Quick-Start Guide to Certifying Effort with ECRT

1. Open your Web browser and go to: www.uwm.edu/officeofresearch

2. Click on Effort Reporting (ECRT) in the Quick Links section

3. On the Login Screen:
   - Choose “University of Wisconsin – Milwaukee” and click Select
   - Enter your ePantherID and Password
   - Click the Log in button

4. On the ECRT Welcome Screen:
   - Click the Continue button
5. On the ECRT Home Page:
   ▪ Review the list of statements that you need to certify. Click on any name or link to navigate to the certification page. In the new version of ECRT you certify your own statement on the same page as statements for other individuals for whom you certify.

6. Select individuals from your WorkList by clicking on their names. You can select multiple names by holding down CTRL or Shift and clicking the names. You can also click the button to display up to 25 statements at once. Scroll down to see the effort statement(s).

7. Determine the effort distribution for the period for each statement that you have selected to certify. Note that the additional statements will populate as you scroll down the page.

8. Compare your effort distribution with the numbers in the Computed Effort column of the statement. For each sponsored project:
   ▪ If your effort percentage for any sponsored project differs from the number in the Computed Effort column by five percentage points or more (+/- 5% = degree of tolerance when certifying effort), enter your estimate of your actual effort percentage for that project in the Certified column.
   ▪ The icon allows you to run the Certification Report for each line of your effort statement. This report shows you the payroll details that make up your effort percentage.
   ▪ Otherwise, enter the number from the Computed Effort column in the Certified column, rounding to the nearest integer.
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9. Enter a number in the **Certified** column for your non-sponsored effort, if you have any. The numbers in this column must total 100%.

10. Enter a **Note** to indicate any voluntary committed cost sharing to projects that don't appear in the **Sponsored** portion of your statement.

11. Click the checkbox on each line of your statement. Note the **Certify** button does not appear until at least one checkbox is checked.

12. Click the **Certify** button if you are only certifying ONE statement. Click the **Certify Checked** button if you have reviewed and checked multiple statements.
13. A confirmation message will be displayed with a summary of the statement(s) that you are certifying:

![Image of a table showing statement details and certification status]

Read the text that begins with the words *I certify...* – This is your confirmation that:
- Effort was devoted at a level that justifies the salary charges, if any
- You have suitable means of verifying the work that was performed

14. Click the button that says *I Agree*

![Image of a button labeled 'I Agree']

15. The individual’s names will drop off your Work List when you have certified their statements. Continue to certify statements until only your name remains on the certification page.

![Image of a Work List with statements requiring certification]

When you go back to your home page, you should also see that your *Statements Awaiting Certification* tab is empty:

![Image of a table showing statements awaiting certification]

**You are done!** Thank you for certifying your effort in the **ECRT** system.