


Quick Steps for Accessing Associated Certifiers

1. Login to ecrt at <https://ecrt.unc.edu>
2. Use your onyen/password



THE UNIVERSITY
of NORTH CAROLINA
at CHAPEL HILL

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 proceed 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!



- 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.

The screenshot shows the top navigation bar of the ecrt application. A search box labeled "Enter Search Criteria" is highlighted with a red rectangle. Below the navigation bar, the "Work List for Chris Lawless" is displayed, featuring a table of tasks.

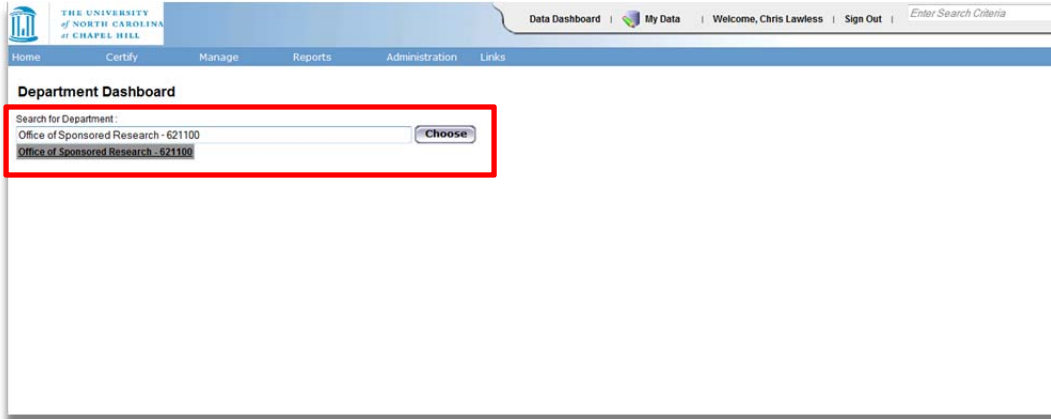
Type	Identifier	Name	Date
Payroll Adjustment	720447310	Wong, Terry	01/05/2016 4:35 PM
Payroll Adjustment	730046957	Espindola Rojas, David Antonio	01/05/2016 3:58 PM
Payroll Adjustment	704094794	Gaynes, Bradley	01/05/2016 3:58 PM
Activate New User	708743061	Gustafson, Joann	11/23/2015 5:46 PM
Activate New User	704026117	Culp, David	11/23/2015 5:46 PM
Activate New User	710146630	Pitts, Robert	11/23/2015 5:46 PM
Activate New User	710727549	Thornsvard, Katie	11/23/2015 5:46 PM

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

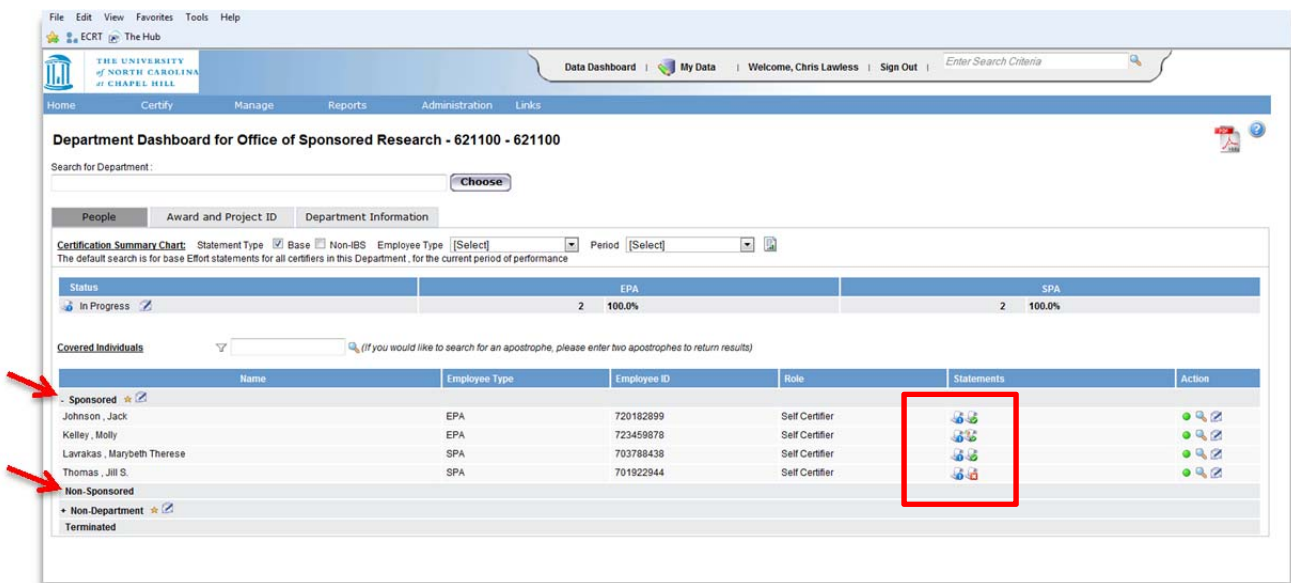
The screenshot shows the "Manage" tab selected in the navigation bar. A dropdown menu is open, and the "Department Dashboard" option is highlighted with a red rectangle. The "Work List for Chris Lawless" table is visible below.

Type	Identifier	Name
Payroll Adjustment	720447310	Wong, Terry
Payroll Adjustment	730046957	Espindola Rojas, David Antonio
Payroll Adjustment	704094794	Gaynes, Bradley
Activate New User	708743061	Gustafson, Joann
Activate New User	704026117	Culp, David
Activate New User	710146630	Pitts, Robert
Activate New User	710727549	Thornsvard, Katie

- 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.



- 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 to the right act as a link to open the Effort Statements for the Associated Certifiers.



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.

Department Dashboard for Office of Sponsored Research - 621100 - 621100

Search for Department: **Choose**

People | Award and Project ID | **Department Information**

Department Basic Information:

Name: Office of Sponsored Research - 621100 Type: 621100
 Description: Office of Sponsored Research Code: 621100
 Active: Yes

Department Effort Coordinators

Name	Address	Phone	Email	Action
Lawless, Chris - 715269848		(919) 962-5951	mbergerson@huronconsultinggroup.com	

Viewers

Name	Address	Phone	Email	Action
Culp, David W - 704026117		(919) 962-3126	altran@huronconsultinggroup.com	
Gustafson, Joann C - 708743061		(919) 962-1319	huronect@gmail.com	

Department Relationships

- Office of the Vice Chancellor for Research - 620100 (Gustafson Joann C - 708743061)
- Office of Sponsored Research - 621100 (N/A)
- Carolina Population Center - 631100 (N/A)
- Cecil G. Sheps Center for Health Services Research - 633100 (N/A)
- Center for Developmental Science - 631400 (N/A)
- Center for Galapagos Studies - 635300 (N/A)
- Center for Health Promotion and Disease Prevention - 632200 (N/A)
- Center for the Study of Natural Hazards and Disasters - 637200 (N/A)
- Data Informatics Cyber Environments (DICE) - 633200 (N/A)