

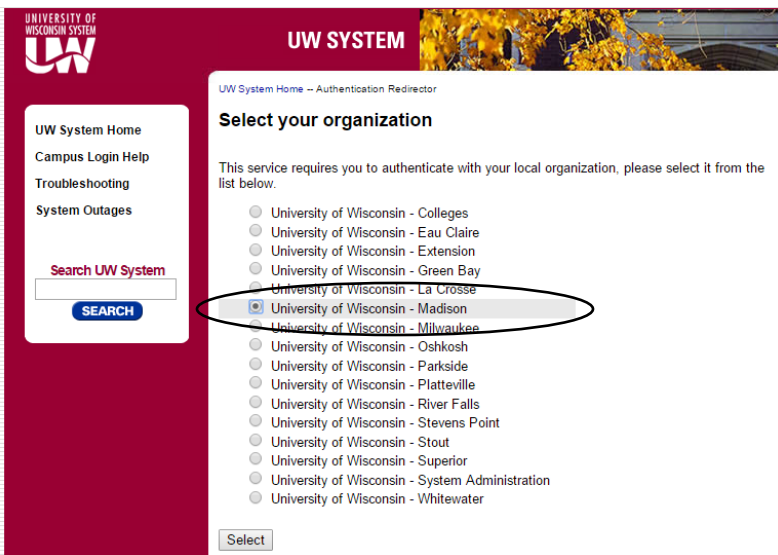
ECRT Demonstration: Steps and Screen Shots

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**:



Then enter your Netid and Password and click **Log in**:

Login

NetID Forgot NetID

Password Forgot password

Need help?

- Activate your NetID
- Modify your account
- Create a strong 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:

Statements Awaiting Certification (15)							
Effort Statements							
Statement Owner	Department	Period	Due Date	Type	Status	PI	
BALIKER, MARY	A533400-A533400 MSN/SMPH/C...	03/22/2015-06/27/2015	10/31/2015	Base	Not Certified, Not Processed		🔴
FAKHRALDEEN, SAJA	A535900-A535900 MSN/SMPH/O...	01/01/2015-06/30/2015	10/31/2015	Base	Not Certified, Not Processed		🔴
GARLICK-HANSEN, GAYLA	A533400-A533400 MSN/SMPH/C...	12/28/2014-03/21/2015	7/31/2015	Base	Not Certified, Not Processed		🔴
		03/22/2015-06/27/2015	10/31/2015	Base	Not Certified, Not Processed		🔴
KUANG, CHENSHENG	A489000-A489000 MSN/L&S/STA...	01/01/2015-06/30/2015	10/31/2015	Base	Not Certified, Not Processed		🔴
MATTHIAS, JESSICA	A533400-A533400 MSN/SMPH/C...	01/01/2015-06/30/2015	10/31/2015	Base	Not Certified, Not Processed		🔴
OCKULY, JEFFREY	A533440-A533440 MSN/SMPH/C...	01/01/2015-06/30/2015	10/31/2015	Base	Not Certified, Not Processed		🔴
SHISHKOVA, EVGENIA	A347520-A347520 MSN/VCRGE/B...	01/01/2015-06/30/2015	10/31/2015	Base	Not Certified, Not Processed		🔴
		12/28/2014-03/21/2015	7/31/2015	Base	Not Certified, Not Processed		🔴
SIEDSCHLAG, MARY	A533400-A533400 MSN/SMPH/C...	03/22/2015-06/27/2015	10/31/2015	Base	Not Certified, Not Processed		🔴
		12/28/2014-03/21/2015	7/31/2015	Base	Not Certified, Not Processed		🔴
STEINLE, JULIE	A533400-A533400 MSN/SMPH/C...	03/22/2015-06/27/2015	10/31/2015	Base	Not Certified, Not Processed		🔴
TEMPLE, JAN	A534260-A534260 MSN/SMPH/M...	12/28/2014-03/21/2015	7/31/2015	Base	Not Certified, Not Processed		🔴

Your Certification Page:

Work List

Statements Requiring Certification

BAILEY, HOWARD H	A534260 MSN/SMPH/MEDI...
ZHANG, XIAO	A538500 MSN/SMPH/POP H...

Recently Completed

BAILEY, HOWARD H - 00081913

Statement Owner

Effort Statements

- Needing certification
 - Base 10/31/2015 Not Certified, Not Processed
- Historical
 - Base 12/31/2014 Certified, Processed
 - Base 6/30/2014 Certified, Processed
 - Base 12/31/2013 Certified, Processed
 - Base 6/30/2013 Certified, Processed

BAILEY, HOWARD H - 00081913 (Semi-Annual A,C-Basis) Base Effort Period: 01/01/2015 to 06/30/2015 Due Date: 10/31/2015 Status: Not Certified, Not Processed

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%	0%	<input type="checkbox"/>
144-PRJ81DP UW Comprehensive Cancer Center Support non-competing continuation (BAILEY,HOWARD H)	24.86%	27.57%	0.00%	27.57%	28%	<input type="checkbox"/>
144-PRJ81DQ UW Comprehensive Cancer Center Support non-competing continuation (BAILEY,HOWARD H)	4.97%	5.54%	0.00%	5.54%	6%	<input type="checkbox"/>
144-PRJ89MB Cancer Prevention Agent Development Program: Early Phase Clinical Research. (BAILEY,HOWARD H)	15.00%	15.00%	0.00%	15.00%	15%	<input type="checkbox"/>
144-PRJ94GT UW Comprehensive Cancer Center Support non-competing continuation (BAILEY,HOWARD H)	25.14%	22.23%	5.00%	27.23%	27%	<input type="checkbox"/>
144-PRJ94GU UW Comprehensive Cancer Center Support non-competing continuation (BAILEY,HOWARD H)	5.03%	4.46%	0.00%	4.46%	4%	<input type="checkbox"/>
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%	20%	<input type="checkbox"/>
Non Sponsored Total:	0.00%	25.20%	-5.00%	20.20%	20%	
Grand Total:	75.00%	100.00%	0.00%	100.00%	100%	<input type="checkbox"/>

Save

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%	0%	<input checked="" type="checkbox"/>
144-PRJ81DP UW Comprehensive Cancer Center Support non-competing continuation (BAILEY, HOWARD H)	24.86%	27.57%	0.00%	27.57%	28%	<input checked="" type="checkbox"/>
144-PRJ81DQ UW Comprehensive Cancer Center Support non-competing continuation (BAILEY, HOWARD H)	4.97%	5.54%	0.00%	5.54%	6%	<input checked="" type="checkbox"/>
144-PRJ89MB Cancer Prevention Agent Development Program: Early Phase Clinical Research. (BAILEY, HOWARD H)	15.00%	15.00%	0.00%	15.00%	15%	<input checked="" type="checkbox"/>
144-PRJ94GT UW Comprehensive Cancer Center Support non-competing continuation (BAILEY, HOWARD H)	25.14%	22.23%	5.00%	27.23%	27%	<input checked="" type="checkbox"/>
144-PRJ94GU UW Comprehensive Cancer Center Support non-competing continuation (BAILEY, HOWARD H)	5.03%	4.46%	0.00%	4.46%	4%	<input checked="" type="checkbox"/>
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%	20%	<input checked="" type="checkbox"/>
Non Sponsored Total:	0.00%	25.20%	-5.00%	20.20%	20%	
Grand Total:	75.00%	100.00%	0.00%	100.00%	100%	<input checked="" type="checkbox"/>

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.

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%	0%	<input checked="" type="checkbox"/>
144-PRJ81DP UW Comprehensive Cancer Center Support non-competing continuation (BAILEY, HOWARD H)	24.86%	27.57%	0.00%	27.57%	28%	<input checked="" type="checkbox"/>
144-PRJ81DQ UW Comprehensive Cancer Center Support non-competing continuation (BAILEY, HOWARD H)	4.97%	5.54%	0.00%	5.54%	6%	<input checked="" type="checkbox"/>
144-PRJ89MB Cancer Prevention Agent Development Program: Early Phase Clinical Research. (BAILEY, HOWARD H)	15.00%	15.00%	0.00%	15.00%	15%	<input checked="" type="checkbox"/>
144-PRJ94GT UW Comprehensive Cancer Center Support non-competing continuation (BAILEY, HOWARD H)	25.14%	22.23%	5.00%	27.23%	27%	<input checked="" type="checkbox"/>
144-PRJ94GU UW Comprehensive Cancer Center Support non-competing continuation (BAILEY, HOWARD H)	5.03%	4.46%	0.00%	4.46%	4%	<input checked="" type="checkbox"/>
Sponsored Total:	75.00%	74.80%	5.00%	79.80%	76%	
Non Sponsored						
UWMSN-OTHER All Non-Sponsored Effort ()	0.00%	25.20%	-5.00%	20.20%	24%	<input checked="" type="checkbox"/>
Non Sponsored Total:	0.00%	25.20%	-5.00%	20.20%	24%	
Grand Total:	75.00%	100.00%	0.00%	100.00%	100%	<input checked="" type="checkbox"/>

Notes

Transactions

Activity Log

Certifiers & Approvers

ZHANG, XIAO - 00571708 (Semi-Annual A-C Basis) Base Effort Period: 01/01/2015 to 06/30/2015 Due Date: 10/31/2015 Status: Not Certified, Not Processed

INFO - This Effort Statement has been previously saved.

Projects [-]	Committed Effort	Payroll	Cost Share	Computed Effort	Certified Effort	Certify?
Sponsored						
144-PRJ112P HIV Risk and Access to Health Care Among Mexican Migrants (MARTINEZ-DONATEANA)	0.00%	44.00%	0.00%	44.00%	0%	<input checked="" type="checkbox"/>
144-PRJ94HG UW Comprehensive Cancer Center Support non-competing continuation (BAILEY, HOWARD H)	0.00%	16.00%	0.00%	16.00%	0%	<input checked="" type="checkbox"/>
Sponsored Total:	0.00%	60.00%	0.00%	60.00%	0%	
Non Sponsored						
UWMSN-OTHER All Non-Sponsored Effort ()	0.00%	40.00%	0.00%	40.00%	100%	<input checked="" type="checkbox"/>
Non Sponsored Total:	0.00%	40.00%	0.00%	40.00%	100%	
Grand Total:	0.00%	100.00%	0.00%	100.00%	100%	<input checked="" type="checkbox"/>

Save All Certify Checked

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

Non Sponsored
UWMSN-OTHER All Non-Sponsored Effort () 0.00%

Non Sponsored Total: 0.00%

Grand Total:

Create New Note

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

My non-sponsored line includes 8% voluntary committed cost sharing to 144-PRJ123, a project for which I am a key person but not the PI.

Save Note

Effort Training for Faculty and Staff

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.

Committed Effort	Payroll	Cost Share	Computed Effort	Certified Effort	Certify?
0.00%	44.00%	0.00%	44.00%	\$ 44%	<input checked="" type="checkbox"/>
0.00%	16.00%	0.00%	16.00%	\$ 16%	<input checked="" type="checkbox"/>
0.00%	60.00%	0.00%	60.00%	60%	
0.00%	40.00%	0.00%	40.00%	\$ 40%	<input checked="" type="checkbox"/>
0.00%	40.00%	0.00%	40.00%	40%	
0.00%	100.00%	0.00%	100.00%	100%	<input checked="" type="checkbox"/>

Certify Save

Save All Certify Checked

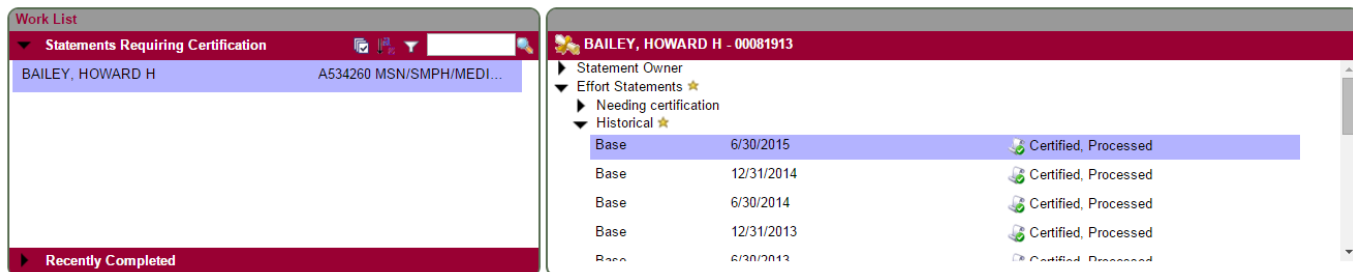
An attestation statement will display. The details of the statement(s) that you are certifying will be displayed, along with the Attestation Statement. Read the Attestation Statement and click **I Agree**.

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.

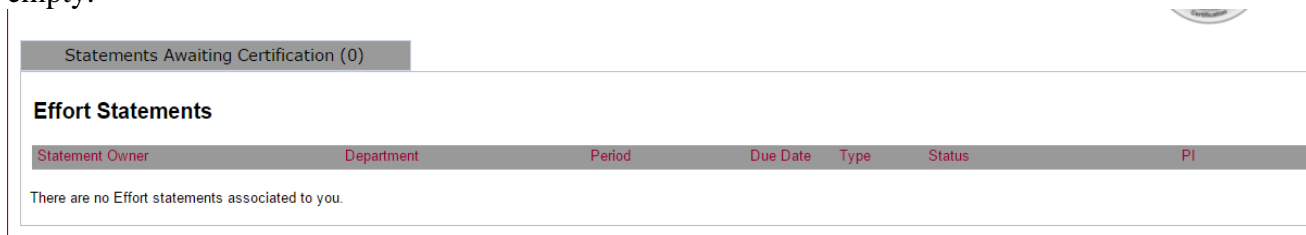
I certify that the salary charged, including any salary transfers, and the effort certified this period reasonably reflect the work performed. I further certify that I am in a position that provides me with a suitable means of verification that the work was performed.

I Agree Cancel

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.



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



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