



ecrt Basics – Frequently Asked Questions

How do I access ecrt?

To access **ecrt** use the provided link under Contracts and Grants Accounting on the HSC El Paso Finance tab of the WebRaider Portal. You will not be prompted to enter an additional password to get into ecrt. Any person who has access to the internet from an offsite location can also log into the **ecrt** system.

The screenshot shows the WebRaider portal interface. The top navigation bar includes 'Home', 'FSA Work Tools', 'Available Budget', 'News', 'Banner', 'HSC El Paso Finance', 'HSC El Paso Employee', and 'HSC El Paso HR'. The main content area is divided into several columns:

- BUSINESS AFFAIRS:** Business Affairs Home, Calendar, Contacts, Helpful Links, Approval Tracking System (ATS), Cognos Connection, Contract AR System, ePrint, Finance User Group, Gateway, MPIP Distribution, Laserfiche Weblink, TEAM App, Xtender.
- BUDGET:** Budget Home, Announcements, Contacts, Forms, Helpful Links, Budget Revision System, Budget Prep System, Fringe Projector, Finance User Group, Labor Redistribution, Reference Materials, Reports.
- CONTRACTS AND GRANTS ACCOUNTING:** Contracts and Grants Accounting Home, Announcements, Contacts, Forms, Helpful Links, Effort Certification and Re Technology (ecrt), Policies and Procedures, Reference Materials, Reports.
- FINANCE SYSTEMS MANAGEMENT (FSM):** Finance Systems Management Home, Announcements, Contacts, Forms, Helpful Links, Property Inventory, Policies and Procedures, Reference Materials.
- GENERAL SERVICES:** General Services Home, Contacts, Forms, Helpful Links, Online Surplus, Property Inventory System, Policies and Procedures, Reference Materials.
- PAYMENT SERVICES:** Payment Services Home, Announcements, Contacts, Forms, Helpful Links, Citi Web Website - PCard, Professional Societies List, Swift Prepaid, TechBuy System - DirectPay, Travel System, Vendor Payments, Policies and Procedures, Reference Materials.
- STUDENT BUSINESS SERVICES:** Student Business Services Home, Announcements, Contacts, Forms, Helpful Links, Cash Receipt System of El Paso, Policies and Procedures, Reference Materials.
- PURCHASING:** Purchasing Home, Announcements, Contacts, Forms, Helpful Links, TechBuySystem, PO/Encumb Change Request (Coming Soon), Policies and Procedures, Reference Materials, Purchasing Manual, TechBuy System Information, TechBuy Job Aids.

A red box highlights the 'CONTRACTS AND GRANTS ACCOUNTING' section, and a red arrow points to the 'Effort Certification and Re Technology (ecrt)' link within that section.

You will be directed to **ecrt**'s Welcome Page. Click on **“Continue”**.

The screenshot shows the ECRT Welcome Page. The top navigation bar includes 'Welcome, Marcos Armendariz | Sign Out' and a search bar with the text 'Enter Search Criteria'. The main content area is titled 'Welcome to ECRT' and contains the following text:

Welcome to the next big thing in time and effort reporting... Effort Certification and Reporting Technology (ECRT)
At Huron Consulting University, we have deployed the web-based ECRT system to serve as the new tool to facilitate the institution's effort reporting and certification process. The institution's previous process - which included a variety of paper forms and cumbersome manual processing - will no longer be used. Individuals that are required to review and certify their research effort can take comfort knowing that this new technology dramatically simplifies the process.
ECRT is a web-based technology that intuitively guides certifiers and administrators through the various facets of the effort reporting and certification process on a periodic basis. The ECRT system uses a guided process to walk you through the steps that you will need to complete your effort certification. Our institution's process will be simplified and standardized as a result of this technology ... keeping the process simple for you, the end user.
The ECRT system is designed to help you comply with the provisions of this institution's effort reporting policies, federal policy OMB Circular A-21 section J.10., NIH Salary Limitation on Grants, and other relevant agency policies that govern the need to provide certification of an individual's effort pursuant to his/her sponsored and non-sponsored programs. Faculty and staff are required to complete and submit an Effort Certification Statement for review and approval by a user's respective deadline.
So, log in and get started. You will be certified before you know it!

A 'Continue' button is located at the bottom of the page.

The **Work List** page will display. The primary method of navigating within the system is using the navigation menu bar along the top of the screen. The navigation menu bar is on every screen of the application, allowing you to move from one page to another quickly. When you place the cursor on a label in the navigation menu bar the available pages to which you can navigate appear in the menu drop-down list. The **Home** menu on the far left returns the user to the **Work List** from anywhere in the application. Please note that the navigation bar will have different labels and drop-down lists based on the assigned ecrt role.

TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER.
EL PASO

Welcome, Marcos Armendariz | Sign Out
Enter Search Criteria

Home Certify Manage Reports Administration Links

Helpful Links
» OMB Circulars
» National Institutes of Health: Grants Policy and Guidance

Work List for Marcos Armendariz

Welcome to the ecrt effort reporting system. The tabs below list statements, processing statements, or following up on outstanding statements.

The Effort Lifecycle

Statements Awaiting Certification (2)

Statement Owner	Department	Due Date	Type	Status	PI
Armendariz, Marcos - R11356153	2032B - 2032B - Contracts and Grants Acctg Etp	1/22/2016	Base	Details Not Certified, Not Processed	
		4/22/2016	Base	Details Effort Statement Building	

How do I certify my own Effort?

From the Work List page – mouse over **Certify** and click on the “**My Statements**” link. You will be taken to your own effort statement.

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When your statement opens – review the pre-populated percentages in the **Certified Effort** column. 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. The **Grand Total** of the **Certified Effort** column must be between 99% and 101%. When you are comfortable with how your effort percentage is documented, click on **“Certify Checkboxes”**. The **Certify Checkboxes** must be checked in order to certify that line of the effort statement. After you have reviewed all lines of the statement and are ready to certify, click the **“Certify”** button.

The screenshot displays the 'Effort Statement Instructions' page for Jamie L. Haynes. It includes a 'Work List' with one active item: 'Haynes, Jamie L' under '51220 - Family Medicine Lbk'. The user profile shows 'Haynes, Jamie L' as an Assistant Professor in the Department of 51220 - Family Medicine Lbk. The effort statement is for the base effort from 09/01/2012 to 11/30/2012, due 1/22/2013, with a status of 'Not Certified, Not Processed'. The table below shows the effort distribution for various grants and FOPs, with columns for Payroll, Cost Share, Computed Effort, Certified Effort, and Certify Checkboxes. Red annotations highlight the 'Certified Effort' field, the 'Certify Checkboxes' column, and the 'Certify' button at the bottom.

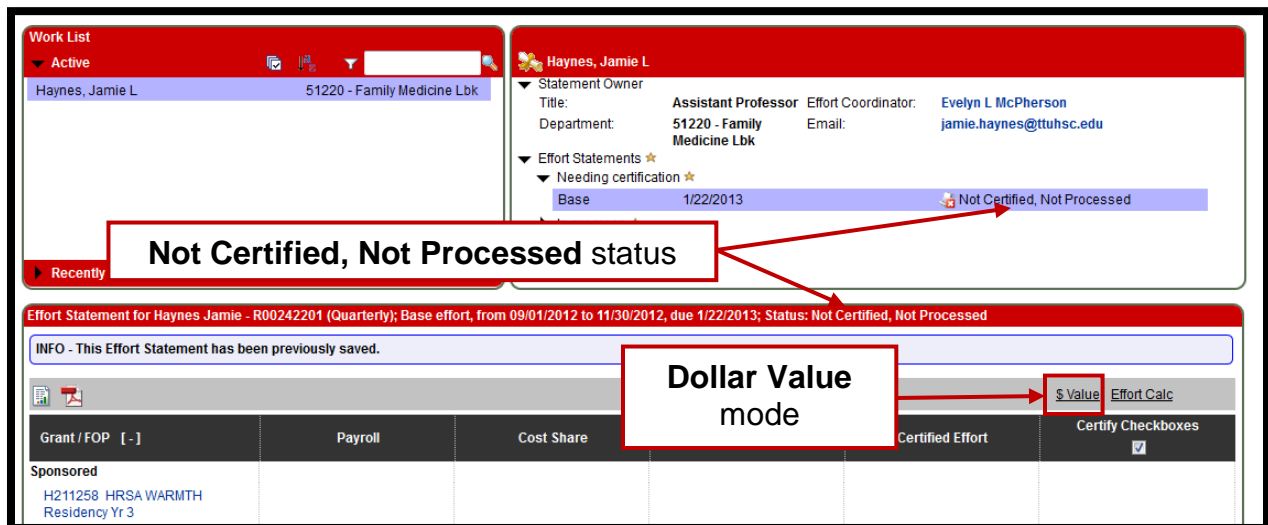
Grant / FOP [-]	Payroll	Cost Share	Computed Effort	Certified Effort	Certify Checkboxes
Sponsored					
H211258 HRSA WARMTH Residency Yr 3					
211258-512201-10 HRSA WARMTH Residency Yr 3	11.03%	0.00%	11.03%	20%	<input checked="" type="checkbox"/>
<i>Award Total:</i>			11.00%	20%	
H211259 HRSA/PreDoc FMAT Yr 3					
211259-512201-10 HRSA/PreDoc FMAT Yr 3			5.51%	6%	<input checked="" type="checkbox"/>
<i>Award Total:</i>	6.00%		6.00%	6%	
Sponsored Total:	17.00%		17.00%	26%	
Non Sponsored					
101072-511001-10 GME SOM Admin	59.05%		59.05%	50%	<input checked="" type="checkbox"/>
131008-512252-10 Fam/Comm Med Dept Program Lbk	19.19%	0.00%	19.19%	19%	<input checked="" type="checkbox"/>
131078-512252-20 Family Med Lbk Designated Research	5.22%		5.22%	5%	<input checked="" type="checkbox"/>
Non Sponsored Total:	83.00%		83.00%	74%	
Grand Total:	100.00%		100.00%	100%	

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, Not Processed 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 Value 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 related individuals?

The PI has the ability to select all the related people in the **Active** list at one time. This tool is most useful when the PI wishes to review and/or certify multiple statements at one time. The **Select All** icon is the first icon to the right of the **Active** label.

The screenshot shows the Texas Tech University Health Sciences Center system interface. At the top, there is a navigation bar with 'Home', 'Certify', and 'Links'. Below this is the 'Effort Statement Instructions' section, which includes a 'Select All' icon highlighted by a red box. A red arrow points from this icon to the 'Work List' section. The 'Work List' is divided into 'Active' and 'Recently Completed' sections. The 'Active' section lists several individuals, including Kang, Min H, Bussiere, Cyril L, Hall, Connor P, Lee, Bokhui, and Ryu, Yonoku. The right-hand pane shows the details for Kang, Min H, including 'Statement Owner', 'Effort Statements', and 'Needing certification'.

Selecting this icon highlights all the people in the **Active** list that have statements that are in a Not Certified status. The selected individuals are loaded in the **Covered Individuals** list in the top right pane. The system compiles the list of Not Certified statements for those people that are in the **Active** list and the compiled statements appear in the **Effort Statement** pane in the order in which the individuals appear in the **Active** list. The PI can review and certify all available lines on the Not Certified statements, which includes their own statement and those for related individuals.

The screenshot shows the Texas Tech University Health Sciences Center system interface. The 'Work List' section is visible on the left, and the 'Covered Individuals' list is shown in the top right pane, highlighted by a red box. Below this is the 'Effort Statement for Kang Min R1016/372 (Quarterly)' section, which includes a table of 'Compiled Statements'. The table has columns for 'Grant / FOP', 'Payroll', 'Cost Share', 'Computed Effort', 'Certified Effort', and 'Certify Checkboxes'. The table lists several sponsored projects, including H211195 Glycolytic PW in Models of Leukemia and H211230 Pediatric Preclinical Testing Program. A red box highlights the 'Compiled Statements' section of the table.

Grant / FOP	Payroll	Cost Share	Computed Effort	Certified Effort	Certify Checkboxes
Sponsored					
H211195 Glycolytic PW in Models of Leukemia					
211195-511559-20 Glycolytic PW in Models of Leukemia	20.00%		20.00%	20%	<input type="checkbox"/>
Award Total	20.00%		20.00%	20%	
H211230 Pediatric Preclinical Testing Program					
211230-511564-20 NCI/Pediatric Preclinical Test Tr5	6.49%	0.00%	6.49%	6%	<input type="checkbox"/>
Award Total	6.00%	0.00%	6.00%	6%	
H211248 Novel 1,3-bis(3-phenylpropyl)pyrrolidine					

I need help – who should I ask?

Your Effort Coordinator is the best person to ask questions related to your effort statement. You can find the name of your effort coordinator listed on the top portion of your effort statement.

Kang, Min H

▼ Statement Owner

Title: Associate Professor Effort Coordinator: **Donna G Stallings**

Department: 51150 - Cell Biology Biochemistry Lbk Email: min.kang@ttuhsc.edu

▼ Effort Statements ★

▼ Needing certification ★

Base 1/22/2013 Not Certified, Not Processed

▶ In progress ★

▶ Historical ★

If there are additional questions after your discussion with your Effort Coordinator, you can contact the Central Administrator at ecrtelp@ttuhsc.edu.

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

There are a couple of links to OMB and NIH policies on the home page in ecrt. The Contracts and Grants Accounting website also contains comprehensive training guides and videos on the ecrt system in the Reference Material webpage as well as a salary cap calculator and a cost share worksheet in the Forms webpage. Please visit <http://el Paso.ttuhs.c.edu/fiscal/businessaffairs/grantaccounting/trainings.aspx>.

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Work List for Marcos Armendariz

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 (2)

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Links to federal policies from OMB and NIH