Certifying an Effort Statement for Researchers

Per University policy, employees who are paid or cost shared on sponsored projects must certify their effort. The purpose of this job aid is to provide researchers the instructions on how to certify their own effort statement in ECRT.

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

2. Upon successful login, click on your name, located beneath the Statement Owner column to access your statement.

3. On the top right, your demographic information will be displayed. If there are multiple statements associated to you, ECRT will automatically display the statement that requires action. Ensure the statement that you are viewing has the status of “Not Certified, Not Approved”, as this is the statement that must be certified now to meet the deadline.

4. 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 your:
   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 you were paid on each activity, based on average over the effort period’s 13 pay periods. This column will total 100 percent.
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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 zero 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. This column will total 100 and display the data to the hundredth of a percent.

e. Certified Effort column is accurate. This column is your primary focus as it captures your 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. This column will total 100 (plus or minus two percent due to rounding).

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.

5. If any data is inaccurate, refer to the Certifying a Statement That Requires Changes demo or job aid for detailed instructions.
6. If the data is accurate, certify your effort by selecting the Grand Total checkbox in the Certify? column. Doing so will automatically select all checkboxes at once. Click <Certify>.

*Important note: if <Certify> is clicked and not all checkboxes are selected, your statement status will remain as “Not Certified.”*

7. After clicking <Certify>, the legal attestation page will appear as a reminder that effort statements are auditable and legal attestation that the work was performed according to what appears on the statement. Click <I agree>. Wait for the statement to process. Clicking on anything else will often cause the statement to not be updated or certified.

8. 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.