

Certify My Effort

The Research Foundation for SUNY implemented an online effort reporting tool—Effort Certification and Reporting Technology (**ecrt**)—to be used starting with spring 2013 (academic year campuses) or January 1 – June 30, 2013 (half-year campuses) effort statements. This document explains how to certify an effort statement for an individual who is responsible for certifying their own effort, including how to:

- A. Select the effort statement needing certification
- B. Review the effort statement
- C. Certify effort
- D. Attest or electronically sign the effort statement

Prerequisite: It is recommended that you view the “Introduction to the Effort Reporting Electronic Tool” video that is posted on the [RF’s training page](#) prior to certifying your effort.

Background

1. You will receive an e-mail from **ecrt** indicating that you have an effort statement requiring certification.
2. Click the “**Statements Available for Certification**” hyperlink at the bottom of the e-mail.
3. Once you are logged in the **ecrt** Work List page opens—this is the **ecrt** home page.

A. Select the Effort Statement Needing Certification

SUNY RF Research Foundation for SUNY Welcome, Aaron Murphy | Sign Out

Home Certify Reports Administration Links

Work List for Aaron Murphy

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.

Statements Awaiting Certification (2)

Statement Owner	Department	Due Date	Type	Status	PI
Murphy, Aaron - 56967	7986 - 600 Computer Science and Engineering	8/31/2012	Base	Ready to be Certified	
		11/16/2012	Base	Building, Not Ready for Certification	

PI Training


- > Introduction to the Effort Reporting Electronic Tool
- > Certify My Effort
- > Certify My Effort and the Effort of My Staff
- > Effort Reporting Essentials

PI Reference Documents

- > PI Glossary of Terms
- > PI Effort Statement Statuses

Reference Material

- > RF Effort Reporting Policy
- > OMB Circulars
- > National Institutes of Health: Grants Policy and Guidance

4. Access your effort statement by either:
 - a. Clicking your name on the left side of the screen under the **Statement Owner** column.
 - b. Click on the “Ready to be Certified” icon  on the right side of the screen under the **Status** column.

B. Review the Effort Statement

Effort Statement for Murphy, Aaron (600 SUNY-Monthly); Base effort, from 01/01/2012 to 05/24/2012, due 8/31/2012; Status: Ready to be Certified

	Salary Charges	Cost Share Charges	Total Charges	\$ Value	Certified Effort	Certify
Awards [-]						
Sponsored - Federal/Federal Flow-through						
42380 Roles of NFI Genes in Mouse Lung Development						
42380 Roles of NFI Genes in Mouse Lung Development	25.00%	0.00%	25.00%	\$	25.00%	<input type="checkbox"/>
<i>Award Total:</i>	25.00%	0.00%	25.00%		25.00%	
Sponsored - Federal/Federal Flow-through Total:	25.00%	0.00%	25.00%		25.00%	
Sponsored - Non Federal						
55104 Role of Nfix in neural stem cells and glioblastoma						
55104 Role of Nfix in neural stem cells and glioblastoma	25.00%	0.00%	25.00%	\$	25.00%	<input type="checkbox"/>
<i>Award Total:</i>	25.00%	0.00%	25.00%		25.00%	
58339 Western New York Stem Cell Culture and Analysis Center						
58339 Western New York Stem Cell Culture and Analysis Center	9.40%	0.00%	9.40%	\$	9.40%	<input type="checkbox"/>
58341 Cost Sharing for Award 58339	0.00%	0.60%	0.60%	\$	0.60%	<input type="checkbox"/>
<i>Award Total:</i>	9.40%	0.60%	10.00%		10.00%	
Sponsored - Non Federal Total:	34.40%	0.60%	35.00%		35.00%	
Non Sponsored						
000260 600 Other Institutional Activities	40.00%	0.00%	40.00%	\$	40.00%	<input type="checkbox"/>
Non Sponsored Total:	40.00%	0.00%	40.00%		40.00%	
Grand Total:	99.40%	0.60%	100.00%		100.00%	All None

Get Help Close Certify

Notes Attachments

5. Review the effort statement to:
 - a. Verify that the sponsored programs listed are the ones you committed effort to and performed activities for during the effort reporting period of performance.
 - b. Verify the salary and/or cost share charges are reasonable and applicable to the activities performed.
6. The **ecrt** tool provides additional functionality that allows you to view the detail payroll amounts that were used to build your effort statement:
 - a. Click the **Reports** icon in the header above the **Awards** column.
 - b. Click **Payroll Report**.



Note: If you have questions about the information on the effort statement:

- Click **Get Help** to send an e-mail to your campus effort reporting administrator.
- Once you resolved any questions or issues you will need to repeat the steps in this document to certify your effort statement.

C. Certify Effort

Effort Statement for Murphy, Aaron (600 SUNY-Monthly); Base effort, from 01/01/2012 to 05/24/2012, due 8/31/2012; Status: Ready to be Certified					
Awards [-]	Salary Charges	Cost Share Charges	Total Charges	Certified Effort	Certify
Sponsored - Federal/Federal Flow-through					
42380 Roles of NFI Genes in Mouse Lung Development					
42380 Roles of NFI Genes in Mouse Lung Development	25.00%	0.00%	25.00%	\$ 25.00%	<input checked="" type="checkbox"/>
<i>Award Total:</i>	25.00%	0.00%	25.00%	25.00%	
Sponsored - Federal/Federal Flow-through Total:					
	25.00%	0.00%	25.00%	25.00%	
Sponsored - Non Federal					
55104 Role of Nfix in neural stem cells and glioblastoma					
55104 Role of Nfix in neural stem cells and glioblastoma	25.00%	0.00%	25.00%	\$ 25.00%	<input checked="" type="checkbox"/>
<i>Award Total:</i>	25.00%	0.00%	25.00%	25.00%	
58339 Western New York Stem Cell Culture and Analysis Center					
58339 Western New York Stem Cell Culture and Analysis Center	9.40%	0.00%	9.40%	\$ 9.40%	<input checked="" type="checkbox"/>
58341 Cost Sharing for Award 58339	0.00%	0.60%	0.60%	\$ 0.60%	<input checked="" type="checkbox"/>
<i>Award Total:</i>	9.40%	0.60%	10.00%	10.00%	
Sponsored - Non Federal Total:					
	34.40%	0.60%	35.00%	35.00%	
Non Sponsored					
000260 600 Other Institutional Activities	40.00%	0.00%	40.00%	\$ 40.00%	<input type="checkbox"/>
Non Sponsored Total:					
	40.00%	0.00%	40.00%	40.00%	
Grand Total:					
	99.40%	0.60%	100.00%	100.00%	All None
<div style="display: flex; justify-content: space-between; align-items: center;"> Get Help Close Certify </div>					
<p>▶ Notes </p> <p>▶ Attachments </p>					

7. If you agree with the information displayed on the effort statement you will either click the **All** link to select all the checkboxes or click the **Certify** checkbox next to each award to select it.
8. Click the **Certify** button.

D. Attest or Electronically Sign the Effort Statement

Attestation

Certification Attestation Effort 01/01/2012 - 05/18/2012 

Due Date: 8/31/2012

Covered Individual:	Aaron Murphy - 56967	Location:	
Title:	Principal Investigator	Effort Coordinator:	Charles Marks - 42494
Department:	7986 - 600 Computer Science and Engineering	Period of Performance:	01/01/2012 to 05/18/2012
Email:	aaron.murphy@rfsunytraining.org		
Status:			

I confirm that I have firsthand knowledge of the activities performed by the above mentioned employee(s) and the distribution of the percent of salary is reasonable.

9. Read the attestation statement and click **I Agree** to affix your electronic signature.
10. A pop-up window will appear with this message: "You have certified all checked activities for period [start and end dates of the effort reporting period of performance]. You will be sent back to the effort statement page when the process is complete. This can take up to 30 seconds to complete. Do not refresh this page."
11. Click **OK** to confirm.
12. The effort certification is now complete.
13. You can log off from **ecrt** by clicking **Sign Out** in the top right corner of the page.