Effort Certification Instructions for ECRT 4.5
Login to ECRT

2. Select UTEP from home institution
3. Login using your UTEP Credentials
4. Read welcome text carefully and click continue to go to the main menu
5. On main menu click on first statement under statement owner column in order to access to all of your statements awaiting for certification.
ECRT Statements

6. After page loads click on the option to select everyone in the work list.
7. Review all effort statements displayed.
8. Review actual amounts on an individual effort statement by clicking on $value option on top of statement.

9. After reviewing the amounts click $value again to have the option of certifying the statements. Note: You can only certify the statements if percentages are displayed. If any effort statement is showing amounts click the $value again.

Click $ value to review amounts

If you need to make adjustments you can change the pre-populated percentages as needed

Make sure percentages are displayed when ready to certify
Certifying all Effort Statements

10. If you agree with all effort after reviewing click on “certify checked” to certify all effort statements. This option is found at the bottom of the effort certification page.

Make sure you scroll all the way down on the effort certification page.

To certify all statements look for Certify Checked option at the bottom of the effort page.
Certifying all Effort Statements Cont’d

*NOTE: Attention if you do not agree on the effort display for a statement(s) or have questions stop, save your progress and contact us right away at ecrt@utep.edu
Otherwise continue with step 11.

<table>
<thead>
<tr>
<th>Paid Effort</th>
<th>Actual Cost Share Effort</th>
<th>Computed Effort</th>
<th>Your Certified Effort</th>
<th>Certify?</th>
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Save your progress
11. After “certify checked” a window will be displayed asking to confirm certification with a reasonable know; click “I agree”
12. Finally click “home” at the top left corner of page to go back to the main menu
13. In main menu verify the work list to see if you have any other pending effort statements. **Note:** If status of effort statements show “in Progress for Certification” no further action is required. These statements are for future effort certification periods.
Contact us

For any questions and assistance please contact us at:
ecrt@utep.edu

Link to Access ECRT
http://research.utep.edu/Default.aspx?tabid=64096