

Quick Steps for Certifying Effort

1. Login to ecrt at <https://ecrt.unc.edu>
2. Use your Onyen/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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3. Click Continue to procede to the Home Screen

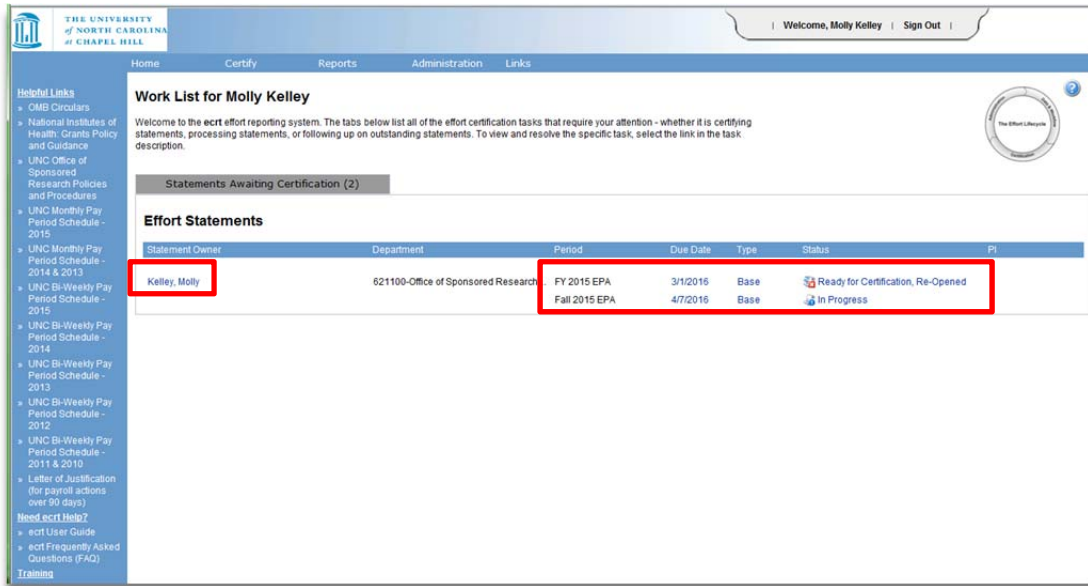
Welcome to ecrt

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, 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.

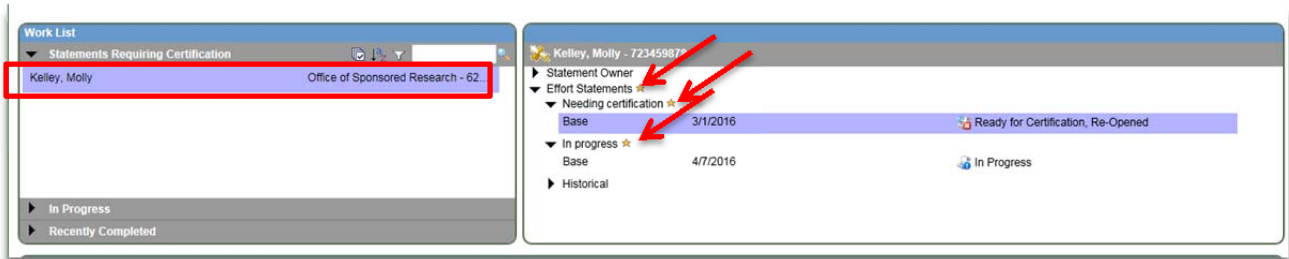
Please click the "Continue" button to access your redesigned home page!



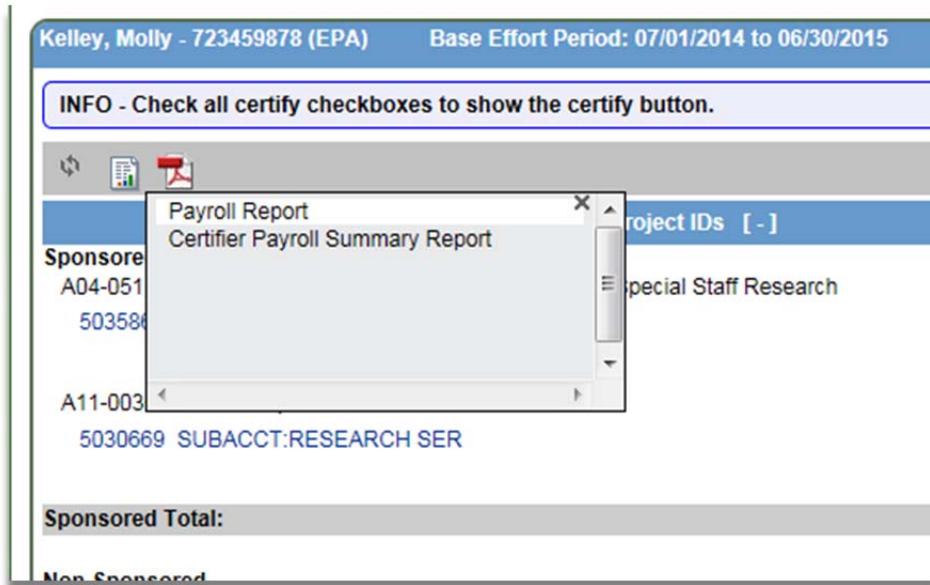
- Effort Statements requiring attention will appear in the 'Statements Awaiting Certification' tab of the Home page upon logging into eCRT. The Effort Statements can be accessed by clicking on any of the blue links attributed to the Effort Statement.



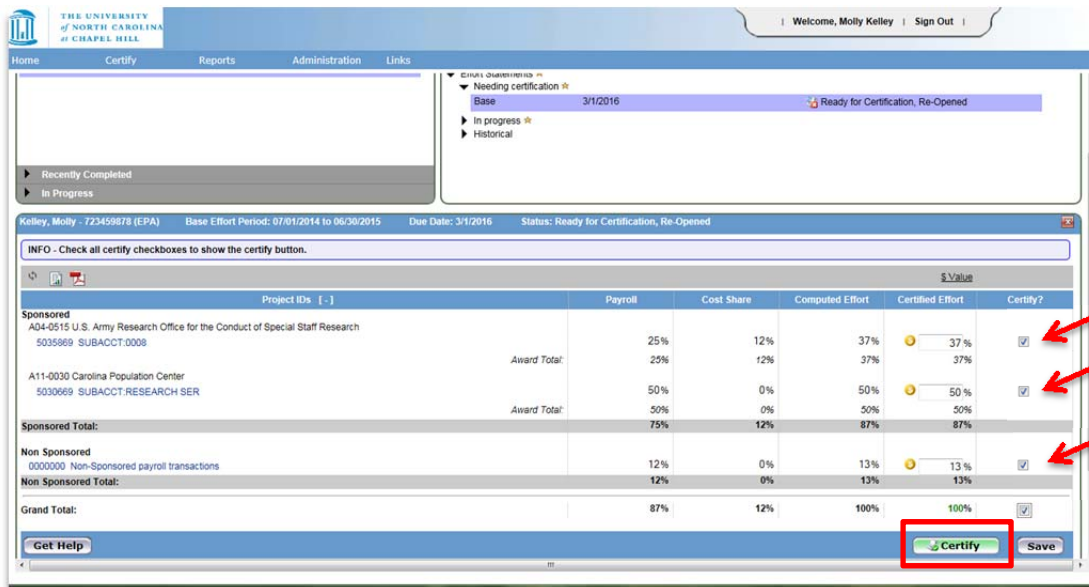
- It is possible to navigate between Effort Statements by using the work list of the Effort Statement page. If there are multiple effort statements in the work list, then more than one can be selected at a time by holding the 'CTRL' button while clicking or using the white, 'Select All' button.
- In 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.



- 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 activities performed.
- To view any related reports, click on the icon in the header above the 'Project ID' column.




- 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'.




10. Read the certification attestation statement and click 'I Agree' to complete the certification.

Attestation

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

Due Date: 3/9/2016

Covered Individual:	Molly Kelley - 723459878	Effort Coordinator:	Chris Lawless - 715269848
Title:		Period of Performance:	07/01/2014 to 06/30/2015
Department:	621100 - Office of Sponsored Research - 621100		
Email:	huronect@gmail.com		
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.