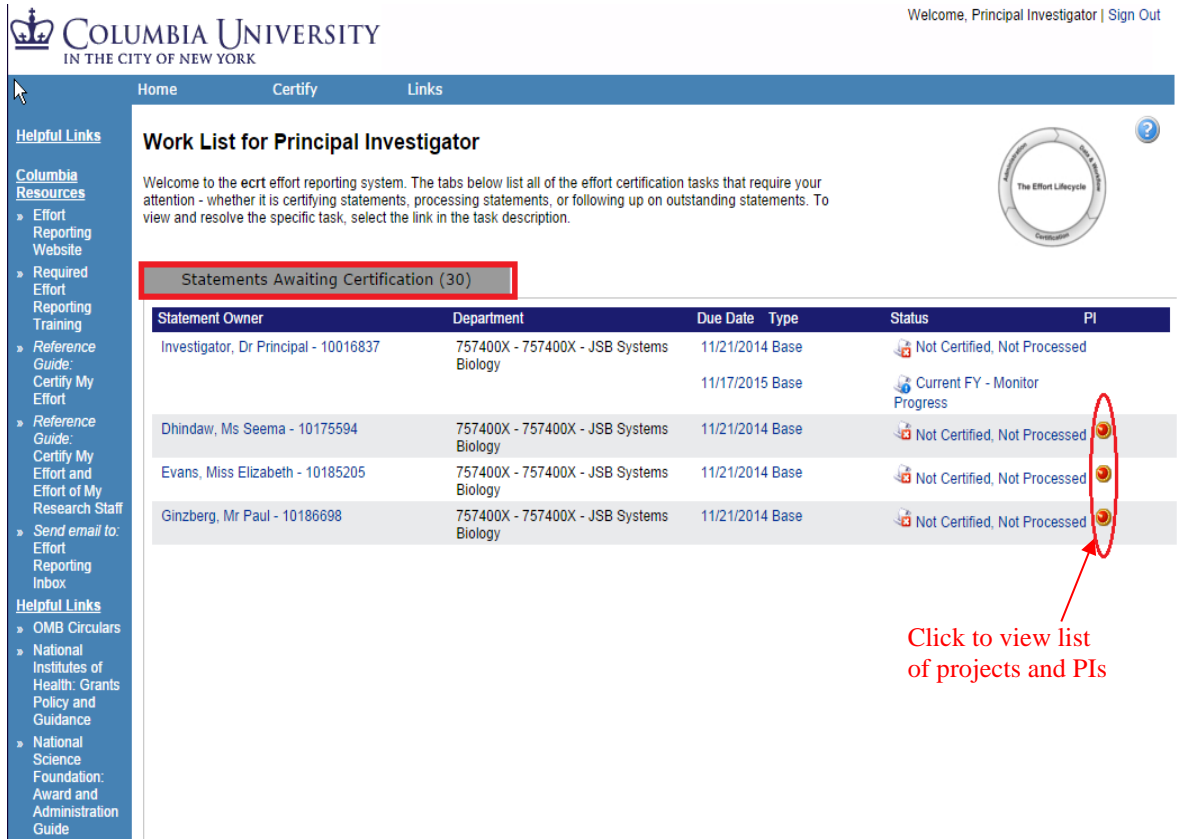


**How to Certify Your Effort and the Effort of Your Researchers in ECRT**

1. Using your internet browser, access ECRT at <https://ecrt.columbia.edu>.
2. Log in using your UNI and UNI password.
3. You will be taken to the ECRT Welcome Page which provides basic information on the ECRT system, including any important announcements.
4. At the bottom of the welcome page, select **‘Continue’** to take you to the Effort Reporting home page.
5. You will see one tab listed on your homepage, “Statements Awaiting Certification.” This will serve as your task list and only list open items that require your action. If applicable, your effort certification will appear at the top of the list.
6. You can click on any of the helpful links on the left-hand blue navigation bar for assistance.






Welcome, Principal Investigator | Sign Out

Home Certify Links

**Work List for Principal Investigator**

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.

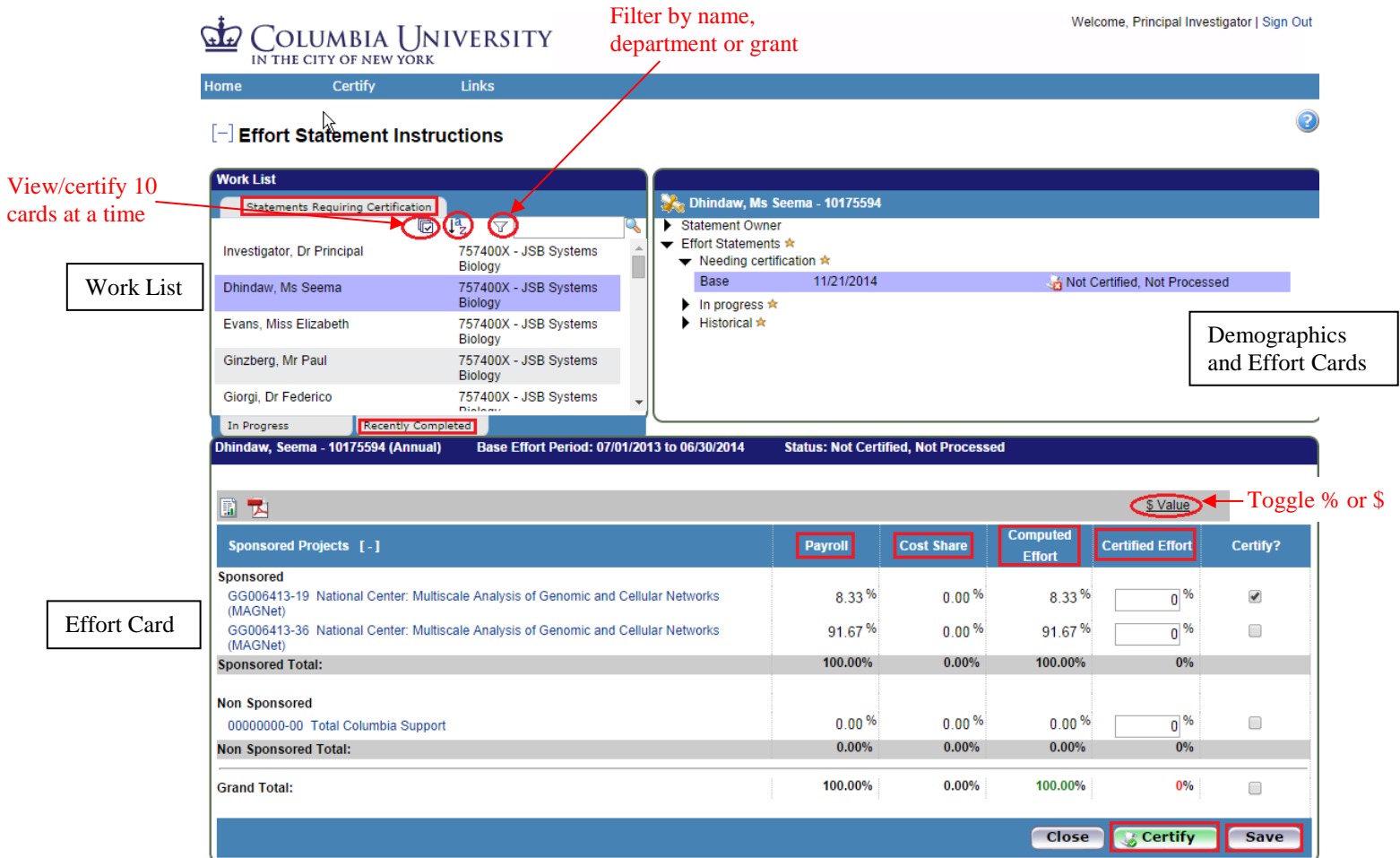
**Statements Awaiting Certification (30)**

Statement Owner	Department	Due Date	Type	Status	PI
Investigator, Dr Principal - 10016837	757400X - 757400X - JSB Systems Biology	11/21/2014	Base	Not Certified, Not Processed	
		11/17/2015	Base	Current FY - Monitor Progress	
Dhindaw, Ms Seema - 10175594	757400X - 757400X - JSB Systems Biology	11/21/2014	Base	Not Certified, Not Processed	
Evans, Miss Elizabeth - 10185205	757400X - 757400X - JSB Systems Biology	11/21/2014	Base	Not Certified, Not Processed	
Ginzberg, Mr Paul - 10186698	757400X - 757400X - JSB Systems Biology	11/21/2014	Base	Not Certified, Not Processed	

Click to view list of projects and PIs

7. By selecting the red button under PI,  you can view a list of projects and PIs for the selected researcher.

- By clicking on any Statement Owner, Due Date or Status, you will be taken to the certification screen for that individual.



**Work List**

Investigator, Dr Principal	757400X - JSB Systems Biology
Dhindaw, Ms Seema	757400X - JSB Systems Biology
Evans, Miss Elizabeth	757400X - JSB Systems Biology
Ginzberg, Mr Paul	757400X - JSB Systems Biology
Giorgi, Dr Federico	757400X - JSB Systems Biology

**Demographics and Effort Cards**

Dhindaw, Ms Seema - 10175594

- Statement Owner
- Effort Statements
  - Needing certification
    - Base 11/21/2014 Not Certified, Not Processed
  - In progress
  - Historical

**Effort Card**



Dhindaw, Seema - 10175594 (Annual) Base Effort Period: 07/01/2013 to 06/30/2014 Status: Not Certified, Not Processed

Sponsored Projects [-]	Payroll	Cost Share	Computed Effort	Certified Effort	Certify?
<b>Sponsored</b>					
GG006413-19 National Center: Multiscale Analysis of Genomic and Cellular Networks (MAGNet)	8.33%	0.00%	8.33%	0%	<input checked="" type="checkbox"/>
GG006413-36 National Center: Multiscale Analysis of Genomic and Cellular Networks (MAGNet)	91.67%	0.00%	91.67%	0%	<input type="checkbox"/>
<b>Sponsored Total:</b>	<b>100.00%</b>	<b>0.00%</b>	<b>100.00%</b>	<b>0%</b>	
<b>Non Sponsored</b>					
00000000-00 Total Columbia Support	0.00%	0.00%	0.00%	0%	<input type="checkbox"/>
<b>Non Sponsored Total:</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0%</b>	
<b>Grand Total:</b>	<b>100.00%</b>	<b>0.00%</b>	<b>100.00%</b>	<b>0%</b>	<input type="checkbox"/>

- The certification screen is broken up into three sections:
  - Work List:** This section shows a list of individuals whose cards you must certify. It is divided between “Statements Requiring Certification” and “Recently Completed.” Statements Requiring Certification will show “Not Certified” effort cards that require your action, while Recently Completed lists individuals whose effort cards have been certified but are awaiting processing by the primary effort coordinator. Your name will always be listed at the top of this section.
  - Demographics and Effort Cards:** This section displays the demographic information (department, effort coordinator and email) for the employee selected on the left as well as Current (period being certified), In progress (current fiscal year), and Historical effort cards.
  - Effort Card:** This section is the individual’s effort card that requires certification.
    - Note: The “Certify” button will not appear until the checkbox under “Certify?” is checked.
- Review ‘Payroll’, ‘Cost Share’, ‘Computed Effort’ columns.
  - ‘Payroll’ is the salary that was charged directly to this project as payroll charges.
  - ‘Cost Sharing’ is defined as the portion of activity that is supported by another funding source.
  - ‘Computed Effort’ is the sum of Payroll and Cost Sharing.
- Select \$ Value or % Value to toggle between payroll dollar totals and payroll % charged to each project.
- Select the ‘Payroll Report’ from the reports icon above the project listing to view a breakout of the salary allocation by pay period.
- In ‘Certified’ column, enter whole numbers of actual effort performed.
- Mark the checkbox for each project you are certifying. For your own certification, ensure your certified effort totals 100% and that all checkboxes are marked.

- Note: As a PI, you have access to certify projects on which you are listed as the PI as well as the non-sponsored line item. If a researcher works for more than one PI, one PI must certify the non-sponsored effort. You will continue to receive reminder emails until the non-sponsored line has been certified.
15. If you are not ready to complete the certification, select **'Save.'**
  16. If you are ready to complete the certification, select **'Certify.'**
  17. Once you click **'Certify'**, the certification statement will appear. To certify the effort, select **'I Agree.'**
  18. Review confirmation message that pops up and select **'OK.'**
  19. Once you complete each statement, it will return to your next open certification.
  20. Click on the next name of the researcher for whom you would like to certify and follow the process above.

#### View/Certify Multiple Cards

1. If you would like to review and certify more than one effort card at a time, you can click the  icon which will select the first ten names on your active list. Alternatively, you can hold down the shift key and select the cards you would like to review (up to ten at a time).
2. You have the option to filter by last name, department or grant name if you would like to limit your certifications by these criteria; click the filter icon  to use this function.
3. When certifying for more than one card at a time, you should select **"Certify All"** rather than the **"Certify"** button under each individual certification.