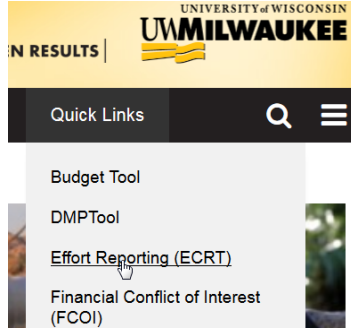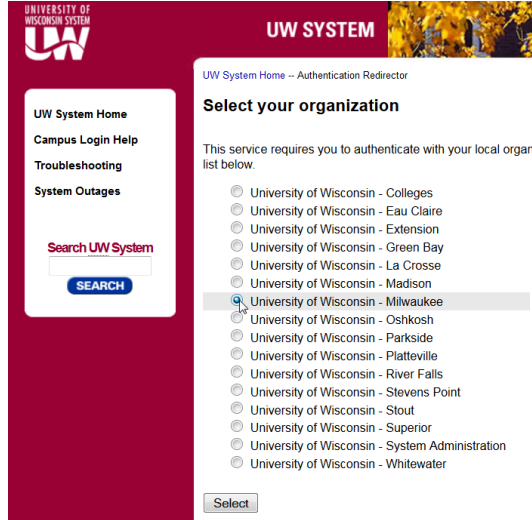# Quick-Start Guide to Certifying Effort with ECRT

1. Open your Web browser and go to: **www.uwm.edu/officeofresearch**
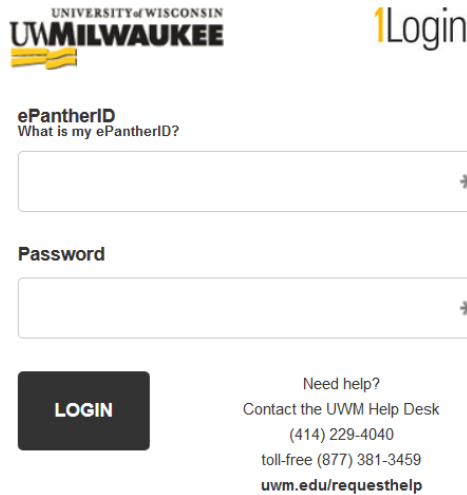
2. Click on *Effort Reporting (ECRT)* in the **Quick Links** section

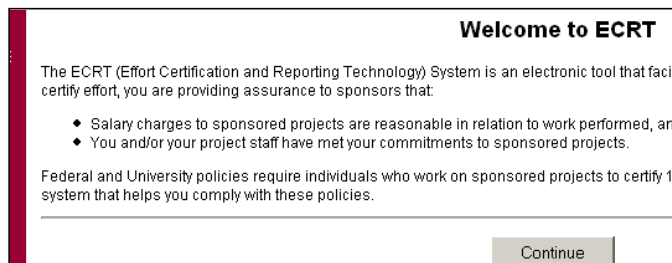3. On the *Login Screen*:
   - Choose "University of Wisconsin – Milwaukee" and click **Select**

   - Enter your **ePantherID** and **Password**
   - Click the **Log in** button

4. On the *ECRT Welcome Screen*:
   - Click the **Continue** button

Quick-Start Guide to Certifying Effort with ECRT

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.

Work List for HOWARD BAILEY

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 (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	

6. Select individuals from your Work List 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).

Work List

Statements Requiring Certification

BAILEY, HOWARD H	A534260 MSN/SMPH/MEDI...
BALIKER, MARY	A533400 MSN/SMPH/COM...
FAKHRALDEEN, SAJA	A535900 MSN/SMPH/ONC...
GARLICK-HANSEN, GAYLA S	A533400 MSN/SMPH/COM...
KUANG, CHENSHENG	A489000 MSN/L&S/STATIS...
MATTHIAS, JESSICA M	A533400 MSN/SMPH/COM...

Recently Completed

BALIKER, MARY - 00116707

- Statement Owner
- Effort Statements
  - Needing certification
    - Base | 10/31/2015 | Not Certified, Not Processed
  - Historical

BALIKER, MARY - 00116707 (Semi-Annual, University Staff)   Base Effort Period: 03/22/2015 to 06/27/2015   Due Date: 10/31/2015   Status: Not Certified, Not Processed

WARNING - This Effort Statement was placed on hold by System User - 444-44-4444

On Hold $ Value Effort Calc

Projects [-]	Committed Effort	Payroll	Cost Share	Computed Effort	Certified Effort	Certify?
Sponsored						
144-PRJ94HK UW Comprehensive Cancer Center Support non-competing continuation (BAILEY,HOWARD H)	0.00%	100.00%	0.00%	100.00%	0%	

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.

Committed Effort	Payroll	Cost Share	Computed Effort	Certified Effort	Certify?
0.00%	2.86%	0.00%	2.86%	3%	
0.00%	17.14%	0.00%	17.14%	17%	
0.00%	20.00%	0.00%	20.00%	20%	
0.00%	80.00%	0.00%	80.00%	80%	
0.00%	80.00%	0.00%	80.00%	80%	
0.00%	100.00%	0.00%	100.00%	100%	

Save

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%.

Computed Effort	Certified Effort	Certify?
2.86%	3%	☐
17.14%	17%	☐
20.00%	20%	
80.00%	80%	☐
80.00%	80%	
100.00%	100%	☐

Save

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

Non Sponsored
UWMSN-OTHER All Non-Sponsored Effort ()   0.00%
Non Sponsored Total: 0.00%

Grand Total:

▸ Notes
▸ Transactions ★
▸ Activity Log ★
▸ Certifiers & Approvers ★

close

Create New Note

Note (max 4000 characters. Extra text will be truncated):
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. |

Save Note

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

Certified Effort	Certify?
3%	☑
17%	☑
20%	
80%	☑
80%	
100%	☑

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.
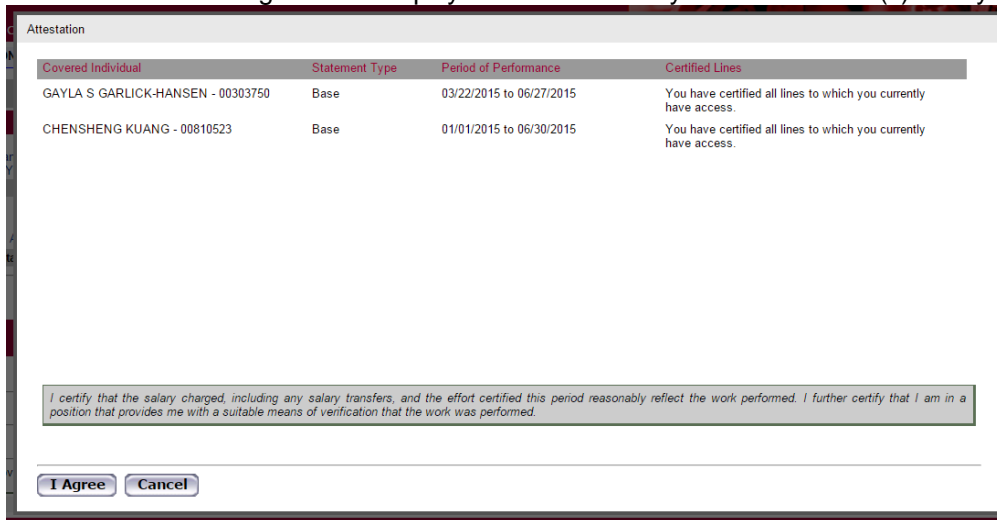
Computed Effort	Certified Effort	Certify?
2.86%	3%	☑
17.14%	17%	☑
20.00%	20%	
80.00%	80%	☑
80.00%	80%	
100.00%	100%	☑

Certify   **Save**

**Save All**   **Certify Checked**

13.   A confirmation message will be displayed with a summary of the statement(s) that you are certifying:

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
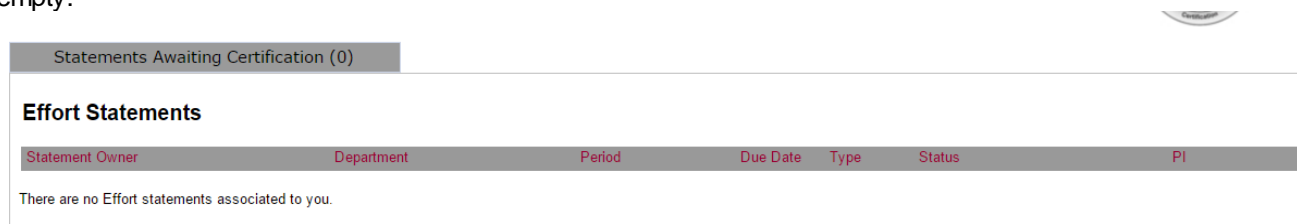
14.   Click the button that says
I Agree
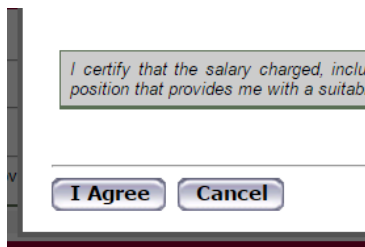
15.   The individual's names will drop off your Work List when you have certified their statements. Continue to certify statements until only your name remains on the certification page.
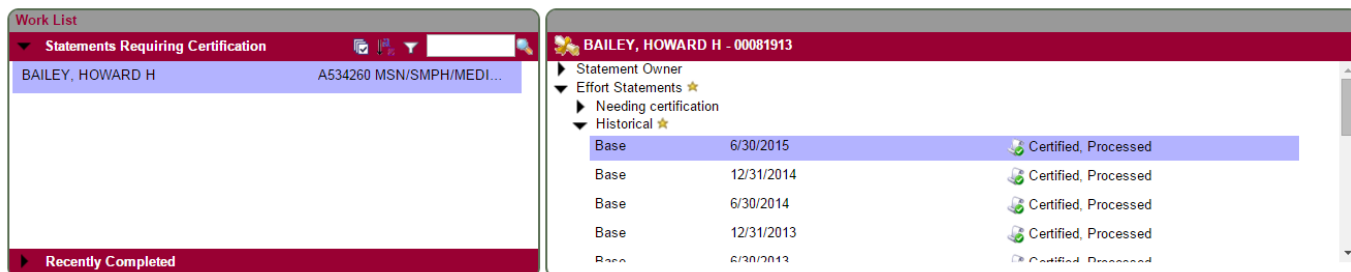
When you go back to your home page, you should also see that your **Statements Awaiting Certification** tab is empty:

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