Quick-Start Guide to Certifying Effort with ECRT

1) Open your web browser and go to: [https://ecrt.texastech.edu/ecrt/](https://ecrt.texastech.edu/ecrt/)

2) Log into ECRT using your eraider and password.

3) On the ECRT Welcome Screen:
   - Click the Continue button

4) On the ECRT Home Page:
   - Click the link that says Certify/View My Effort

5) View your Effort Report:

6) Determine your effort distribution for the period.

7) Compare your effort distribution with the number in the Computed Effort column of the statement. For each sponsored project:
   - If your effort percentage for any sponsored project differs from the number in the Computed Effort column by five percentage points or more, enter your estimate of your actual effort percentage for that project in the Certified Effort column.
   - Click the 💰 icon to show you the payroll details that make up your effort percentage.
• Otherwise, enter the number from the **Computed Effort** column in the **Certified Effort** column, rounding to the nearest integer.

8) Numbers entered in the **Certified Effort** column must total 99%-101%.

9) Enter a Note to explain any changes made between the %’s in the **Computed Effort** column and what was entered in **Certified Effort**.

10) Once **Certified Effort** has been entered, click the checkbox on each line of your statement and click the **Certify** button.
11) Read the text that begins with the words I certify..... – This is your confirmation that:
   • Effort was devoted at a level that justifies the salary charges, if any
   • You have suitable means of verifying the work that was performed

   Click the button that says I Agree.

12) You’re done! Log Out or close your web browser.