

ecrt Basics – Frequently Asked Questions

[How do I login to ecrt?](#)

[How do I certify my own effort?](#)

[I don't see a certify button – what is wrong?](#)

[I am a PI – how can I certify the effort of my supporting individuals?](#)

[I need help – who should I ask?](#)

[Where can I find helpful information about Effort Reporting and the ecrt system?](#)

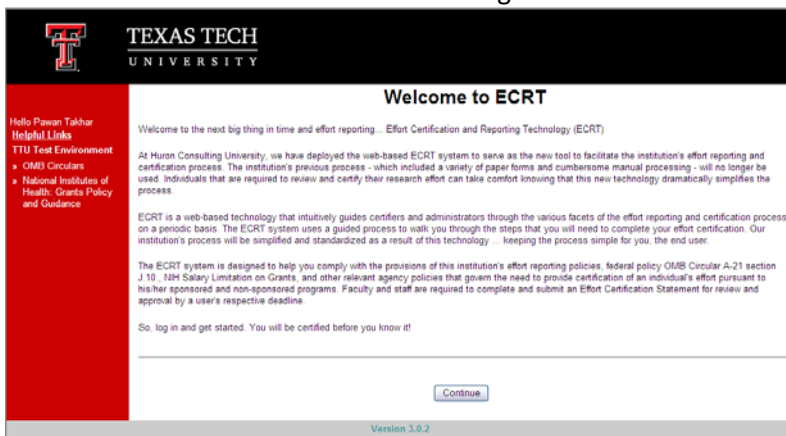
- **How do I login to ecrt?**

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

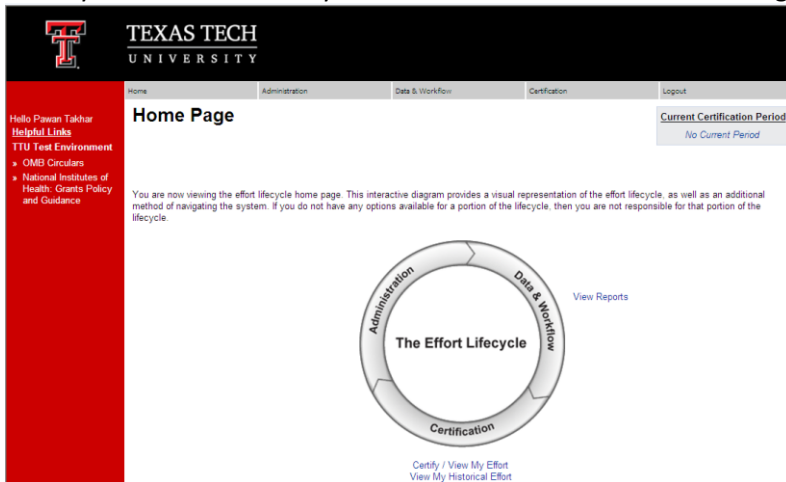
When you select the link you will be taken to the eRaider login page. Enter your eRaider username and password.



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.

Grant/FOP Info [-]	Commitments	Payroll	Cost Share	Computed Effort	Certified Effort	Certify Checkboxes
Awards with commitments and no active accounts						
23C320 The Role Of Chromium Propionate At Enhancing Adipogenic Differentiation Of Bovine Cells Through G Protein Receptors	0.00%					
Sponsored						
23A264 The Role Of Fatty Acids At Enhancing Marbling Development Through Bovine G Coupled Protein Receptors	0.00%				0%	<input type="checkbox"/>
23A264-B51266- The Role Of Fatty Acids At Enhancin 200	0.00%	0.00%	0.00%	0.00%	0%	<input type="checkbox"/>
Award Total:	0.00%	0.00%	0.00%	0.00%	0%	
23C328 Effects Of Supplemental Chromium Propionate On Feedlot Performance During The Receiving Period Of Stressed Beef Cattle	0.00%					
23C328-B51266- Effects Of Supplemental Chromium 200	0.00%	0.00%	0.00%	0.00%	0%	<input type="checkbox"/>
Award Total:	0.00%	0.00%	0.00%	0.00%	0%	
Sponsored Total:	0.00%	0.00%	0.00%	0.00%	0%	
Non Sponsored						
11A004-B51004-100 Faculty Salaries		40.00%	0.00%	40.00%	21%	<input type="checkbox"/>
11A004-B51004-200 Faculty Salaries		39.17%	0.00%	39.17%	39%	<input type="checkbox"/>
11B003-B51004-200 Agricultural Research		20.83%	0.00%	20.83%	21%	<input type="checkbox"/>
Non Sponsored Total:	0.00%	100.00%	0.00%	100.00%	81%	
Grand Total:	0.00%	100.00%	0.00%	100.00%	81%	<input type="checkbox"/> All None

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.

Home Administration Data & Workflow Certification Logout

Base Effort Legal Attestation

Certification Attestation Effort 07/01/2010 - 09/30/2010

Frequency: Quarterly
Due Date: 2/25/2011 Past Due

Covered Individual: Joseph D Cameron - R10343271
Title: Student Assistant
Department: B5103 - B5103 - Animal and Food Sciences
Email: jcedan.cameron@ttu.edu
Status: Not Certified, Not Processed

Effort Coordinator: Judy Thomas - jthomas
Period of Performance: 07/01/2010 to 09/30/2010

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](#)

- 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.

Home Administration Data & Workflow Certification Logout

Base Effort Legal Attestation

Certification Attestation Effort 07/01/2010 - 09/30/2010

Frequency: Quarterly
Due Date: 2/25/2011 Past Due

Covered Individual: Joseph D Cameron - R10343271
Title: Student Assistant
Department: B5103 - B5103 - Animal and Food Sciences
Email: jcedan.cameron@ttu.edu
Status: Not Certified, Not Processed

Effort Coordinator: Judy Thomas - jthomas
Period of Performance: 07/01/2010 to 09/30/2010

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.

Related Reports [Show Dollar Value](#) [Effort Calculator](#)

Grant/FOP Info [-]	Commitments	Payroll	Cost Share	Computed Effort	Certified Effort	Certify Checkboxes
Awards with commitments and no active accounts						
23C320 The Role Of Chromium Propionate At Enhancing Adipogenic Differentiation Of Bovine Cells Through G Protein Receptors	0.00%					

- 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).

Save All Certify All

Ch - Ra

Grant/FOP Info [-]	Commitments	Payroll	Cost Share	Computed Effort	Certified Effort	Certify Checkboxes
Sponsored						
23A264 The Role Of Fatty Acids At Enhancing Marbling Development Through Bovine G Coupled Protein Receptors	0.00%					
23A264-BS1266-200 The Role Of Fatty Acids At Enhancin		76.47%	0.00%	76.47%	76%	<input type="checkbox"/>
Award Total:	0.00%	0.0%	0.0%	0.0%	76.00%	
Sponsored Total:	0.00%	76.47%	0.00%	76.47%	76.00%	
Non Sponsored						
17A149-BS1258-S10 Real Time PCR Fund		23.53%	0.00%	23.53%	24%	<input type="checkbox"/>
Non Sponsored Total:	0.00%	23.53%	0.00%	23.53%	24.00%	
Grand Total:	0.00%	100.00%	0.00%	100.00%	100.00%	

Need Assistance

All accounts on this Effort Statement are associated to the current Principal Investigators: Effort Statement Status: Not Certified, Not Processed

Grant/FOP Info [-]	Commitments	Payroll	Cost Share	Computed Effort	Certified Effort	Certify Checkboxes
Sponsored						
23A264 The Role Of Fatty Acids At Enhancing Marbling Development Through Bovine G Coupled Protein Receptors	0.00%					
23A264-BS1266-200 The Role Of Fatty Acids At Enhancin		100.00%	0.00%	100.00%	100%	<input type="checkbox"/>
Award Total:	0.00%	0.0%	0.0%	0.0%	100.00%	
Sponsored Total:	0.00%	100.00%	0.00%	100.00%	100.00%	
Grand Total:	0.00%	100.00%	0.00%	100.00%	100.00%	

Need Assistance

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.

Home Administration Data & Workflow Certification Logout

Base Effort Legal Attestation

Certification Attestation Effort 07/01/2010 - 09/30/2010

Frequency: Quarterly
Due Date: 2/25/2011 Past Due

Covered Individual:	Joseph D Cameron - R10343271	Effort Coordinator:	Judy Thomas - jthomas
Title:	Student Assistant	Period of Performance:	07/01/2010 to 09/30/2010
Department:	B5103 - Animal and Food Sciences		
Email:	joedan.cameron@ttu.edu		
Status:	Not Certified, Not Processed		

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

Agree Cancel

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.

TEXAS TECH UNIVERSITY

Home Administration Data & Workflow Certification Logout

Hello Pawan Takhar
Helpful Links
TTU Test Environment
OMB Circulars
National Institutes of Health Grants Policy and Guidance

Home Page Current Certification Period: No Current Period

You are now viewing the effort lifecycle home page. This interactive diagram provides a visual representation of the effort lifecycle, as well as an additional method of navigating the system. If you do not have any options available for a portion of the lifecycle, then you are not responsible for that portion of the lifecycle.

The Effort Lifecycle

Administration Data & Workflow Certification View Reports

Certify / View My Effort View My Historical Effort