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.

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

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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.

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.

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.

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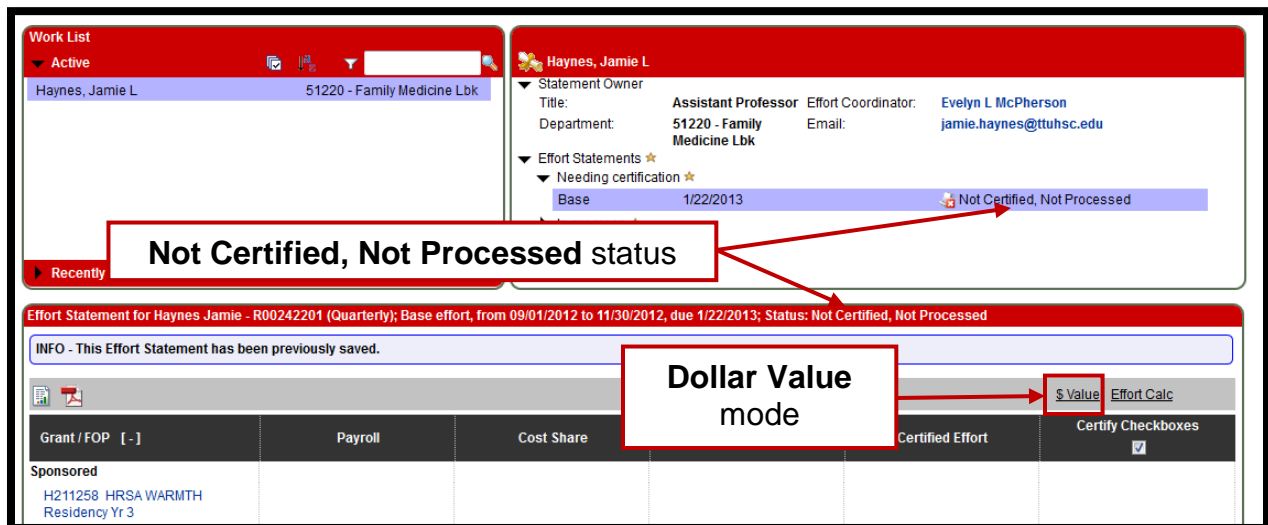
I am a PI – how can I certify the effort of my related individuals?

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.

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.

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.

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://elpaso.ttuhsc.edu/fiscal/businessaffairs/grantaccounting/trainings.aspx.