

ECRT Demonstration: Steps and Screen Shots

Part 1. How to log in, certify your effort, and certify effort for a member of your project team

To log in: Start at www.uwm.edu/officeofresearch, and click on *Effort Reporting (ECRT)* in the **Quick Links** section:

The screenshot shows the University of Wisconsin Milwaukee Office of Research website. The header includes the logo and the text "POWERFUL IDEAS | PROVEN RESULTS". The navigation bar contains "Units", "Research Excellence", "Corporate/Industry", "Awards and Expenditures", "People", "Quick Links", and a search icon. The "Quick Links" dropdown menu is open, listing various tools and services, with "Effort Reporting (ECRT)" circled in red. The main content area features a slide with images of animals (a koala, a gazelle, a fox, and a leopard) and a network diagram with nodes labeled with numbers (312, 381, 405, 657, 663, 968). Below the slide, there is a text box about Dr. Emily Latch's research. The footer of the slide reads: "The Office of Research facilitates the creation of new knowledge and the development of innovative solutions by".

At the Login Page, select your *Campus* and click **Select**:

UNIVERSITY OF WISCONSIN SYSTEM
UW SYSTEM

UW System Home -- Authentication Redirector

Select your organization

This service requires you to authenticate with your local organization list below.

- University of Wisconsin - Colleges
- University of Wisconsin - Eau Claire
- University of Wisconsin - Extension
- University of Wisconsin - Green Bay
- University of Wisconsin - La Crosse
- University of Wisconsin - Madison
- University of Wisconsin - Milwaukee
- University of Wisconsin - Oshkosh
- University of Wisconsin - Parkside
- University of Wisconsin - Platteville
- University of Wisconsin - River Falls
- University of Wisconsin - Stevens Point
- University of Wisconsin - Stout
- University of Wisconsin - Superior
- University of Wisconsin - System Administration
- University of Wisconsin - Whitewater

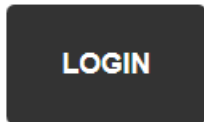
Select

Then enter your ePantherID and Password and click **Log in**:



ePantherID
What is my ePantherID?

Password



Need help?
Contact the UWM Help Desk
(414) 229-4040
toll-free (877) 381-3459
uwm.edu/requesthelp

The **ECRT** Welcome Screen is displayed – Click *Continue*:

Welcome to ECRT

The ECRT (Effort Certification and Reporting Technology) System is an electronic tool that facilitates the University's effort certification process. When you certify effort, you are providing assurance to sponsors that:

- Salary charges to sponsored projects are reasonable in relation to work performed, and
- You and/or your project staff have met your commitments to sponsored projects.

Federal and University policies require individuals who work on sponsored projects to certify 100% of their University effort. ECRT is an easy-to-use system that helps you comply with these policies.

It is strongly recommended that you complete training prior to continuing with any certification.




The **ECRT** Home Page displays a list of all statements that you need to certify. Click any name or statement link to navigate to the certification page:

Statements Awaiting Certification (15)							
Effort Statements							
Statement Owner	Department	Period	Due Date	Type	Status	PI	
BALIKER, MARY	A533400-A533400 MSN/SMPH/C...	03/22/2015-06/27/2015	10/31/2015	Base	Not Certified, Not Processed		
FAKHRALDEEN, SAJA	A535900-A535900 MSN/SMPH/O...	01/01/2015-06/30/2015	10/31/2015	Base	Not Certified, Not Processed		
GARLICK-HANSEN, GAYLA	A533400-A533400 MSN/SMPH/C...	12/28/2014-03/21/2015	7/31/2015	Base	Not Certified, Not Processed		
		03/22/2015-06/27/2015	10/31/2015	Base	Not Certified, Not Processed		
KUANG, CHENSHENG	A489000-A489000 MSN/L&S/STA...	01/01/2015-06/30/2015	10/31/2015	Base	Not Certified, Not Processed		
MATTHIAS, JESSICA	A533400-A533400 MSN/SMPH/C...	01/01/2015-06/30/2015	10/31/2015	Base	Not Certified, Not Processed		
OCKULY, JEFFREY	A533440-A533440 MSN/SMPH/C...	01/01/2015-06/30/2015	10/31/2015	Base	Not Certified, Not Processed		
SHISHKOVA, EVGENIA	A347520-A347520 MSN/VCRGE/B...	01/01/2015-06/30/2015	10/31/2015	Base	Not Certified, Not Processed		
SIEDSCHLAG, MARY	A533400-A533400 MSN/SMPH/C...	12/28/2014-03/21/2015	7/31/2015	Base	Not Certified, Not Processed		
		03/22/2015-06/27/2015	10/31/2015	Base	Not Certified, Not Processed		
STEINLE, JULIE	A533400-A533400 MSN/SMPH/C...	03/22/2015-06/27/2015	10/31/2015	Base	Not Certified, Not Processed		
TEMPLE, JAN	A534260-A534260 MSN/SMPH/M...	12/28/2014-03/21/2015	7/31/2015	Base	Not Certified, Not Processed		

Your Certification Page:

The Work List (top left window) displays the names of all individuals for whom you have the ability to certify effort. Click on a name and the top right window will display some basic demographic data on the individual, as well as links to their statements in the Needing Certification and Historical lists.

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).

Next steps – review the statement for accuracy. Some scenarios you should pay attention to:

1. 144-PRJ94GT: Paid and cost-shared effort. Was sufficient effort devoted to meet this commitment? Yes.
2. 133-13389MB: Howard Bailey has a 15% commitment this project – which he met for this period of performance.
3. 142-PRJ67LS: Howard Bailey is a PI on this account but did not put any effort in during the period of performance. His commitment column should show that he has some commitment on this project, in alignment with the 1% minimum commitment rule for PIs. Contact your Effort Coordinator.

Your Effort Statement – After you have entered your *Effort Distribution* and checked the *Certify?* checkboxes:

Projects [-]	Committed Effort	Payroll	Cost Share	Computed Effort	Certified Effort	Certify?
Sponsored						
144-PRJ67LS Cancer Prevention Agent Development Program: Early Phase Clinical Research. (BAILEY, HOWARD H)	0.00%	0.00%	0.00%	0.00%	0%	<input checked="" type="checkbox"/>
144-PRJ81DP UW Comprehensive Cancer Center Support non-competing continuation (BAILEY, HOWARD H)	24.86%	27.57%	0.00%	27.57%	28%	<input checked="" type="checkbox"/>
144-PRJ81DQ UW Comprehensive Cancer Center Support non-competing continuation (BAILEY, HOWARD H)	4.97%	5.54%	0.00%	5.54%	6%	<input checked="" type="checkbox"/>
144-PRJ89MB Cancer Prevention Agent Development Program: Early Phase Clinical Research. (BAILEY, HOWARD H)	15.00%	15.00%	0.00%	15.00%	15%	<input checked="" type="checkbox"/>
144-PRJ94GT UW Comprehensive Cancer Center Support non-competing continuation (BAILEY, HOWARD H)	25.14%	22.23%	5.00%	27.23%	27%	<input checked="" type="checkbox"/>
144-PRJ94GU UW Comprehensive Cancer Center Support non-competing continuation (BAILEY, HOWARD H)	5.03%	4.46%	0.00%	4.46%	4%	<input checked="" type="checkbox"/>
Sponsored Total:	75.00%	74.80%	5.00%	79.80%	80%	
Non Sponsored						
UWMSN-OTHER All Non-Sponsored Effort ()	0.00%	25.20%	-5.00%	20.20%	20%	<input checked="" type="checkbox"/>
Non Sponsored Total:	0.00%	25.20%	-5.00%	20.20%	20%	
Grand Total:	75.00%	100.00%	0.00%	100.00%	100%	<input checked="" type="checkbox"/>

If you have selected multiple statements, keep scrolling down to see the next statement. The page will display (and you can certify) up to 25 statements at a time.

The screenshot shows a second effort statement with the following data:

Projects [-]	Committed Effort	Payroll	Cost share	Computed Effort	Certified Effort	Certify?
Sponsored						
144-PRJ11DP HIV Risk and Access to Health Care Among Mexican Migrants (MARTINEZ-CONATEANA)	0.00%	44.00%	0.00%	44.00%	0%	<input checked="" type="checkbox"/>
144-PRJ94HG UW Comprehensive Cancer Center Support non-competing continuation (BAILEY, HOWARD H)	0.00%	16.00%	0.00%	16.00%	0%	<input checked="" type="checkbox"/>
Sponsored Total:	0.00%	60.00%	0.00%	60.00%	0%	
Non Sponsored						
UWMSN-OTHER All Non-Sponsored Effort ()	0.00%	40.00%	0.00%	40.00%	100%	<input checked="" type="checkbox"/>
Non Sponsored Total:	0.00%	40.00%	0.00%	40.00%	100%	
Grand Total:	0.00%	100.00%	0.00%	100.00%	100%	<input checked="" type="checkbox"/>

Below the table, there are sections for 'Notes', 'Transactions', 'Activity Log', and 'Certifiers & Approvers'. An information message states: 'INFO - This Effort Statement has been previously saved.' At the bottom, there are buttons for 'Save All' and 'Certify Checked'.

Enter an *Effort Note* when you certify at percentages that are different than your computed effort:

The 'Create New Note' dialog box is open, showing a text input field with the following text: 'My non-sponsored line includes 8% voluntary committed cost sharing to 144-PRJ123, a project for which I am a key person but not the PI.' The dialog also includes a 'Save Note' button and a 'close' button in the top right corner.

Effort Training for Faculty and Staff

Next, confirm that:

1. Sufficient effort was devoted to justify the salary charges, and
2. Commitments have been met, and
3. You have suitable means of verifying the effort that you are certifying
4. If you are certifying a single statement, click the **Certify** button. If you are certifying multiple statements, click the **Certify Checked** button.

Committed Effort	Payroll	Cost Share	Computed Effort	Certified Effort	Certify?
0.00%	44.00%	0.00%	44.00%	\$ 44%	<input checked="" type="checkbox"/>
0.00%	16.00%	0.00%	16.00%	\$ 16%	<input checked="" type="checkbox"/>
0.00%	60.00%	0.00%	60.00%	60%	
0.00%	40.00%	0.00%	40.00%	\$ 40%	<input checked="" type="checkbox"/>
0.00%	40.00%	0.00%	40.00%	40%	
0.00%	100.00%	0.00%	100.00%	100%	<input checked="" type="checkbox"/>

Certify **Save**

Save All **Certify Checked**

An attestation statement will display. The details of the statement(s) that you are certifying will be displayed, along with the Attestation Statement. Read the Attestation Statement and click **I Agree**.

Covered Individual	Statement Type	Period of Performance	Certified Lines
GAYLA S GARLICK-HANSEN - 00303750	Base	03/22/2015 to 06/27/2015	You have certified all lines to which you currently have access.
CHENSHENG KUANG - 00810523	Base	01/01/2015 to 06/30/2015	You have certified all lines to which you currently have access.

I certify that the salary charged, including any salary transfers, and the effort certified this period reasonably reflect the work performed. I further certify that I am in a position that provides me with a suitable means of verification that the work was performed.

I Agree **Cancel**

Effort Training for Faculty and Staff

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.

The screenshot shows two panels from the ECRT system. The left panel, titled 'Work List', has a sub-header 'Statements Requiring Certification' and lists 'BAILEY, HOWARD H' with ID 'A534260 MSN/SMPH/MEDI...'. Below this is a 'Recently Completed' section. The right panel shows a detailed view for 'BAILEY, HOWARD H - 00081913'. It includes a 'Statement Owner' field, an 'Effort Statements' section with sub-categories 'Needing certification' and 'Historical', and a table of statements.

Type	Due Date	Status
Base	6/30/2015	Certified, Processed
Base	12/31/2014	Certified, Processed
Base	6/30/2014	Certified, Processed
Base	12/31/2013	Certified, Processed
Base	6/30/2013	Certified, Processed

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

The screenshot shows the 'Statements Awaiting Certification (0)' tab selected. Below the tab is a section titled 'Effort Statements' with a table header. The table is empty, and a message states 'There are no Effort statements associated to you.'

Statement Owner	Department	Period	Due Date	Type	Status	PI
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There are no Effort statements associated to you.

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