

## Quick Steps for Certifying a Proxy Effort Statement

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.

© 2014 The University of North Carolina at Chapel Hill. All rights reserved.

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!



- When a Proxy relationship has been established, Effort Statements in need of certification will appear on the 'Statements Awaiting Certification' tab with a blue figure icon to the right of the statement owner's name. Click on the statement owner's name, the due date, or the status of the Proxy to access the Effort Statement.

**Work List for Molly Kelley**

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 (3)

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

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

**[-] Effort Statement Instructions**

**Work List**

- Statements Requiring Certification
  - Kelley, Molly Office of Sponsored Research - 62...
  - Johnson, Jack Office of Sponsored Research - 62...**
- In Progress
- Recently Completed

**Johnson, Jack - 720182899**

- Statement Owner
- Effort Statements
  - Needing certification
    - Base 3/1/2016 Ready for Certification**
  - In progress
    - Base 4/7/2016 In Progress
  - Historical

- When the correct Effort Statement is selected, review the Effort Statement to verify that payroll and/or cost share charges are reasonable and applicable to the activities performed. There will be a note that you are setup as a proxy certifier for this statement

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

**WARNING - You cannot certify this Effort Statement because you only have the right to save other users' Statements.**  
**INFO - Molly Kelley - 723459878 is currently setup as a proxy certifier for this statement.**  
**INFO - Check all certify checkboxes to show the certify button.**

Project IDs [-]	Payroll
<b>Sponsored</b>	
A04-0515 U.S. Army Research Office for the Conduct of Special Staff Research 5035869 SUBACCT:0008	Award Total: 25%
A11-0030 Carolina Population Center 5030669 SUBACCT:RESEARCH SER	Award Total: 50%
<b>Sponsored Total:</b>	<b>75%</b>
<b>Non Sponsored</b>	
0000000 Non-Sponsored payroll transactions	12%
<b>Non Sponsored Total:</b>	<b>12%</b>

- Click the 'Select everyone in this work list' icon to see all of the effort statements simultaneously.

**[-] Effort Statement Instructions**

**Work List**

▼ Statements Requiring Certification

- Kelley, Molly Office of Sponsored Research - 62...
- Johnson, Jack Office of Sponsored Research - 62...

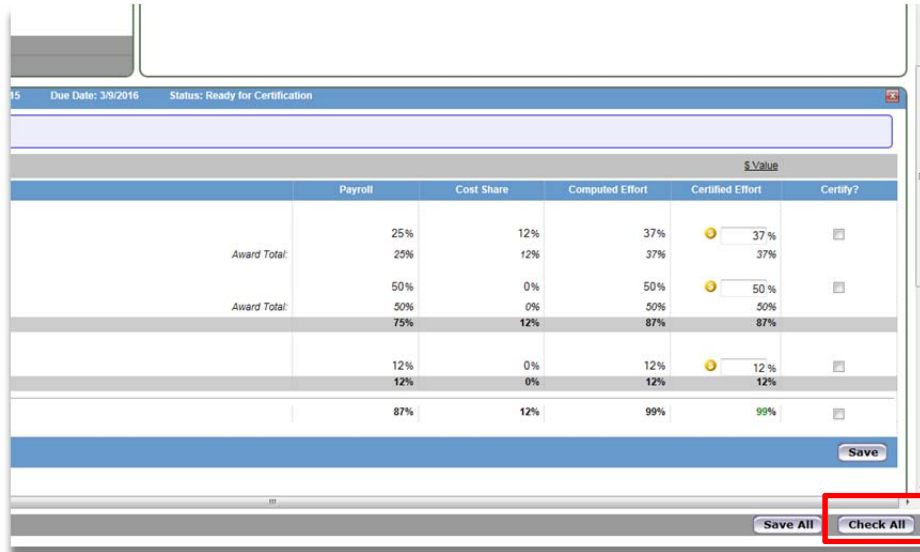
▶ In Progress

▶ Recently Completed

Johnson, Jack - 720182899

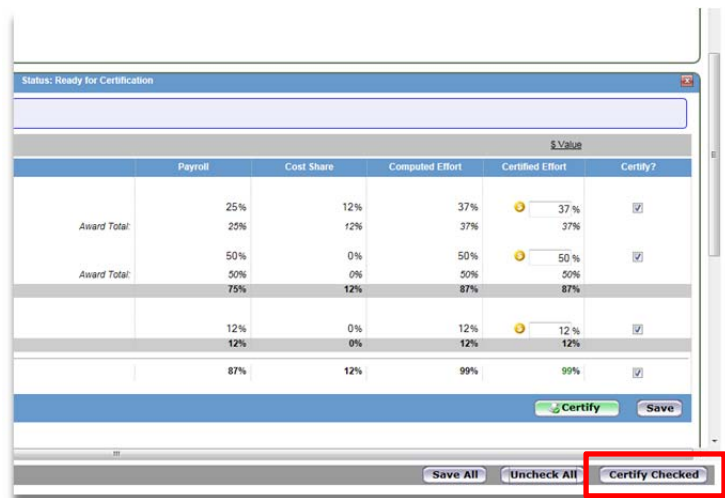
- ▶ Statement Owner
- ▶ Effort Statements ★
  - ▼ Needing certification ★
    - Base 3/1/2016 Ready for Certification
  - ▼ In progress ★
    - Base 4/7/2016 In Progress
  - ▶ Historical

- Click 'Check All' at the bottom to automatically check the certify box for the lines of all the effort statements.



	Payroll	Cost Share	Computed Effort	Certified Effort	Certify?
	25%	12%	37%	37%	<input type="checkbox"/>
Award Total:	25%	12%	37%	37%	<input type="checkbox"/>
	50%	0%	50%	50%	<input type="checkbox"/>
Award Total:	50%	0%	50%	50%	<input type="checkbox"/>
	75%	12%	87%	87%	<input type="checkbox"/>
	12%	0%	12%	12%	<input type="checkbox"/>
	12%	0%	12%	12%	<input type="checkbox"/>
	87%	12%	99%	99%	<input type="checkbox"/>

- Click 'Certify Checked' to certify all the effort statements simultaneously.



	Payroll	Cost Share	Computed Effort	Certified Effort	Certify?
	25%	12%	37%	37%	<input checked="" type="checkbox"/>
Award Total:	25%	12%	37%	37%	<input checked="" type="checkbox"/>
	50%	0%	50%	50%	<input checked="" type="checkbox"/>
Award Total:	50%	0%	50%	50%	<input checked="" type="checkbox"/>
	75%	12%	87%	87%	<input checked="" type="checkbox"/>
	12%	0%	12%	12%	<input checked="" type="checkbox"/>
	12%	0%	12%	12%	<input checked="" type="checkbox"/>
	87%	12%	99%	99%	<input checked="" type="checkbox"/>

11. Read the certification attestation statement and click 'I Agree' to complete the certification.  
All the certifiers will be listed on the attestation statement.

Attestation

Covered Individual	Statement Type	Period of Performance	Certified Lines
Molly Kelley - 723459878	Base	07/01/2014 to 06/30/2015	You have certified all lines to which you currently have access.
Marybeth Therese Lavrakas - 703788438	Base	06/29/2015 to 12/27/2015	You have certified all lines to which you currently have access.

*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.*