**Certifying Multiple Effort Statements**

Principal Investigators have the ability to certify their associated researcher’s statements via an individual or a group statement review process in ECRT. This job aid provides instructions on how a PI may certify a multiple statements at the same time using the group review process.

1. Upon successful login to ECRT, click <Certify>, then <My Statements> located at the main menu.

   ![ECRT screenshot](image)

2. Click the condensed work list’s checkbox icon located on the left side of the page. Doing so will initiate the group view where all of the researchers’ statements that have not been certified will appear. If the PI is associated to several researchers, it may take a moment for all of the statements to load. **Hint: As the statements appear, PI’s may begin reviewing and certifying them where appropriate.**

   ![ECRT screenshot](image)

3. ECRT will display a group view of all of the PI’s statements awaiting action:

   a. The PI’s active statement will always appear first. If effort was not yet certified, the PI’s statement’s status will be “not certified, not approved.” If effort was already certified, the “in progress” statement will appear but no action may be taken on it because it is the next effort period’s statement and is still building.

   b. The researchers’ statements that have not been certified will appear, listed in alphabetical order.

4. Review each of the intended statements to verify their data is accurate. For detailed instructions on reviewing an effort statement, refer to the “Certifying an Individual Statement.”

5. If data is inaccurate, refer to the “Certifying a Statement Requiring Changes” demo or job aid for detailed instructions.
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6. If a statement's data is accurate, it may be certified by:
   a. Clicking the individual checkboxes in the **Certified Effort** column. This is commonly done when partially certifying a statement.

   **Important note:** once an individual clicks <Certify> and not all boxes are checked, he/she will be unable to certify the remaining boxes. Instead, an effort coordinator must reopen the statement and re-certification will be required.

   b. Clicking the checkbox near the Grand Total at the bottom of the statement. Doing so will automatically place a checkbox into all of the statement's Certified Effort boxes at once.

7. Where appropriate, continue to review additional statements and click on their **Certified Effort** column's checkboxes.

8. When ready to certify the intended multiple statements, scroll to the top OR bottom of the page and click the <Certify Checked> button.

   **Important note:** this is the only way all statements will be certified at once. If a <Certify> button located on an individual statement is clicked instead, ECRT will certify only that statement. It will NOT certify any of the remaining statements or save any of their clicked checkboxes.

9. The legal attestation page will appear. This is a reminder that effort statements are auditable, and are a legal attestation that the work was performed according to what appears on all of the statements being certifying. Click <I agree>. Wait for the statement to process. Clicking on anything else will often cause the statements to not be updated or certified.

10. Once the statements are successfully processed, review more statements by scrolling to the condensed work list in the top left corner OR log out when finished.