ecrt Basics – Frequently Asked Questions

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- How do I login to ecrt?

The link to login is here: https://ecrt.texastech.edu/ecrt

When you select the link you will be taken to the eRaider login page. Enter your eRaider username and password.

You will be directed to ecrt’s Welcome Page.
When you select Continue you will be directed to ecrt’s Home Page.

- **How do I certify my own Effort?**

From the Home Page – click the “View/Certify My Effort” link. You will be taken to your own effort statement.

When the statement opens – review the pre-populated percentages. These percentages are based on your payroll distribution – which does not necessarily mean they reflect your actual effort. If the percentages are incorrect, update the Certified Effort field with the correct percentages. When they are correct, click the Certify Button.

You will be taken to a confirmation page that includes a statement to attest to the effort you are certifying, if you agree, click the I Agree button.
I don’t see a certify button – what is wrong?

There are a few things to check if you don’t see a certification button. First – make sure the statement that you are looking at is in a certifiable status. Only statements in a “Not Certified” status will display the Certify button.

Next, check to see if the statement has been flipped to show dollars instead of percentages. When the statement is in “Dollar Mode” the certify button will not display. This is because effort certification should be based on a percentage of your time – not based on a dollar amount that was charged to a grant.

I am a PI – how can I certify the effort of my supporting individuals?

On your home page you will have a link to Certify My Researchers – Group View. Select this link to view a “brief” version of all of your individual’s effort statements.
The Certify My Researchers page will display up to 10 statements for your researchers. You can review them all – check the lines that you want to certify, and select the Certify All button (available at the top and bottom of the page).

When you certify a number of statements, the page will refresh and only those statements that you DID NOT certify will remain. When you have finished certifying for ALL of your researchers, you will receive the message below.
• I need help – who should I ask?

Your Effort Coordinator is the best person to ask questions related to your effort statement. If you do not know who your Effort Coordinator is you can find them on the top portion of your effort statement.

If there are additional questions after discussing your problems with an Effort Coordinator you can contact the Central Administrators – SPAR: spar.ecrt@ttu.edu or 806-742-2985.

• Where can I find helpful information about Effort Reporting and the ecrt system?

The Left Navigation bar will contain links to reference documents and training materials related to effort reporting and ecrt. This bar is available from every page in the system.