

University of North Carolina Office of Sponsored Research Transformation



Quick Steps for Accessing Associated Certifiers

- 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 ONB 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. Search for your Department(s) using the search box at the top of the ecrt application. Enter in a Department Name or Department ID. The Department page will automatically load when there is only one match.

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5. The Department can also be found in th Department Dashboard under the *Manage* tab.

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6. Enter the Department Name or the Department ID in the text box. Possible matches will be listed below. Select the match and click '*Choose'* to continue to the dashboard.

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7. Associated Certifiers will be found in the People tab. Click the (+) icon next to Sponsored, Non-Sponsored, or Non-Department to expand the lists and view the individuals. The Non-Department section lists all individuals that are not in your department, but are charging awards that your department is responsible for managing. The icons the to the right act as a link to open the Effort Statements for the Associated Certifiers.

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8. Additionally, the Department Information tab will have Department Relationships at the bottom will show associated departments in the department tree. You can access all of your departments utilizing the links on the tree.

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