Principal Investigator Certifying an Individual Statement

Principal Investigators (PI’s) may review and certify their effort certification statements using an individual or group view. The purpose of this job aid is to provide instructions on how a PI may certify an effort statement using the individual statement review process.

1. To log into ECRT, navigate to: ecrt-prd.ereseaech.umn.edu/ecrt.

2. Upon successful login to ECRT, the PI’s work list will appear. The function of a work list is to place all of the PI’s tasks that require action in one place. The names of individuals associated to the PI will appear listed in the following order:

   a. The PI’s name and any active statements will always appear first. If effort has not been certified, a statement with the status “Not Certified, Not Approved” will appear. An “In Progress” statement will appear if effort continues to be devoted to sponsored projects. This is the statement for the forthcoming effort period.

   b. The PI’s associated researchers who have NOT certified their effort will appear listed in alphabetical order.

3. (Optional) To see whether other PI’s are associated to the researcher, click <PI list for certifier>. When finished, click <Close> to return to the work list.

4. Locate the intended individual’s name and click on it to access his/her statement.

5. In the demographic section of the statement, verify the intended researcher was selected. To select a different researcher, go to the condensed work list and click on the proper researcher’s name.
6. In the statement’s center is where the payroll, cost share, and effort related data requiring certification must be verified. Scrutinize the statement to ensure the researcher’s:

   a. Sponsored and non-sponsored activities are all listed. Sponsored activity will appear at the top, and any non-sponsored activity will appear on the bottom.

   b. Payroll column represents how the researcher was paid on each activity, based on average over the effort period’s 13 pay periods. This column will total 100.

   c. Cost share column is accurate. It represents the costs NOT paid for by the sponsor. Instead, a department is paying for these costs. If cost sharing is present a positive number will be associated to the project where the effort is contributed, while a negative number will be associated to the non-sponsored activity paying for the effort. These two rows of data will cancel each other out to total 0 for this column.

   d. Computed effort column is accurate. This column’s data is an ECRT calculation that adds the payroll column plus the cost share column. ECRT displays the data to the hundredth of a percent.

   e. Certified Effort column is accurate. This column is the primary focus for the certifier as it captures the researcher’s time or effort spent throughout the last effort period. By default, ECRT will populate this column by taking the data from the “computed effort” column and round it to a whole number, since effort may only be certified by using whole numbers.

   f. (Optional) To view or add any appropriate notes and attachments, or review the statement’s transactional data, activity, and list of individuals who have access to take action on it refer to the statement’s bottom section. Note: this information will always be collapsed. Click on the arrow icon to expand and view the data.
7. If any data is inaccurate, refer to the **Certifying a Statement That Requires Changes** demo or job aid for detailed instructions.

8. If the data is accurate, certify the effort. Effort may be certified two ways:

   a. Partial certification (statement will have multiple certifiers): select the intended activity’s checkbox(es). Click <Certify>. **Important note:** if <Certify> is clicked and not all checkboxes are selected, the statement status will remain as “Not Certified.”

   b. Certify all effort: select the **Grand Total** checkbox in the **Certify?** column. Doing so will automatically select all checkboxes at once. Click <Certify>.

9. After clicking certify, the legal attestation page will appear. This is a reminder that effort statements are auditable and a legal attestation that the work was performed according to what appears on the statement.

10. Click <I agree>. At this time, it’s important that you wait for the statement to process. Clicking on anything else will often cause the statement to not be updated or certified.

11. Once the statement is successfully processed, the statement’s status will now appear as “Certified, Not Approved.” In addition, it has routed to the effort coordinator for approval. Click <Log Out> when finished.