

Effort Certification Instructions for ECRT 4.5



Login to ECRT

1. Open Access ECRT Link <http://research.utep.edu/Default.aspx?tabid=64096>
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

3. Login using
your UTEP
Credentials



UTEP Shibboleth Identity Provider
THE UNIVERSITY OF TEXAS AT EL PASO

Welcome to The University of Texas at El Paso

Please sign in using your UTEP account.

Unauthorized use of this system is prohibited. Usage may be subject to security testing and monitoring. Misuse is subject to criminal prosecution; and no expectation of privacy except as otherwise provided by applicable privacy laws.

Use of this site is subject to UTEP's policies. Any use of this site not covered by UTEP policy is prohibited



Shibboleth

Sign in with your UTEP account

USERNAME:

PASSWORD:

Login

[Get your UTEP account here](#)

[Change Password](#)

[Forgot your Password](#)

Unauthorized use of this system is prohibited. Usage may be subject to security testing and monitoring. Misuse is subject to criminal prosecution; and no expectation of privacy except as otherwise provided by applicable privacy laws.

Use of this site is subject to UTEP's policies. Any use of this site not covered by UTEP policy is prohibited.

ECRT Main Screen

5. On main menu click on first statement under statement owner column in order to access to all of your statements awaiting for certification

The screenshot displays the ECRT Main Screen for the University of Texas at El Paso. The header includes the UTEP logo and the text "UNIVERSITY OF TEXAS AT EL PASO" and "EFFORT CERTIFICATION AND REPORTING TECHNOLOGY (ECRT)". The navigation menu includes "Home", "Certify", "Administration", and "Links". The main content area is titled "Work List for" and contains a welcome message. Below this, a section titled "Statements Awaiting Certification (2)" contains a table with the following data:

Statement Owner	Department	Due Date	Type	Status	PI
PI and PI Staff's Statement(s)	800000 - Vice President for Research (800000)	11/13/2014	IBS	Not Open For Certification	
		5/15/2015	IBS	Not Open For Certification	

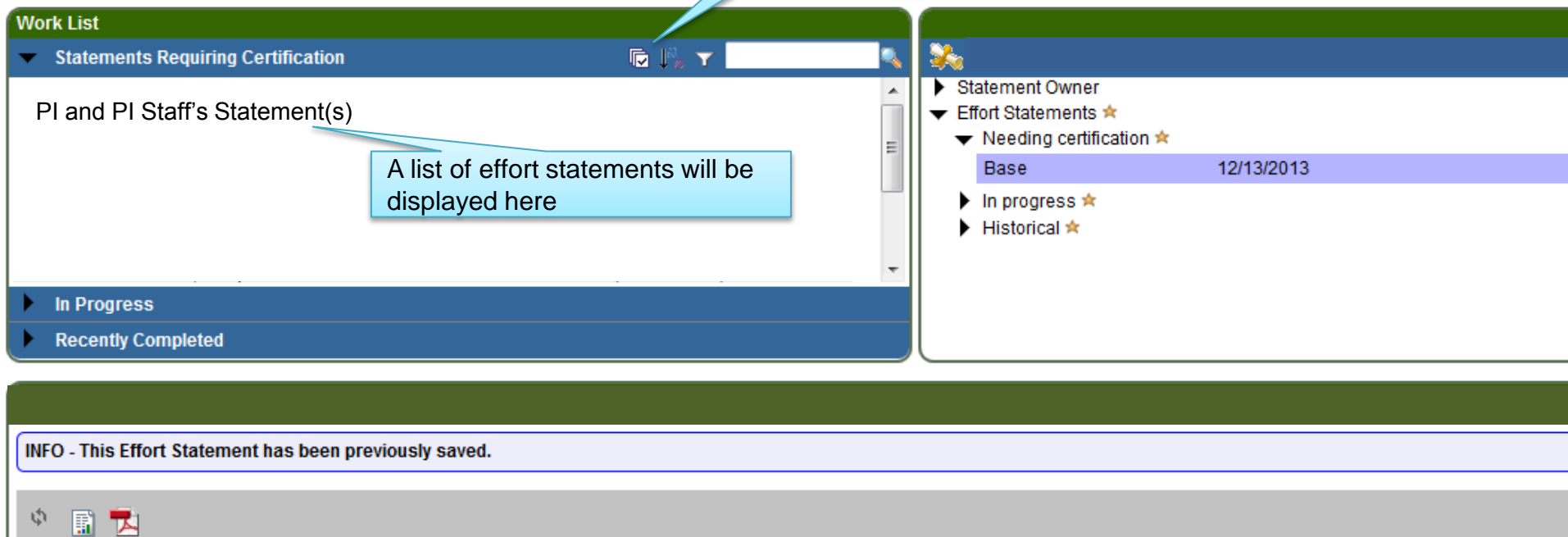
A callout box with the text "Click on first statement owner name" points to the first row of the table.

ECRT Statements

6. After page loads click on  option to select everyone in the work list
7. Review all effort statements displayed

Click the checkbox option to display all effort statements







A list of effort statements will be displayed here



The screenshot displays the ECRT Statements interface. On the left, a 'Work List' panel is titled 'Statements Requiring Certification'. It contains a search bar and a list of items, with 'PI and PI Staff's Statement(s)' selected. Below the list are buttons for 'In Progress' and 'Recently Completed'. On the right, a navigation pane shows a tree structure: 'Statement Owner', 'Effort Statements' (with a star), 'Needing certification' (with a star), 'Base' (with a date '12/13/2013'), 'In progress' (with a star), and 'Historical' (with a star). At the bottom, a message bar reads 'INFO - This Effort Statement has been previously saved.' and a taskbar with icons is visible.

ECRT Statement Review

- Review actual amounts on an individual effort statement by clicking on **\$ value** option on top of statement.
- 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.*

\$ Value Effort Calc				
Paid Effort	Actual Cost Share Effort	Computed Effort	Your Certified Effort	Certify?
30.51%	 0.00%	30.51%	 31%	<input checked="" type="checkbox"/>
30.51%	0.00%	30.51%	31%	
54.24%	 0.00%	54.24%	 54%	<input checked="" type="checkbox"/>
54.24%	0.00%	54.24%	54%	
12.71%	 0.00%	12.71%	 12%	<input checked="" type="checkbox"/>
12.71%	0.00%	12.71%	12%	

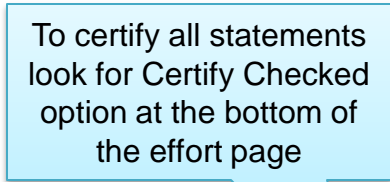
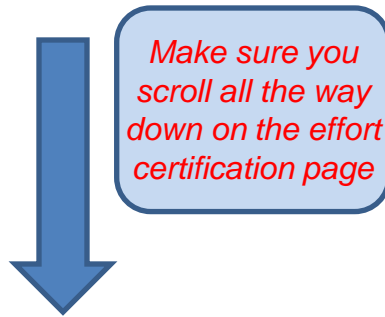
Make sure percentages are displayed when ready to certify

Click \$ value to review amounts

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

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*



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.

\$ Value Effort Calc				
Paid Effort	Actual Cost Share Effort	Computed Effort	Your Certified Effort	Certify?
30.51%	<input type="text" value="0.00%"/>	30.51%	<input type="text" value="31%"/>	<input checked="" type="checkbox"/>
30.51%	0.00%	30.51%	31%	
54.24%	<input type="text" value="0.00%"/>	54.24%	<input type="text" value="54%"/>	<input checked="" type="checkbox"/>
54.24%	0.00%	54.24%	54%	
12.71%	<input type="text" value="0.00%"/>	12.71%	<input type="text" value="12%"/>	<input checked="" type="checkbox"/>
12.71%	0.00%	12.71%	12%	
97.46%	0.00%	97.46%	97%	
2.54%	<input type="text" value="0.00%"/>	2.54%	<input type="text" value="3%"/>	<input checked="" type="checkbox"/>
2.54%	0.00%	2.54%	3%	
100.00%	0.00%	100.00%	100%	<input checked="" type="checkbox"/>

Close Save

Save your progress

Certifying all Effort Statements Cont'd

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

Attestation

Certification Attestation Effort

Covered Individual:

Title:

Department:

Email:

Status:

Effort Coordinator:

Period of Performance: 09/01/2009 to 02/28/2010

I certify that I have used reasonable means of verification and that the effort percentages shown below for the stated period are reasonable estimate of activity performed, allocable to the respective projects and activities shown.

I Agree

Cancel

Click here

Certifying all Effort Statements Cont'd

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*

Work List for

Welcome to the ecr 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 (2)					
Statement Owner	Department	Due Date	Type	Status	PI
PI and PI Staff's Statement(s)	720300 - Computer Science (720300)	3/16/2015	Base	In Progress For Certification	
		5/15/2015	Base	In Progress For Certification	

Check for additional effort statements pending certification

If status say “In progress For Certification” no action is required. You are done!

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>

