Effort Certification for Principal Investigators (PIs)

PIs have the ultimate responsibility for sponsored activities and must facilitate the effort certification process by ensuring all researcher/certifier effort is certified accurately and by the applicable deadlines.

In the Effort Certification and Reporting Technology (ECRT) system, there are two available views that PIs can access to certify the statements of their researchers.

SINGLE VIEW
Single View will list all researchers that have salary charged to a particular PI’s award.

Certify My Researcher - Single View

The Certify My Researcher - Single View page allows a user to quickly view other users who are related to your work. For example, if you are a Principal Investigator, you will most likely see those people who are associated to your grants. If you are an effort coordinator or administrator, you will see those users associated to the department that you are coordinating.

For each person flagged with the Designee icon, someone other than you is authorized to certify the effort for all of the person’s projects.

When viewing a user’s history, the historical effort statement will appear in a smaller window. To return to this page, you may press the Esc button, click on the Close link in the upper right-hand corner of the window, or click anywhere in the gray area surrounding the historical effort card.

Please note that you can sort the results by clicking on any column header.

<table>
<thead>
<tr>
<th>Designee</th>
<th>Certifier Name</th>
<th>Department</th>
<th>Certification Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alston, Rose</td>
<td>8888187</td>
<td>OBENG Mech Engineering Admin - 11135</td>
<td></td>
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<tr>
<td>NCoenen, Rassy</td>
<td>8884040</td>
<td>Behavior &amp; Mental Disorders - 11693</td>
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<td>NLGaspajo, Luis Alejandro</td>
<td>8880040</td>
<td>Behavior &amp; Mental Disorders - 11693</td>
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<tr>
<td>NHattney, Mollty</td>
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<tr>
<td>NNLopez, Christina</td>
<td>8885040</td>
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<td>NNRoberts, Marcus</td>
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<tr>
<td>NNSmith, PHL</td>
<td>8887040</td>
<td>Behavior &amp; Mental Disorders - 11693</td>
<td></td>
</tr>
</tbody>
</table>

Each researcher/certifier statement is accessed one by one. To access a statement, click a researcher’s name to expand the section and then click <View Current>. To view historical statements, click <View Historical>.

All statements that have a status beginning with the word “Certified” are considered to be historical statements. This includes statements that are in the “Certified, Not Approved” or “Certified, HSA needed” status. These are the most common statuses you may see:

* In Progress
* Not Certified, Not Approved
* Certified, Not Approved
* Certified, HSA needed
* Certified, Approved
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**GROUP VIEW**

Group View allows the PI to view all open effort statements in an alphabetical list. It also allows a PI to certify multiple lines for multiple statements at once.

- The <Certify All> button will only certify lines that have been checked. If all lines are not selected, only a partial save will occur.
- Statements are not certified until ALL lines have been checked.
- Notes cannot be added within the Group View page. They can only be added to an individual statement. To leave a note, click <View Effort Card> at the top right-hand corner of the Group View statement to access the individual effort statement.
- If a statement is not visible in Group View, then return to the Single View page to find the statement. Only statements with the status “Not Certified, Not Approved” will be displayed in Group View.