



Effort Statement Instructions

To certify this effort, review the various percentages allocated to each activity during the period of performance. Check 'All' at the bottom of the checkboxes to certify/acknowledge all effort for which you are responsible, or you may check individual boxes at the right of each line to indicate agreement. Click the Certify button to advance to the attestation screen. Note that the statement is not considered to be certified until all boxes are checked, the 'Certify' button is clicked and you agree to the attestation statement in the next screen. Please do not close your browser until cert returns you to your worklist. Closing prematurely may cancel your certification.

Work List

Active

1 Cooper, Richard 10010_Provost, Office of the

Recently Completed

Cooper, Richard

- Statement Owner
- Effort Statements
 - 2 Needing certification
 - 3 Base 12/31/2014 Certification Required
 - In progress
 - Historical

Effort Statement for Cooper, Richard (Semester); Base effort, from 05/01/2014 to 08/31/2014, due 12/31/2014; Status: Certification Required

Projects [-]	Distributed Effort	Cost Sharing	Actual Effort	Certified Effort	Effort Calc	Checkboxes
Sponsored - Federal 5						
118082 Diagnostics for Structure and Function	8 37.50%	9 0.00%	10 37.50%	11 37.50%		
05.10010.5000.00000.122303.00000.00000.N Novel Diagnostics for Structure and Function						
Award Total:	37.50%	0.00%	37.50%	37.50%		12
124919 Diagnostics for Structure and Function	0.00%	2.50%	2.50%	2.50%		
05.10010.5000.00000.124919.00000.00000.N Novel Diagnostics for Structure and Function						
Award Total:	0.00%	2.50%	2.50%	2.50%		
Sponsored - Federal Total:	37.50%	2.50%	40.00%	40.00%		
Sponsored - Non-Federal 6						
601203 A Network Analytic Model of Adherence and Abstinence	25.00%	0.00%	25.00%	25.00%		
05.10010.5000.00000.601203.00000.00000.N A Network Analytic Model of Adherence and Abstinence						
Award Total:	25.00%	0.00%	25.00%	25.00%		
Sponsored - Non-Federal Total:	25.00%	0.00%	25.00%	25.00%		13
Non Sponsored 7						
02.10010.5000.00000.000000.51401.00000.N Provost, Office of the	18.25%	0.00%	18.25%	18.25%		
02.10010.5000.00000.000000.00000.00000.N Provost, Office of the	19.25%	-2.50%	16.75%	16.75%		
Non Sponsored Total:	37.50%	-2.50%	35.00%	35.00%		14
Grand Total:	100.00%	0.00%	100.00%	100.00%		All None

Effort Certification and Reporting Tool (ecrt)

Effort Statement User Guide

1 PI Work List – The PI name appears at the top of his/her work list. If the PI has one or more employees working on his/her federal sponsored projects requiring certification, each would be listed below the PI name. The PI can move between effort statements by clicking on specific names on the work list. By clicking on the Select All icon  at the top of the work list, the first 10 statements on his/her work list will be displayed in succession below.

2 Statement Owner Name - In this example the statement owner is the PI. However, if the PI has other statements to certify, the statement owner name could be any of the individuals working on the PI's federal sponsored projects.

3 Period of Performance - The date range indicates the academic period to which the activities being certified relate.

4 Statement Status - The status of a particular statement indicates whether any action is needed on the part of the PI. In this example, a status of 'Certification Required' or 'Recertification Required' indicates that the PI needs to certify this effort. If the status were "In Progress", this indicates that the statement is building in the current period of performance and not yet available for certification. Statements will automatically move from "In Progress" status to "Certification Required" status when the next certification period opens to PIs. A statement in 'Salary Reallocation Pending' status indicates that a SPAR modification has been made for the statement but requires approval and posting by the department administrator before the statement is available to the PI for recertification.

5 Sponsored Federal Section - This section will detail the federal sponsored project activity for the named employee for the academic period identified above. Sponsored projects will be grouped in Master-Sub account relationships. In addition to the general ledger account number, the long title of the project is provided to assist you with the identification of the activity. Care should be taken at the proposal phase to ensure meaningful long title descriptions for each award. Effort in this section will be certified on a project by project basis by the PI of each project. If the statement owner is the PI of a federal sponsored project, he/she will certify all lines on his/her personal effort statement as all PIs self-certify, even on projects for which he/she is not the PI.

6

Sponsored Non-Federal Section - This section will detail all non-federal sponsored project activity for the named employee for the period, grouped in Master-Sub account relationships, and including the long project title. Effort in this section will not be certified, but rather acknowledged by PIs related to this statement as evidenced by the placement of the check box on the gray subtotal line. In accordance with federal regulations, 100% of effort must be certified/acknowledged to provide the context in which the federal sponsored effort is evaluated. For this reason, all boxes must be checked for a statement to be considered certified.

7

Non-Sponsored Section - This section will detail the institutional accounts charged for activities not related to sponsored research (teaching, service, administration, etc.) Effort in this section will not be certified, but rather acknowledged by PIs related to this statement as evidenced by the placement of the check box on the gray subtotal line. In accordance with federal regulations, 100% of effort must be certified/acknowledged provide the context in which the federal is evaluated. For this reason, all boxes must be checked for a statement to be considered certified.

8

Distributed Effort Column – The percentages in this column represent the portion of your salary that has been charged during the four-month period to the activity identified in the detailed description on the left side of the statement.

9

Cost Sharing Column – Percentages in this column represent the portion of your salary for work performed on a sponsored project that the sponsor did not reimburse. Cost sharing may be related to salary paid in excess of the DHHS salary cap or other sponsor/ budgetary restrictions. Entries in this column will offset each other as any reduction in salary distribution to a sponsored project will increase the salary distribution in a non-sponsored or institutional account. Actual Effort (work performed) less Cost Sharing (sponsor/budget restrictions) equals the Distributed Effort (salary distribution) percentage for a sponsored account; Actual Effort plus Cost Sharing equals the Distributed Effort percentage for non-sponsored accounts. The signs are reversed on the effort statement because ecrt calculates the Distributed Effort percentages first and uses the Cost Share percentages to calculate Actual Effort.

10

Actual Effort Column – Effort distributions in this column represent the portion of your University appointment that you devoted to each activity during the four-month period based on the effort information you provide to your department/grants administrator.

11

Certified Effort Column – This represents your confirmation of the time devoted to each activity expressed as a percentage of your University appointment. This column should always be equal to the Actual Effort column. Please keep in mind that these percentages represent the average level of effort

devoted to each activity over the four-month period. If you do not agree with these effort distributions, contact your Department or Grants Administrator for an explanation. If changes are required, modifications must be entered in the University's SPAR application for overnight update to ecrt.

12 Certify Checkboxes – Checkboxes appear on each line of the Sponsored-Federal section for certification of activity associated to each federal sponsored project.

13 Acknowledgement Checkbox Non-Federal Section – Certification is not required for non-federal sponsored projects. However, federal regulations require that federal sponsored effort be certified in relation to all other activities comprising an employee's University appointment. A check in this box on the subtotal line for this section acknowledges the consideration of this effort without a certification of the individual activities within the non-federal group.

14 Acknowledgement Checkbox Non-Sponsored Section – Certification is not required of non-sponsored activities. However, federal regulations require that federal sponsored effort be certified in relation to all other activities comprising an employee's University appointment. A check in this box on the subtotal line for this section acknowledges the consideration of this effort without a certification of the individual activities within the non-sponsored group.

15 Get Help Button – This button is available for you to contact your department administrator for any questions you have on that particular effort statement. Clicking this button will open an Outlook email to the department administrator responsible for that effort statement so that you may explain your question(s) and send the email.

16 Certify Button – This button will turn green (indicating activation) when boxes on the statement are checked. Certification is a three-step process:

- 1) Check all boxes available to you on the effort statement (this may be done individually or by clicking 'All' to the right of the Grand Total line at the bottom of each statement);
- 2) Click the 'Certify' button;
- 3) Click 'I Agree' on the attestation page (see attestation statement below).

I certify that I have suitable means to verify the distribution of federal sponsored project effort of this employee for the period covered by this statement. I certify further that to the best of my knowledge, and in context with this employee's other activities comprising his/her total University appointment, this distribution reasonably reflects the actual effort of this employee on these federal sponsored projects and the resultant salary charges in relation to the work performed.

Please remain logged in to ecrt until you are returned to your work list to allow the application to process the certifications. The names of the statement owners associated to the statement(s) certified will drop from your work list. The PI name will remain on the work list after the certification of the PI's statement is completed due to the 'In Progress' statement. If this is the only listing on the work list, certification for the current certification period is completed.

If all three steps are not completed or ecrt is closed prematurely, the certifications will be cancelled and these statements will again appear on your work list and require certification.

For PIs required to certify a number of statements, the three-step process may be performed for multiple statements as follows:

At the top of the Work List, click the Select All icon . This will return the first ten effort statements so that you may scroll through each below.

- 1) Check all boxes available to you on each effort statement scrolling through the list (this may be done by checking individual boxes or by clicking 'All' to the right of the Grand Total line at the bottom of each statement). If you do not agree with any of the federal effort distributions, do not check them. Only those boxes checked will be included in the certification process. You must acknowledge all non-federal and non-sponsored activity to complete the certification. Please note, any statement with unchecked boxes remaining will not be considered certified until all boxes are checked and the rest of the certification process is completed.
- 2) Click the 'Certify Checked' button at either the very bottom or the very top of the effort statement listing. This button is not included on individual effort statements.
- 3) The attestation page will display the attestation statement and the listing of statements for which you have checked boxes. Click the 'I Agree' button to complete the process.

Using either the individual statement or multiple statement method of certification, once you click the 'I Agree' button, ecrt will process the certification(s) and return you to your Work List. If other statements remain on your Work List, repeat the steps above to certify those statements. If the only statement remaining in your Work List is your statement marked as 'In Progress', you are done. Keep in mind, though, if you left unchecked non-federal or non-sponsored boxes, those statements will eventually reappear on your Work List until all boxes are checked and the statement is certified.