

University of North Carolina Office of Sponsored Research



Quick Steps for Certifying Effort

- 1. Login to ecrt at https://ecrt.unc.edu
- 2. Use your Onyen/password



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3. Click Continue to procede to the Home Screen

Welcome to ecrt

At the University of North Carolina, we have recently upgraded to version 5.1 of the ecrt application. At UNC, our effort reporting process has been simplified and standardized as a result of this upgrade. The ecrt 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, NH 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!







4. Effort Statements requiring attention will appear in the 'Statements Awaiting Certification' tab of the Home page upon logging into eCRT. The Effort Statements can be accessed by clicking on any of the blue links attributed to the Effort Statement.

THE US	TVERSITY TH CAROLINA TEL HILL								Welcome, Molly Kelley Sign Out	
	Home	Certify	Reports	Administration	Links					
Helpful Links • OMB Circulars • National Institute Health Grants P and Guidance • UNC Office of Sponsored Passarch Policie	Work Lis Welcome to th statements, p description.	t for Molly Kell ne ecrt effort reporting s rocessing statements,	ley system. The tabs below or following up on outs	v list all of the effort certifi standing statements. To	cation tasks riew and res	that require your attent oive the specific task, s	ion - whether it is ce elect the link in the	rtifying task		
and Procedures UNC Monthly Pa Period Schedule 2015	Effort S	tatements	anadan (c)							
> UNC Monthly Pa Period Schedule	Statement .	Owner	De	partment		Period	Due Date	Туре	Status Pl	
2014 & 2013 UNC Bi-Weekly F Period Schedule	ay	ly	62	1100-Office of Sponsored	l Research	FY 2015 EPA Fall 2015 EPA	3/1/2016 4/7/2016	Base Base	Cartification, Re-Opened	
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 UNC Bi-Weekly F Period Schedule 2013 	ay -									
 UNC Bi-Weekly F Period Schedule 2012 	ау -									
 UNC Bi-Weekly F Period Schedule 2011 & 2010 	ay -									
 Letter of Justifica (for payroll action over 90 days) 	ion s									
Need ecrt Help? = ecrt User Guide = ecrt Frequently A	iked									
Training										

- 5. It is possible to navigate between Effort Statements by using the work list of the Effort Statement page. If there are multiple effort statements in the work list, then more than one can be selected at a time by holding the 'CTRL' button while clicking or using the white, 'Select All' button.
- 6. In the box to the right, statements are organized as 'Needing Certification', 'In Progress', and 'Historical'. A star indicates Effort Statements of the relevant status exist for the statement owner.

Work List ✓ Statements Requiring Certification	Kelley, Molly - 72345987	
Kelley, Molly Office of Sponsored Research - 62	Statement Owner Effort Statements Needing certification *	
	Base 3/1/2016	ta Ready for Certification, Re-Opened
	Base 4/7/2016	🚡 In Progress
In Progress Recently Completed		





- 7. Once all applicable Effort Statements are selected, review the Effort Statement to verify that payroll and/or cost share charges are reasonable and applicable to the activites performed.
- 8. To view any related reports, click on the icon in the header above the 'Project ID' column.

 ponsore A04-051 503586 A11-003 5030665 	Payroll Report Certifier Payroll Summary Report	roject IDs [-]
	Tatalı	

9. Click the check box for each line item in the 'Certify?' column or click the check box next to the 100% certified effort, then click 'Certify'.

	Citori Statements -					
	✓ Needing certification ☆	200000		10.4.6.0.0		
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in Progress						
elley, Molly - 723459878 (EPA) Base Effort Period: 07/01/2014 to 06/30/2015	Due Date: 3/1/2016 Status: Ready	for Certification, Re-O	pened			
NFO - Check all certify checkboxes to show the certify button.						
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10. Read the certification attestation statement and click 'I Agree' to complete the certification.

Certification	Attestation Effort 07/01/2014 - 06/30	/2015		2
Due Date: 3/9/201	6			
Covered Individual: Title:	Molly Kelley - 723459878			
Department: Email: Status:	621100 - Office of Sponsored Research - 621100 huronecr@gmail.com 2 Ready for Certification	Effort Coordinator: Period of Performance:	Chris Lawless - 715269848 07/01/2014 to 06/30/2015	
sufficient technical k	nowledge and/or I am in a position that provides me with s	suitable means of verification i	that the work was performed.	
I Agree Car	icel			
I Agree Car	icel			
I Agree Car	icel			