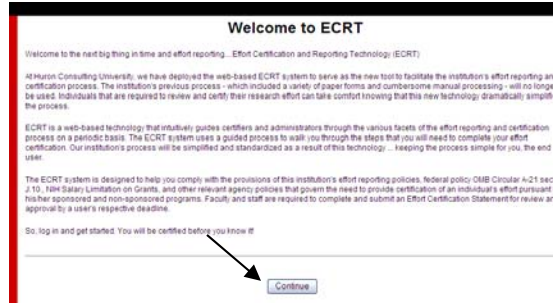


Quick-Start Guide to Certifying Effort with ECRT

- 1) Open your web browser and go to: <https://ecrt.texastech.edu/ecrt/>
- 2) Log into ECRT using your eraidr and password.

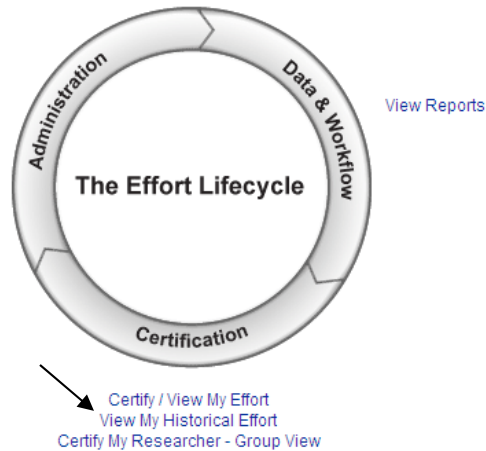
3) On the ECRT Welcome Screen:

- 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.

Grant/FOP Info [-]	Commitments	Payroll	Cost Share	Computed Effort	Certified Effort	Certify Checkboxes
Sponsored						
22J053 Pilot Study Lesser Prairie Chicken Ecology During Pre And Post Construction Of Wind Energy Facilitating In West Texas	0.00%					
22J053-B51170-200 Pilot Study Lesser Prairie Chicken		48.18%	0.00%	48.18%	48%	<input type="checkbox"/>
<i>Award Total:</i>	<i>0.00%</i>	<i>48.18%</i>	<i>0.00%</i>	<i>48.18%</i>	<i>48%</i>	
Sponsored Total:	0.00%	48.18%	0.00%	48.18%	48%	
Non Sponsored						
16A050-B51250-100 Dept Oper and Instructional Admin		51.82%	0.00%	51.82%	52%	<input type="checkbox"/>
Non Sponsored Total:	0.00%	51.82%	0.00%	51.82%	52%	
Grand Total:	0.00%	100.00%	0.00%	100.00%	100%	All None

Buttons:

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.

Commitments	Payroll	Cost Share	Computed Effort	Certified Effort	C
0.00%	48.18%	0.00%	48.18%	\$ 48%	
0.00%	48.18%	0.00%	48.18%	48%	
0.00%	48.18%	0.00%	48.18%	48%	
	51.82%	0.00%	51.82%	\$ 52%	

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

Certified Effort	C
\$ 48%	
48%	
48%	
\$ 52%	
52%	
100%	

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

Use the text field below to enter an Effort note. (4000 character max.)

My certified effort for grant 22J053 was less than what was computed. Due to conflicting schedules I was not able to work on the grant as much as was proposed. Please initiate labor redistributions to fix the error.

Save Effort Note

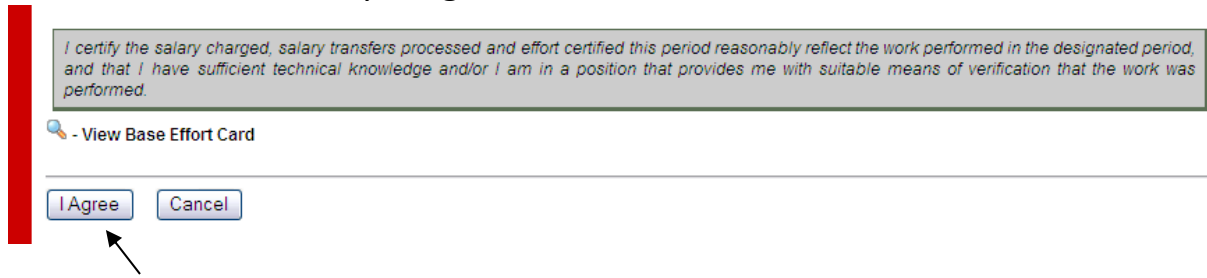
- 10) Once **Certified Effort** has been entered, click the checkbox on each line of your statement and click the **Certify** button.

Certified Effort	Certify Checkboxes
\$ 48%	<input checked="" type="checkbox"/>
48%	
48%	
\$ 52%	<input checked="" type="checkbox"/>
52%	
100%	All None


Complete Later Certify Do Nothing

- 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**.



I certify the salary charged, salary transfers processed and effort certified this period reasonably reflect the work performed in the designated period, and that I have sufficient technical knowledge and/or I am in a position that provides me with suitable means of verification that the work was performed.

 - View Base Effort Card

An arrow points to the "I Agree" button.

- 12) You're done! **Log Out** or close your web browser.