practice Dal
Jalpa	40560 - Immunotherapeutics Dept Abi
Robin	40560 - Immunotherapeutics Dept Abi
▶ In Progress	
▶ Recently Completed	

The top right pane on the Effort Statement is the Statement Information pane. There are multiple expandable/collapsible lists in the pane. The first list is the Statement Owner list. Click the **arrow** to the left of Statement Owner to expand the list. The Statement Owner list displays demographic information about you - your title, the Primary Effort Coordinator, your home department, and your email.

Ronald	
▼ Statement Owner	
Title:	Associate Professor
Department:	40680 - Pharmacy Prac...
Effort Coordinator:	Paula
Email:	ronald @ttuhsc.edu
▼ Effort Statements ★	
▼ Needing certification ★	
Base	40680
▶ In progress ★	
▶ Historical ★	

Statement Owner List

The next list, titled Effort Statements, contains information about all of your statements. A gold star will appear next to the Effort Statements label if there are any statements for you. The statements in the Effort Statements list are grouped into three additional lists. The first list is the Needing Certification list which contains any statements in a Not Certified, Not Processed status. The certification due date (which is the end date of the Certification Period) and the status of the statement are displayed.

The second list is the In Progress list. The In Progress list contains any statements in the Certified, Not Processed status or Effort Statement Building status.

The third list is the Historical list. The Historical list contains statements from any previous period. The statements are listed in ascending order, and you can view any historical statement by clicking on the statement status link.



# Certify My Statement in cert - PI Role

you can make adjustments to your effort. It is pre-populated with a best guess based on your payroll distribution, but you should certify based on how you actually spent your time. To change a percentage, select the **Certified Effort** box and enter the **percentage of effort** you spent on the FOP.

The screenshot shows the 'Certify My Statement' interface. At the top, a red header bar contains the name 'Ronald', the frequency '(Quarterly)', the 'Base Effort Period: 12/01/2019 to 02/29/2020', the 'Due Date: 4/22/2020', and the status 'Status: Not Certified, Not Processed'. Below this is a table with columns: Grant / FOP [ - ], Payroll, Cost Share, Computed Effort, Certified Effort, and Certify?. The table is divided into 'Sponsored' and 'Non Sponsored' sections. In the 'Sponsored' section, there are two rows of data. The first row has a 'Grant/FOP' of 'H226005 CP RP170003 North Texas Clinical Pharmacology Cancer Core Yr 1-5' and a 'Certified Effort' of '4%'. The second row has a 'Grant/FOP' of 'H246003 Sponsored Research Agreement Medical Titan Group Pharmacogenomics Rules Engine Optimization and Performance Assessments' and a 'Certified Effort' of '35%'. In the 'Non Sponsored' section, there are two rows of data. The first row has a 'Grant/FOP' of '106000-406801-10 Pharm Practice Dal' and a 'Certified Effort' of '60%'. The second row has a 'Grant/FOP' of '106005-406861-20 Pharmacy Practice Research Dallas' and a 'Certified Effort' of '60%'. The 'Grand Total' row shows a 'Certified Effort' of '99%'. There are blue callout boxes with labels: 'Grant/FOP' pointing to the first column, 'Payroll' pointing to the second column, 'Computed Effort' pointing to the fourth column, 'Cost Share' pointing to the third column, and 'Certified Effort' pointing to the fifth column. At the bottom, there are buttons for 'Get Help', 'Close', and 'Save'.

The PI has the ability to select all the related people in the Statements Requiring Certification list at one time. This tool is most useful when the PI wishes to review and/or certify multiple statements at one time. The Select All icon is the first icon to the right of the Active label.

Selecting this icon highlights all the people in the Active list that have statements that are in a Not Certified status. The selected individuals are loaded in the Covered Individuals list in the top right pane. The PI can review and certify all available lines on the Not Certified statements, which includes their own statement and those for related individuals. Scroll down the page to review the statements.

The screenshot shows the 'Work List' interface. At the top, a red header bar contains the name 'Ronald', the frequency '(Quarterly)', the 'Base Effort Period: 12/01/2019 to 02/29/2020', the 'Due Date: 4/22/2020', and the status 'Status: Not Certified, Not Processed'. Below this is a table with columns: Grant / FOP [ - ], Payroll, Cost Share, Computed Effort, Certified Effort, and Certify?. The table is divided into 'Sponsored' and 'Non Sponsored' sections. In the 'Sponsored' section, there are two rows of data. The first row has a 'Grant/FOP' of 'H226005 CP RP170003 North Texas Clinical Pharmacology Cancer Core Yr 1-5' and a 'Certified Effort' of '4%'. The second row has a 'Grant/FOP' of 'H246003 Sponsored Research Agreement Medical Titan Group Pharmacogenomics Rules Engine Optimization and Performance Assessments' and a 'Certified Effort' of '35%'. In the 'Non Sponsored' section, there are two rows of data. The first row has a 'Grant/FOP' of '106000-406801-10 Pharm Practice Dal' and a 'Certified Effort' of '60%'. The second row has a 'Grant/FOP' of '106005-406861-20 Pharmacy Practice Research Dallas' and a 'Certified Effort' of '60%'. The 'Grand Total' row shows a 'Certified Effort' of '99%'. There are blue callout boxes with labels: 'Covered Individuals list' pointing to the 'Covered Individuals' list, 'Compiled Statements' pointing to the 'Statements Requiring Certification' list, and 'Select All' pointing to the 'Select All' button. At the bottom, there are buttons for 'Save All', 'Close', and 'Save'.

## Certify My Statement in eert - PI Role

If during this review, you need to change a percentage, select the **Certified Effort** box and enter the **percentage** of effort that was actually spent on the FOP. When you do make changes to your effort, it is helpful to leave a note describing your changes in the Notes section. To leave a note, click the **Add a Note** icon.

Grant / FOP [ - ]	Payroll	Cost Share	Computed Effort	Certified Effort	Certify?
<b>Sponsored</b>					
H226005 CP RP170003 North Texas Clinical Pharmacology Cancer Core Yr 1-5	0.00%	4.43%	4.43%	4%	<input checked="" type="checkbox"/>
106016-406861-20 CS CP Yr 1-5 RP170003 N TX Core	0.00%	4.43%	4.43%	4%	<input checked="" type="checkbox"/>
<b>Award Total:</b>					
H246003 Sponsored Research Agreement Medical Titan Group Pharmacogenomics Rules Engine Optimization Performance Assessments			35.48%	35%	<input checked="" type="checkbox"/>
246003-406861-20 SRG MTG Pharmacogenomics Assess			35.48%	35%	<input checked="" type="checkbox"/>
<b>Sponsored Total:</b>			39.91%	39%	
<b>Non Sponsored</b>					
106000-406801-10 Pharm Practice Dal	4.43%	0.00%	4.43%	4%	<input checked="" type="checkbox"/>
106005-406861-20 Pharmacy Practice Research Dallas	55.65%	0.00%	55.65%	56%	<input checked="" type="checkbox"/>
<b>Non Sponsored Total:</b>	60.08%	0.00%	60.08%	60%	
<b>Grand Total:</b>	95.56%	4.43%	99.99%	99%	<input checked="" type="checkbox"/>

Enter your note in the **Create New Note** text box and click **Save Note**.

**Create New Note** [close]

Note (max 4000 characters. Extra text will be truncated):

Adjusting Percentage

**Save Note**

The Grand Total of the Certified Effort Column must be between 99% and 101% for each effort statement you are reviewing. When you are comfortable with how the effort percentages are documented, click the **Certify Checkbox** for each line or select the **checkbox for all** located at the bottom of the certification lines.

The Certify Checkboxes must be checked in order to certify that line of the effort statement. After you have reviewed all lines of all the statements and are ready to certify, click the **Certify** button.



# Certify My Statement in eert - PI Role

**Ronald (Quarterly) Base Effort Period: 12/01/2019 to 02/29/2020 Due Date: 4/22/2020 Status: Not Certified, Not Processed**

Grant / FOP [ - ]	Payroll	Cost Share	Computed Effort	Certified Effort	Certify?
<b>Sponsored</b>					
H226005 CP RP170003 North Texas Clinical Pharmacology Cancer Core Yr 1-5 106016-406861-20 CS CP Yr 1-5 RP170003 N TX Core				4%	<input checked="" type="checkbox"/>
Award Total:	35.48%	0.00%	35.48%	35%	<input checked="" type="checkbox"/>
H246003 Sponsored Research Agreement Medical Titan Group Pharmacogenomics Rules Engine Optimization and Performance Assessments 246003-406861-20 SRG MTG Pharmacogenomics Assess	35.48%	0.00%	35.48%	35%	<input checked="" type="checkbox"/>
Award Total:	35.48%	0.00%	35.48%	35%	<input checked="" type="checkbox"/>
<b>Sponsored Total:</b>	<b>35.48%</b>	<b>0.00%</b>	<b>35.48%</b>	<b>35%</b>	<b><input checked="" type="checkbox"/></b>
<b>Non Sponsored</b>					
106000-406801-10 Pharm Practice Dal	4.43%	0.00%	4.43%	4%	<input checked="" type="checkbox"/>
106005-406861-20 Pharmacy Practice Research Dallas	55.65%	0.00%	55.65%	56%	<input checked="" type="checkbox"/>
<b>Non Sponsored Total:</b>	<b>55.65%</b>	<b>0.00%</b>	<b>55.65%</b>	<b>56%</b>	<b><input checked="" type="checkbox"/></b>
<b>Grand Total:</b>	<b>99.99%</b>	<b>0.00%</b>	<b>99.99%</b>	<b>99%</b>	<b><input checked="" type="checkbox"/></b>

**Get Help** **Close** **Certify** **Save**

**Click Certify**

Review the Legal Attestation text and consider the effort that you are certifying. If you agree with the statement, click the **I Agree** button.

**TEXAS TECH UNIVERSITY HEALTH SCIENCE CENTER**

Welcome, Ronald Hall | Sign Out

**Attestation**

**Certification Attestation Effort 12/01/2019 - 02/29/2020**

**Frequency: Quarterly**  
**Due Date: 4/22/2020**

Covered Individual: Ronald  
Title: Associate Professor  
Department: 40680 - 40680 - Pharmacy Practice Dal  
Email: ronald@ttuhsc.edu  
Location: Dallas  
Effort Coordinator: Paula  
Period of Performance: 12/01/2019 to 02/29/2020  
Status: Not Certified, Not Processed

I certify the salary charged, salary transfers processed and effort certified this period reasonably reflect the work performed in the designated period, and that I have sufficient technical knowledge and/or I am in a position that provides me with suitable means of verification that the work was performed.

**I Agree** **Cancel**

**Click I Agree**

After you have certified, the In Progress List will update the status of your statement to Certified, Not Processed. Your effort statement has been routed to the effort coordinator for processing.

For help with eert system navigation or questions regarding this training document, please contact the Central Administrator at [EffortReporting@ttuhsc.edu](mailto:EffortReporting@ttuhsc.edu).