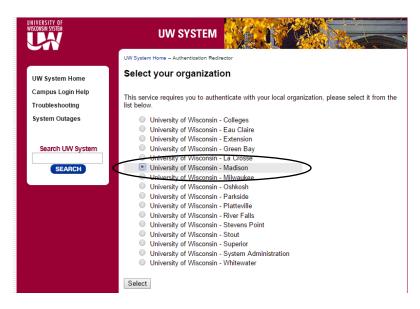
ECRT Demonstration: Steps and Screen Shots

Part 1. How to log in, certify your effort, and certify effort for a member of your project team

To log in: Start at *www.rsp.wisc.edu/effort*, and click the *Login* button in the **Related Links** section:



At the Login Page, select your *Campus* and click Select:



Effort Training for Faculty and Staff

Then enter your Netid and Password and click Log in:

Login		Need help?
NetID Ex: bbadger	Forgot NetID	Activate your NetID Modify your account Create a strong password
Password	Forgot password	Common login questions Contact the Help Desk
Log in		

The ecrt Welcome Screen is displayed - Click Continue:

Welcome to ECRT

The ECRT (Effort Certification and Reporting Technology) System is an electronic tool that facilitates the University's effort certification process. When you certify effort, you are providing assurance to sponsors that:

- Salary charges to sponsored projects are reasonable in relation to work performed, and
- You and/or your project staff have met your commitments to sponsored projects.

Federal and University policies require individuals who work on sponsored projects to certify 100% of their University effort. ECRT is an easy-to-use system that helps you comply with these policies.

It is strongly recommended that you complete training prior to continuing with any certification.



The **ecrt** Home Page displays a list of all statements that you need to certify. Click any name or statement link to navigate to the certification page:

Statement Owner	Department	Period	Due Date	Туре	Status	PI
BALIKER, MARY	A533400-A533400 MSN/SMPH/C	03/22/2015-06/27/2015	10/31/2015	Base	🔓 Not Certified, Not Processed	۲
FAKHRALDEEN, SAJA	A535900-A535900 MSN/SMPH/O	01/01/2015-06/30/2015	10/31/2015	Base	🗟 Not Certified, Not Processed	۲
GARLICK-HANSEN, GAYLA	A533400-A533400 MSN/SMPH/C	12/28/2014-03/21/2015 03/22/2015-06/27/2015	7/31/2015 10/31/2015	Base Base	Not Certified, Not Processed Not Certified, Not Processed	9 9
KUANG, CHENSHENG	A489000-A489000 MSN/L&S/STA	01/01/2015-06/30/2015	10/31/2015	Base	🗟 Not Certified, Not Processed	۲
MATTHIAS, JESSICA	A533400-A533400 MSN/SMPH/C	01/01/2015-06/30/2015	10/31/2015	Base	🗟 Not Certified, Not Processed	۲
OCKULY, JEFFREY	A533440-A533440 MSN/SMPH/C	01/01/2015-06/30/2015	10/31/2015	Base	🔓 Not Certified, Not Processed	۲
SHISHKOVA, EVGENIA	A347520-A347520 MSN/VCRGE/B	. 01/01/2015-06/30/2015	10/31/2015	Base	a Not Certified, Not Processed	۲
SIEDSCHLAG, MARY	A533400-A533400 MSN/SMPH/C	12/28/2014-03/21/2015 03/22/2015-06/27/2015	7/31/2015 10/31/2015	Base Base	😼 Not Certified, Not Processed	9 9
STEINLE, JULIE	A533400-A533400 MSN/SMPH/C	03/22/2015-06/27/2015	10/31/2015	Base	a Not Certified, Not Processed	۲
TEMPLE, JAN	A534260-A534260 MSN/SMPH/M	12/28/2014-03/21/2015	7/31/2015	Base	Not Certified, Not Processed	۲

Your Certification Page:

	Contifu	Deserts	8 day in internation	tinte			7777		mari I	- T
^{me} −] Effort St	Certify	Reports	Administration	Links						
Work List	Requiring Certification		a 🕳 🗖	BAILEY, HO		13				
BAILEY, HOW			ISN/SMPH/MEDI	 Statement Own 		15				
	KD II			➡ Effort Statemer						
ZHANG, XIAO		A538500 N	ISN/SMPH/POP H	Needing cer Base	10/31/20)15		🔒 Not Certified, Not P	rocessed	
				Base	12/31/20)14	4	🕃 Certified, Processed	ł	
				Base	6/30/201	14	4	😸 Certified, Processed	ł	
				Base	12/31/20	013	-	😹 Certified, Processed	ł	
Recently C	ompleted			Raca	6/30/201	13		Cortified Drocessor	4	
, ,	RD H - 00081913 (Sen	ni-Annual A,C-Basis) Base Effort Per	iod: 01/01/2015 to 06/30	0/2015 Due	Date: 10/31/201	5 Status: Not C	Certified, Not Process		
1	RD H - 00081913 (Ser	ni-Annual A,C-Basis) Base Effort Per						ed <u> \$ Value</u> Effor Certified	
Projects [-]	RD H - 00081913 (Ser	ni-Annual A,C-Basis) Base Effort Per	iod: 01/01/2015 to 06/34 Committed		Date: 10/31/201 Payroll	5 Status: Not C Cost Share	Certified, Not Processo Computed Effort	<u>\$ Value</u> Effor	t Calc Certify?
Projects [-] ponsored 144-PRJ67LS (, , , , , , , , , , , , , , , , , , ,		am: Early Phase Clinical	Committed					<u>\$ Value</u> Effor Certified Effort	
Projects [-] ponsored 144-PRJ67LS (Research. (BAIL 144-PRJ81DP	Cancer Prevention Age .EY,HOWARD H) JW Comprehensive Ca	nt Development Progr	,	Committed	l Effort F	Payroll	Cost Share	Computed Effort	§ Value Effor Certified Effort S 0%	Certify?
Projects [-] ponsored 144-PRJ67LS (Research. (BAIL 144-PRJ81DP (BAILEY,HOWA 144-PRJ81DQ	Cancer Prevention Age .EY,HOWARD H) JW Comprehensive Ca RD H) UW Comprehensive Ca	nt Development Progr Incer Center Support r	am: Early Phase Clinical	Committed	IEffort F 0.00%	Payroll	Cost Share 0.00%	Computed Effort	\$ Value Effor Certified Effort Image: Image of the second	Certify?
Projects [-] ponsored 144-PRJ67LS (Research (BAII 144-PRJ81DP (BAILEY,HOWA 144-PRJ81DQ (BAILEY,HOWA 144-PRJ89MB	Cancer Prevention Age LEY,HOWARD H) JW Comprehensive Ca RD H) UW Comprehensive Ca RD H)	nt Development Progr Incer Center Support i	am: Early Phase Clinical	Committed ion ion	1 Effort F 0.00% 24.86%	2ayroll 0.00% 27.57%	Cost Share 0.00% 0.00%	Computed Effort 0.00% 27.57%	\$ Value Effor Certified Effort 0 0% 28% 6%	Certify?
Projects [-] ponsored 144-PRJ67LS (Research (BAII 144-PRJ81DP (BAILEY,HOWA 144-PRJ81DB Research (BAII 144-PRJ89MB Research (BAII 144-PRJ94GT (BAILEY,HOWA	Cancer Prevention Age LEY,HOWARD H) JW Comprehensive Ca RD H) UW Comprehensive Ca RD H) Cancer Prevention Age LEY,HOWARD H) JW Comprehensive Ca RD H)	nt Development Progr Incer Center Support i Incer Center Support Int Development Prog Incer Center Support i	am: Early Phase Clinical non-competing continuat non-competing continuat ram: Early Phase Clinica non-competing continuat	ion I ion	Effort F 0.00% 24.86% 4.97% 15.00% 25.14%	Payroll 0.00% 27.57% 5.54% 15.00% 22.23%	Cost Share 0.00% 0.00% 0.00% 5.00%	Computed Effort 0.00% 27.57% 5.54% 15.00% 27.23%	S Value Effor Certified Effort O % 0 % O 28 % 6 % O 6 % 15 % O 27 % 27 %	Certify?
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Projects [-] ponsored 144-PRJ81DP (BAILEY,HOWA 144-PRJ810Q (BAILEY,HOWA 144-PRJ89MB Research. (BAIL 144-PRJ94GT (BAILEY,HOWA (BAILEY,HOWA	Cancer Prevention Age LEY,HOWARD H) JW Comprehensive Ca RD H) UW Comprehensive Ca RD H) Cancer Prevention Age LEY,HOWARD H) JW Comprehensive Ca RD H) UW Comprehensive Ca RD H)	nt Development Progr Incer Center Support i Incer Center Support Int Development Prog Incer Center Support i	am: Early Phase Clinical non-competing continuat non-competing continuat ram: Early Phase Clinica non-competing continuat	ion I ion	Effort F 0.00% 24.86% 4.97% 15.00% 25.14%	Payroll 0.00% 27.57% 5.54% 15.00% 22.23%	Cost Share 0.00% 0.00% 0.00% 5.00%	Computed Effort 0.00% 27.57% 5.54% 15.00% 27.23%	S Value Effor Certified Effort O % 28 % O 6 % 6 % O 15 % 27 %	Certify?
Projects [-] sponsored 144-PRJ67LS (Research. (BAII 144-PRJ81DP (BAILEY,HOWA 144-PRJ89MB Research. (BAII 144-PRJ94GT (BAILEY,HOWA 144-PRJ94GU (BAILEY,HOWA 144-PRJ94GU	Cancer Prevention Age LEY,HOWARD H) JW Comprehensive Ca RD H) UW Comprehensive Ca RD H) Cancer Prevention Age LEY,HOWARD H) JW Comprehensive Ca RD H) UW Comprehensive Ca RD H)	nt Development Progr Incer Center Support i Incer Center Support Int Development Prog Incer Center Support i	am: Early Phase Clinical non-competing continuat non-competing continuat ram: Early Phase Clinica non-competing continuat	ion I ion	Effort F 0.00% 24.86% 4.97% 15.00% 25.14% 5.03%	Payroll 0.00% 27.57% 5.54% 15.00% 22.23% 4.46%	Cost Share 0.00% 0.00% 0.00% 5.00% 0.00%	Computed Effort 0.00% 27.57% 5.54% 15.00% 27.23% 4.46%	S Value Effor Certified Effort Image: Certified Effort Image: One of the second	Certify?
Projects [-] Sponsored 144-PRJ87LS (Research (BAIL 144-PRJ81DP (BAILEY,HOWA 144-PRJ84DT (BAILEY,HOWA 144-PRJ94GU (BAILEY,HOWA Sponsored Total Idon Sponsored UWMSN-OTHE	Cancer Prevention Age LEY,HOWARD H) JW Comprehensive Ca RD H) UW Comprehensive Ca RD H) Cancer Prevention Age LEY,HOWARD H) JW Comprehensive Ca RD H) UW Comprehensive Ca RD H) : R All Non-Sponsored fi	nt Development Progr incer Center Support i ancer Center Support i int Development Prog incer Center Support i ancer Center Support i	am: Early Phase Clinical non-competing continuat non-competing continuat ram: Early Phase Clinica non-competing continuat	ion I ion	Effort F 0.00% 24.86% 4.97% 15.00% 25.14% 5.03% 75.00%	Payroll 0.00% 27.57% 5.54% 15.00% 22.23% 4.46% 74.80%	Cost Share 0.00% 0.00% 0.00% 5.00% 5.00% 5.00%	Computed Effort 0.00% 27.57% 5.54% 15.00% 27.23% 4.46% 79.80% 20.20%	S Value Effort O % O % O 8% O % O 8% O % O 15 % O 7% O 4 % 00% O 20 % O 20 %	Certify?
Projects [-] Sponsored 144-PRJ67LS (Research. (BAIL 144-PRJ81DP (BAILEY,HOWA 144-PRJ81DQ (BAILEY,HOWA 144-PRJ94GU (BAILEY,HOWA BAILEY,HOW	Cancer Prevention Age LEY,HOWARD H) JW Comprehensive Ca RD H) UW Comprehensive Ca RD H) Cancer Prevention Age LEY,HOWARD H) JW Comprehensive Ca RD H) UW Comprehensive Ca RD H) : R All Non-Sponsored fi	nt Development Progr incer Center Support i ancer Center Support i int Development Prog incer Center Support i ancer Center Support i	am: Early Phase Clinical non-competing continuat non-competing continuat ram: Early Phase Clinica non-competing continuat	ion I ion	Effort F 0.00% 24.86% 4.97% 15.00% 25.14% 5.03%	Payroll 0.00% 27.57% 5.54% 15.00% 22.23% 4.46% 74.80%	Cost Share 0.00% 0.00% 0.00% 5.00% 0.00% 5.00%	Computed Effort 0.00% 27.57% 5.54% 15.00% 27.23% 4.46% 79.80%	S Value Effort O % 0 % 28 % 6 % 15 % 27 % 4 % 80%	Certify?

The Work List (top left window) displays the names of all individuals who you have the ability to certify. Click on a name and the top right window will display some basic demographic data on the individual, as well as links to their statements in the Needing Certification and Historical lists.

You can select multiple names by holding down **CTRL** or **Shift** and clicking the names. You can also click the button to display up to 25 statements at once. Scroll down to see the effort statement(s).

Next steps - review the statement for accuracy. Some scenarios you should pay attention to:

- 1. 144-PRJ94GT: Paid and cost-shared effort. Was sufficient effort devoted to meet this commitment? Yes.
- 2. 133-13389MB: Howard Bailey has a 15% commitment this project which he met for this period of performance.
- 3. 142-PRJ67LS: Howard Bailey is a PI on this account but did not put any effort in during the period of performance.

Effort Training for Faculty and Staff

Your Effort Statement – After you have entered your *Effort Distribution* and checked the *Certify?* checkboxes:

Projects [-]	Committed Effort	Payroll	Cost Share	Computed Effort	Certified Effort	Certify?
Sponsored						
144-PRJ67LS Cancer Prevention Agent Development Program: Early Phase Clinical Research. (BAILEY,HOWARD H)	0.00%	0.00%	0.00%	0.00%	S 0%	
144-PRJ81DP UW Comprehensive Cancer Center Support non-competing continuation (BAILEY, HOWARD H)	24.86%	27.57%	0.00%	27.57%	28%	1
144-PRJ81DQ UW Comprehensive Cancer Center Support non-competing continuation (BAILEY, HOWARD H)	4.97%	5.54%	0.00%	5.54%		1
144-PRJ89MB Cancer Prevention Agent Development Program: Early Phase Clinical Research. (BAILEY,HOWARD H)	15.00%	15.00%	0.00%	15.00%	S 15%	•
144-PRJ94GT_UW Comprehensive Cancer Center Support non-competing continuation (BAILEY,HOWARD H)	25.14%	22.23%	5.00%	27.23%	S 27%	1
144-PRJ94GU UW Comprehensive Cancer Center Support non-competing continuation (BAILEY, HOWARD H)	5.03%	4.46%	0.00%	4.46%	 € 4 % 	ø
Sponsored Total:	75.00%	74.80%	5.00%	79.80%	80%	
Non Sponsored						
UWMSN-OTHER All Non-Sponsored Effort ()	0.00%	25.20%	-5.00%	20.20%	3 20%	
Non Sponsored Total:	0.00%	25.20%	-5.00%	20.20%	20%	
Grand Total:	75.00%	100.00%	0.00%	100.00%	100%	•

If you have selected multiple statements, keep scrolling down to see the next statement. The page will display (and you can certify) up to 25 statements at a time.

Projecta [-]	Committed Effort	Payroll	Cost Share	Computed Effort	Certified Effort	Certify?
beneened						
144-PRJ67LS Cancer Prevention Agent Development Program: Early Phase Clinical Research. (BAILEY, HOWARD H)	0.00%	0.00%	0.00%	0.00%	0%	
144-PRUSIDP_UW Comprehensive Cancer Center Support non-competing continuation (BAILEY,HOWARD H)	24.88%		0.00%		28%	8
144-PRJ81DQ_UW Comprehensive Cancer Center Support non-competing continuation (BAILEY, HOWARD H)	4.97%	5.54%	0.00%		6%	8
144-PRJ89MB Canoer Prevention Agent Development Program: Early Phase Clinical Research. (BAILEY,HOWARD H)	15.00%	15.00%	0.00%		15%	
144-PRJ94GT_UW Comprehensive Cancer Center Support non-competing continuation (BAILEY,HOWARD H)	25.14%	22.23%	5.00%	27.23%	O 22%	
144-PRJ94GU_UW Comprehensive Cancer Center Support non-competing continuation (BAILEY,HOWARD H)	5.03%	4.46%	0.00%	4.48%		
consored Total:	75.00%	74.80%	5.00%	79.80%	76%	
on Sponsored						
UWMSN-OTHER All Non-Sponsored Effort ()	0.00%	25.20%	-5.00%	20.20%	3 24%	×.
on Sponsored Total:	0.00%	25.20%	-5.00%	20.20%	24%	
rand Total:	75.00%	100.00%	0.00%	100.00%	100%	
			·			
					Certify	Save
Notes 🖈 📑						
Transactions 🔅						
Activity Log 🖈						
Certifiers & Approvers *						
	ot Certified, Not Processed					
	lot Certified, Not Processed					
HANG, XILO - 00071706 (Semi-Annual A.C-Base) Base Effort Period: 01/01/2015 to 00/202015 Dive Date: 10/31/2015 Status: N NFO - This Effort Statement has been previously saved.	ot Cartified, Not Processed				S Value Effort (Calo
taNG, XLAO, OSST708 (Jemi-Annuel A.C-Baes) Base Effort Period: 01012015 to occ0202015 Dive Date: 10212015 Status: N IFFO - This Effort Statement has been previously asved.	of Certified, Not Processed Committed Effort	Payroli	Cost Share	Computed Effort	<u>SValue</u> Effort Certified Effort	Cartify?
LANG, XLA - OCTIVITION (Semi-Annuel A, C-Bare) Base Effort Penod: Otio12015 to 06202015 Due Date: 10312015 Status: N NFO - This Effort Statement has been previously saved.	Committed Effort				Certified Effort	Certify?
LANG, AVA	Committed Effort 0.00%	44.00%	0.00%	44.00%	Certified Effort	Certify?
KANG, MAD - OSCHITOR (Semi-Annuel A, C-Bawe) Base Effort Pend: 0101201510 06202015 Due Date: 10312015 Statur: N KFO - This Effort Statement has been previously saved. Total Total	Committed Effort 0.00% 0.00%	44.00% 16.00%	0.00%	44.00% 18.00%	Certified Effort	Certify?
LANG, AVA	Committed Effort 0.00%	44.00%	0.00%	44.00%	Certified Effort	Certify?
LANG, XLAO - COST TROE (Lemi-Annual A.C-Base) Base Effort Period: 0101/2015 to 05/202015 Dive Date: 1021/2015 Statur: N IFFO - This Effort Statement has been previously aved.	Committed Effort 0.00% 0.00% 0.00%	44.00% 18.00% 60.00%	0.00% 0.00% 0.00%	44.00% 16.00% 60.00%	Certified Effort 0 0% 0%	Certify?
LANG, XAQ - OGTIVAB (semi-Annual A,C-Bave) Base Effort Period: 0101/2015 to 06/302015 Due Date: 1031/2015 Matur: Nr KFO - This Effort Statement has been previously saved. Total To	Committed Effort 0.00% 0.00% 0.00%	44.00% 18.00% 60.00% 40.00%	0.00% 0.00% 0.00%	44.00% 16.00% 60.00% 40.00%	Certified Effort	Certily?
AND, WO - 0001708 (Semi-Annual A.C.Bases) Base Effort Pendal: 001/2015 to 002/2015 Due Date: 1021/2015 Statux: N KFO - This Effort Statement has been previously aved. Total To	Committed Effort 0.00% 0.00% 0.00%	44.00% 18.00% 60.00%	0.00% 0.00% 0.00%	44.00% 16.00% 60.00%	Certified Effort 0 0% 0%	Certify?
LANG, XLAO - COST TROE (Lemi-Annual A.C-Base) Base Effort Period: 0101/2015 to 05/202015 Dive Date: 1021/2015 Statur: N IFFO - This Effort Statement has been previously aved.	Committed Effort 0.00% 0.00% 0.00%	44.00% 18.00% 60.00% 40.00%	0.00% 0.00% 0.00%	44.00% 16.00% 60.00% 40.00%	Certified Effort	Certity? ₹
LANG, XA2 - OST/TR05 (Semi-Annusi A, C-Bave) Base Effort Period: 0101/2015 to 05/3/2015 Due Date: 1/3/3/2015 Balance N KEO - This Effort Statement has been previously aved. To To To To To To To To To To To To To To	Committed Effort 0 00% 0 00% 0.0% 0.0% 0.0%	44.00% 16.00% 60.00% 40.00%	0.00% 0.00% 0.00% 0.00%	44.00% 16.00% 60.00% 40.00%	Certified Effort	Cartity? Ø Ø
LANG, XA2 - OST/TR05 (Semi-Annusi A, C-Bave) Base Effort Period: 0101/2015 to 05/3/2015 Due Date: 1/3/3/2015 Balance N KEO - This Effort Statement has been previously aved. To To To To To To To To To To To To To To	Committed Effort 0 00% 0 00% 0.0% 0.0% 0.0%	44.00% 16.00% 60.00% 40.00%	0.00% 0.00% 0.00% 0.00%	44.00% 16.00% 60.00% 40.00%	Certified Effort	Certily? Ø

Enter an *Effort Note* when you certify at percentages that are different than your computed effort:

Non Sponsored UWMSN-OTHER All Not	n-Sponsored Effort ()		0.00%
Non Sponsored Total:			0.00% clos
Grand Total:	Create New Note		
	Note (max 4000 characters.	My non-sponsored line	includes 8% voluntary
Notes	Exact text will be duncatedy	My non-sponsored line committed cost sharing project for which I am	to 144-PRJ123, a a key person but not
Transactions *		the PI.	
🕨 Activity Log 🖈			
🕨 Cartifiare & Annrovare 👉			Save Note

The next step – confirm that:

- 1. Sufficient effort was devoted to justify the salary charges, and
- 2. Commitments have been met, and
- 3. You have suitable means of verifying the effort that you are certifying
- 4. If you are certifying a single statement, click the **Certify** button. If you are certifying multiple statements, click the **Certify Checked** button.

44 % ♥ 16 % ♥	6				
1 C 0/		44.00%	0.00%	44.00%	0.00%
10 %	6	16.00%	0.00%	16.00%	0.00%
60%		60.00%	0.00%	60.00%	0.00%
40 %	6	40.00%	0.00%	40.00%	0.00%
40%		40.00%	0.00%	40.00%	0.00%
100%		100.00%	0.00%	100.00%	0.00%
Certify Save	_∛C				

An attestation statement will display. The details of the statement(s) that you are certifying will be displayed, along with the Attestation Statement. Read the Attestation Statement and click **I Agree**.

Covered Individual	Statement Type	Period of Performance	Certified Lines					
GAYLA S GARLICK-HANSEN - 00303750	Base	03/22/2015 to 06/27/2015	You have certified all lines to which you currently have access.					
CHENSHENG KUANG - 00810523	Base	01/01/2015 to 06/30/2015	You have certified all lines to which you currently have access.					
I certify that the salary charged, including any salary transfers, and the effort certified this period reasonably reflect the work performed. I further certify that I am in a position that provides me with a suitable means of verification that the work was performed.								

The individual's names will drop off your Work List when you have certified their statements. Continue to certify statements until only your name remains on the certification page.

Work List)(
 Statements Requiring Certification 	🖻 💾 🕇 🔍	🔉 🗞 BAILEY, HO	WARD H - 00081913		
BAILEY, HOWARD H	A534260 MSN/SMPH/MEDI	 Statement Owr Effort Statemer Needing cer Historical * 	nts ★ tification		
		Base	6/30/2015	🌛 Certified, Processed	
		Base	12/31/2014	<i>ভ</i> Certified, Processed	
		Base	6/30/2014	\delta Certified, Processed	
		Base	12/31/2013	\delta Certified, Processed	
Recently Completed		Rasa	STUC/US/3	Cartified Drassand	

When you go back to your home page, you should also see that your Statements Awaiting Certification tab is empty:

Statements Awaiting C	ertification (0)				
Effort Statements					
Statement Owner	Department	Period	Due Date Type	Status	PI
There are no Effort statements ass	ociated to you.				

You are done! Thank you for certifying your effort in the ecrt system.