



THE UNIVERSITY
of NORTH CAROLINA
at CHAPEL HILL

How to Certify an Effort Statement

What is Effort Reporting

- Federally required via the Uniform Guidance, previously A-21.
- Effort is the proportion of time devoted to sponsored projects, teaching, and other University activities, expressed as a percentage of total University effort.
 - It is a “reasonable estimate”
 - Effort on a project is based on salary as a proportion of **all** hours worked
 - “100% effort” considers all professional activities related to the individual’s UNC appointment (teaching, research, service, administration)



Effort Reporting at UNC – Why?

- Labor expenses typically represent the majority of the direct costs of sponsored research
- At UNC, labor expenses are set up prospectively, based on how a certifier plans to expend their effort for a specified time frame. This time period is called the Period of Performance.
- Effort Certification is our retrospective review and attestation of how salary and cost share were expended during the Period of Performance



Effort Reporting at UNC – Why?

- Reviewing salary charges on an effort statement as part of the certification process gives all certifiers and effort coordinators an opportunity to reconcile prospective labor distributions with actual expended effort, understanding that due to extenuating circumstances changes are possible.



Effort Reporting at UNC – Who?

- At UNC - All individuals charged, cost shared or committed to a sponsored project are responsible for confirming his/her effort statement. These individuals are called the ‘Certifier’
- Per UNC policy, all certifiers are required to certify their effort statement semi annually, except for FY15 which will be certified annually
- If an individual has left the University, a proxy may be assigned to certify the effort statement. A proxy may be the PI, Co-PI, or Lab Manager



Effort Reporting at UNC – How?

- ecrt is the University's electronic effort reporting system used for effort certification
 - Web-based effort certification tool
 - Encourages compliance
 - Increases productivity
 - Reporting tools such as:
 - Labor distribution – by person, by project, by time-period
- Single certification for FY15
 - Semi Annual certifications for FY16



Certifying Effort – How

To access the ecrt application, enter your Onyen and Password



Single Sign-On

Onyen -or- UNC Guest ID

Password

Sign in

Reset password for [Onyen](#) | [UNC Guest ID](#) or get [help](#).

Important: To protect your personal information, you must close every instance of this browser that is open on your computer when you log out.

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Certifying Effort – How

Click 'Continue' to access your home page

Welcome to ecr

At the University of North Carolina, we have recently upgraded to version 5.1 of the ecr application. At UNC, our effort reporting process has been simplified and standardized as a result of this upgrade. The ecr system is designed to help you comply with the provisions of UNC's effort reporting policies, federal policy OMB Circular A-21 section J.10., the Uniform Guidance, NIH Salary Limitation on Grants, and other relevant agency policies that govern the need to provide certification of an individual's effort pursuant to his/her sponsored and non-sponsored programs. Faculty and staff are required to complete and submit an Effort Certification Statement for review and approval by a user's respective deadline.

Please click the 'Continue' button to access your redesigned home page!



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Certifying Effort – How

Click on your name to access your effort statement

Work List for Jack Johnson

Welcome to the ecrt effort reporting system. The tabs below list all of the effort certification tasks that require your attention - whether it is certifying statements, processing statements, or following up on outstanding statements. To view and resolve the specific task, select the link in the task description.



Statements Awaiting Certification (2)

Effort Statements

Statement Owner	Department	Period	Due Date	Type	Status	PI
Johnson, Jack	621100-Office of Sponsored Research - 6...	FY 2015 EPA	3/1/2016	Base	Ready for Certification	
		Fall 2015 EPA	4/7/2016	Base	In Progress	



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Certifying Effort – How

The effort statement is split into 2 sections, Sponsored and Non Sponsored

Johnson, Jack - 720182899 (EPA) Base Effort Period: 07/01/2014 to 06/30/2015 Due Date: 3/1/2016 Status: Ready for Certification

INFO - Check all certify checkboxes to show the certify button.

Project IDs [-]	Payroll	Cost Share	Computed Effort	Certified Effort	Certify?
Sponsored					
A04-0515 U.S. Army Research Office for the Conduct of Special Staff Research 5035869 SUBACCT:0008	25%	12%	37%	<input type="text" value="37 %"/>	<input type="checkbox"/>
<i>Award Total:</i>	25%	12%	37%	37%	
A11-0030 Carolina Population Center 5030669 SUBACCT:RESEARCH SER	50%	0%	50%	<input type="text" value="50 %"/>	<input type="checkbox"/>
<i>Award Total:</i>	50%	0%	50%	50%	
Sponsored Total:	75%	12%	87%	87%	
Non Sponsored					
0000000 Non-Sponsored payroll transactions	12%	0%	13%	<input type="text" value="13 %"/>	<input type="checkbox"/>
Non Sponsored Total:	12%	0%	13%	13%	
Grand Total:	87%	12%	100%	100%	<input type="checkbox"/>

Get Help Save

Notes ☆ Attachments



Certifying Effort – How

All payroll and cost share for the period of performance you are reviewing is displayed on the effort statement

Johnson, Jack - 720182899 (EPA) Base Effort Period: 07/01/2014 to 06/30/2015 Due Date: 3/1/2016 Status: Ready for Certification

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Grand Total:	87%	12%	100%	100%	<input type="checkbox"/>

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Certifying Effort – How

To view the dollars associated to the effort statement, click the '\$ Value' link


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[\\$ Value](#)

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Grand Total:	87%	12%	100%	100%	<input type="checkbox"/>

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▶ Notes ★ 

▶ Attachments 



Certifying Effort – How

Review the effort statement and ensure that all Project ID's (ConnectCarolina account number) listed are accurate and reflect a reasonable estimate of your average expended effort over the period of performance.

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Grand Total:	87%	12%	100%	100%	<input type="checkbox"/>

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Certifying Effort – How

If needed, update the certified effort percentage to reflect a reasonable estimate of your average expended effort over the period of performance

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Certifying Effort – How


If you have questions, click on the 'Get Help' button to contact your effort coordinator.


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Get Help **Save**

▶ Notes ☆ 

▶ Attachments 



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Certifying Effort – How

Click the individual 'Certify' checkboxes or 'Check All' box.
The 'Certify' button appears.

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Grand Total:	87%	12%	100%	100%	<input type="checkbox"/>

Get Help **Certify** Save


Notes ★ Attachments




Certifying Effort – How

Read the Legal Attestation. Click 'I Agree'

Attestation

Certification Attestation Effort 07/01/2014 - 06/30/2015 

Due Date: 3/1/2016

Covered Individual:	Jack Johnson - 720182899	Effort Coordinator:	Chris Lawless - 715269848
Title:		Period of Performance:	07/01/2014 to 06/30/2015
Department:	621100 - Office of Sponsored Research - 621100		
Email:	jackjohnson@test.net		
Status:	 Ready for Certification		

I certify the salary charged, salary transfers processed and effort certified this period reasonably reflect the work performed in the designated period, and that I have sufficient technical knowledge and/or I am in a position that provides me with suitable means of verification that the work was performed.



Certifying Effort – How

The effort statement has been certified. You may now sign-out of the system

Work List

▼ Statements Requiring Certification

Johnson, Jack Office of Sponsored Research - 621...

▶ In Progress

▶ Recently Completed

Johnson, Jack - 720182899

- ▶ Statement Owner
- ▼ Effort Statements ★
 - ▼ Needing certification
 - ▶ In progress ★
 - ▼ Historical ★
 - Base 6/30/2015 Certified

Johnson, Jack - 720182899 (EPA) Base Effort Period: 07/01/2014 to 06/30/2015 Status: Certified

Certified on 12/09/2015 by Jack Johnson - 720182899

	\$ Value					
Project IDs [-]	Payroll	Cost Share	Computed Effort	Certified Effort	Certify?	
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A04-0515 U.S. Army Research Office for the Conduct of Special Staff Research 5035869 SUBACCT:0008	25%	12%	37%	37%	<input checked="" type="checkbox"/>	
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