

# ecrt™ Reference Guide to

## Time and Effort Certification – Department Effort Coordinator (DEC)

### ACCESS ECRT SYSTEM

To access the ECRT system:

- 1) Open any web browser:
  1. Go to: <https://utss-ecrt.utsystem.edu/ecrt/>

### LOGIN SCREENS

- 1) Choose **“The University of Texas Rio Grande Valley”** from the institution drop-down list and click **<Select>**.

The screenshot shows the login interface for the ECRT system. At the top left is the University of Texas System logo and the text "THE UNIVERSITY of TEXAS SYSTEM FOURTEEN INSTITUTIONS. UNLIMITED POSSIBILITIES." Below this is the heading "Select your home institution". A paragraph explains that authentication is required and provides instructions on how to select an institution or use a search box. A note warns against creating bookmarks. The form includes a search box with a "Search" button and a list of institutions. "The University of Texas Rio Grande Valley" is selected in the list, and the "Select" button is highlighted. A "Remember for session" dropdown is also visible. A footer link provides support information.

**Select your home institution**

The service you are trying to reach requires that you authenticate with your home institution. Please either select it from the list below, then click 'Select', or you may use the search-as-you-type feature by typing a partial name into the search box below, then clicking 'Search'.

Please do not create a bookmark or favorite in your web browser on this page. This page is not part of the application you are accessing. You may create a bookmark/favorite after you complete the authentication process.

Enter organization name (partials ok):

Or choose from a list:

The University of Texas Rio Grande Valley ✓ Select Remember for session

Need assistance? Open a support ticket by sending email to [systemwidesupport@utsystem.edu](mailto:systemwidesupport@utsystem.edu) with a description of the problem.

- 2) Enter your UTRGV <Username> and <Password>.
  - Username: **Same as your Network Username**
  - Password: **Same as your Network Password**
- 3) Click on the <Sign in> button.

UTRGV The University of Texas Rio Grande Valley

Online Services Login

Sign in with your UTRGV account

2 { username@utrgv.edu  
UTRGV Password }

3 → Sign in

[Can't access your account?](#)

To protect your personal information, please close ALL open browser windows when you sign out.

By pressing the Sign in button, you agree to:

- Use the system and data only for official University transactions.
- Never share your password or access.

**Help**

- Brownsville: (956) 882-2020
- Edinburg: (956) 665-2020

Unauthorized use of this site is prohibited and may subject you to civil and criminal prosecution. Usage may be subject to security testing and monitoring.

## WELCOME TO THE ECRT SYSTEM

After the username and password are accepted, you will be taken to the “**Welcome to the Effort Certification and Reporting Technology (ECRT) System**” screen. This screen contains a statement about the certification process.

At the bottom of the message, click on the <Continue> button which will take you to the Home Page.

Time and Effort Certification will be done after each semester to cover the periods from September to December, January to May, and June to August. It is the responsibility of every Primary Individual (PI) to certify his/her own Effort Certification statement as well as statements for all Supporting Individuals (except PIs) who have expended effort on his/her Sponsored Projects every semester within the 30 day certification period.

The ECRT system is designed to help you comply with institutional effort reporting policies, federal policy, Uniform Guidance 2 C.F.R. 200.430 Compensation-personal services, NIH Salary Limitation on Grants, and other relevant agency policies that govern the need to provide certification of levels of effort expended on different projects which fund an individuals compensation.

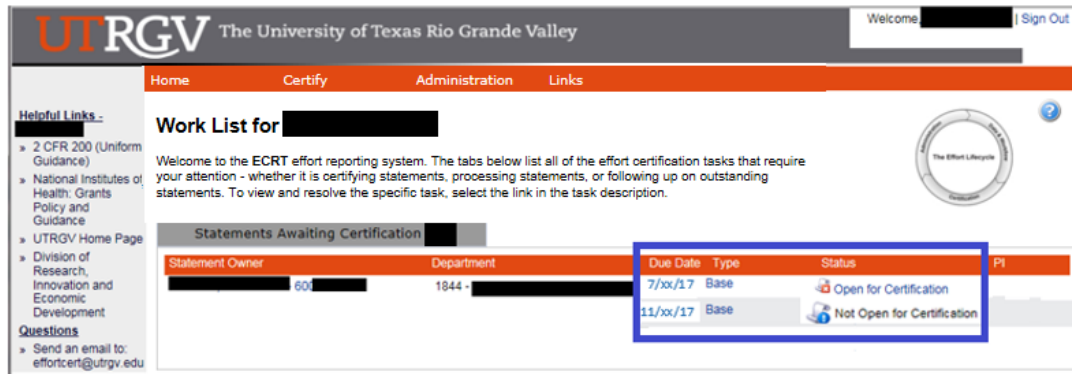
So, log in and get started. You will be certified before you know it!

Continue ←

# HOME PAGE

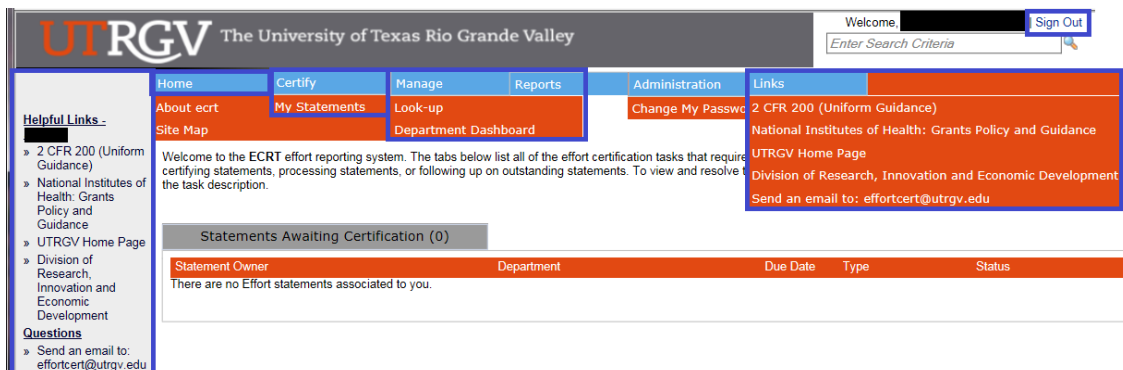
The Home Page displays after a user has successfully logged into ECRT. This screen functions as an entry point to all system functions, provides an overview of the Time and Effort Certification (Effort Reporting) process for administrators, and offers links to a variety of resources to assist users with the certification.

A list of effort statements appear under the **“Statements Awaiting Certification”** tab. The Status will show as **“Not Open for Certification”** during the semester data uploads and **“Open for Certification”** when they are ready for PI(s) to certify.



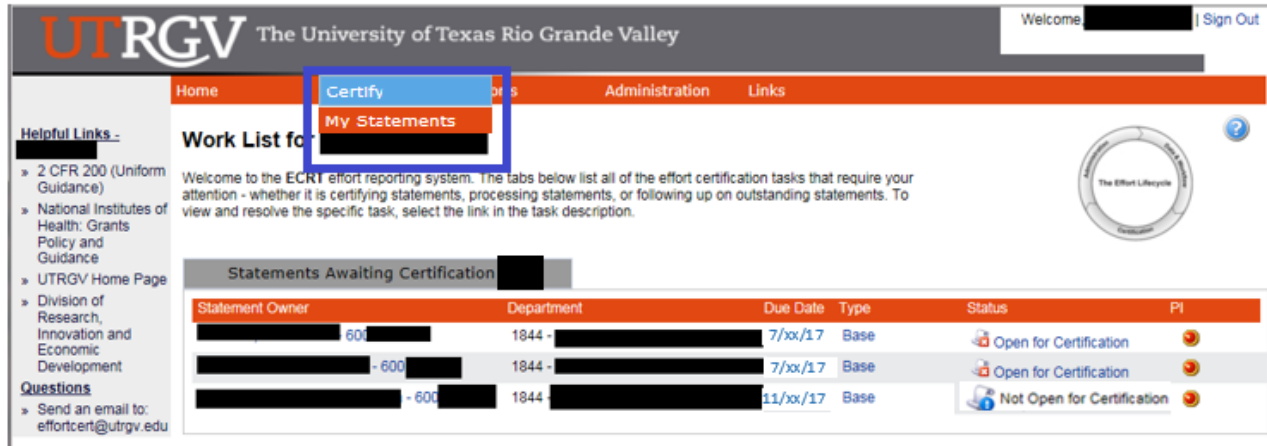
# DROP DOWN MENUS


Across the top of the page is a navigation menu bar. The navigation menu bar is on every screen of the application, allowing users to move from one page to another quickly. The left most option **<Home>** returns users to the Work List from anywhere in the application. Hover over the **<Certify>** tab of the menu bar and select **“My Statements”** to view your effort statement. The **<Manage> Look-up** page allows users to search for Employees, Department(s), and Active/Inactive Projects. The **<Manage> Department Dashboard** page allows users to view information related to a department, sub-department, or division, including the Employees, Awards and Projects, and Department Information. Links highlighted in the blue boxes are specific to the individuals with the Department Effort Coordinator (DEC) role. Helpful links are available on the left side of the home screen and from the **<Links>** drop down box. To log off of the system, simply click at the top right corner option **<Sign Out>**.

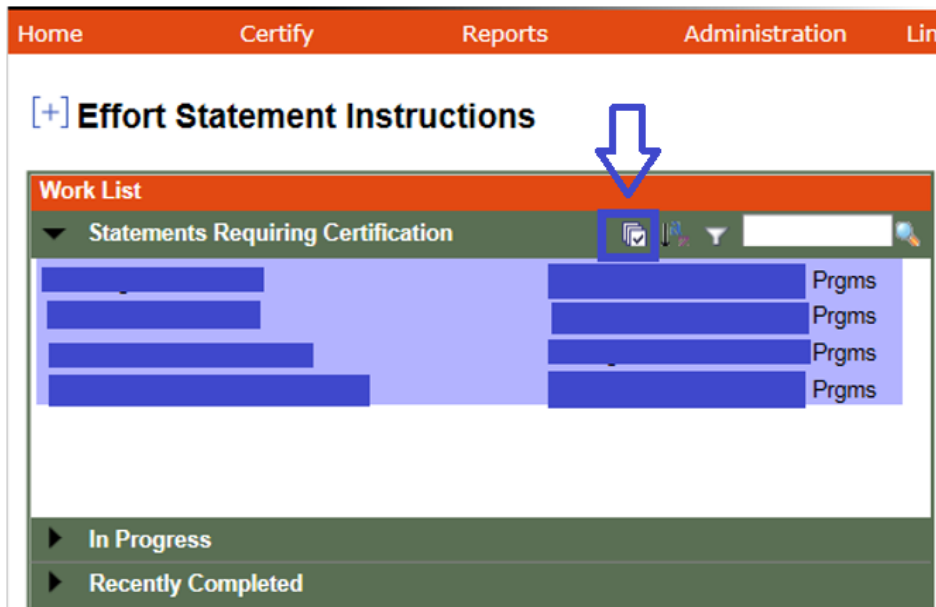


# REVIEW CERTIFIED EFFORT PERCENTAGES

To review the effort statements for all of the Supporting Individuals (SIs) of your Primary Individuals (PIs), hover over the <Certify> tab of the menu bar and select “My Statements”.



Your work list contains all of the effort statements. Select all of the effort statements at once by clicking the “**Select everyone in the work list**”  icon from the “**Work List box**” or by holding “**CTRL**” and clicking each of the names in the list one by one.



All of the uncertified effort statements for every user in the list will be populated below. This is the main view of the effort statements if everyone was selected in the work list. The effort statements will contain the Sponsored and Non-Sponsored projects, you may view payroll, cost sharing (if any), and computed effort associated with those projects for the semester.

From the <Process Base Effort Statement> page, the DECs review effort statements for PIs to certify by following the steps below:

1. Review the projects, payroll/cost sharing, and the pre-populated percentages on the <Certified Effort> column. The numbers must add up to 100 percent.
2. Review <Notes and Attachments> if any.
3. If there are any changes to the pre-populated Certified Effort, make sure you click on the <Save All> button to save all of the effort statements so the PI can certify within the 30 day certification period. Then, saving is complete. Press <OK> to continue.

**[+] Effort Statement Instructions**

To certify your effort: (1) Review the projects, payroll/cost sharing, and the pre-populated percentages on the "Certified Effort" column. The numbers must add up to 100 percent. (2) Check the Certify Checkboxes. (3) If you are a PI, then click the "Certify Checked" button. If you have any questions, please contact your ECRT Central Effort Coordinator.

**Work List**

Statements Requiring Certification

In Progress

Recently Completed

Statement Owner

Effort Statements

Needing certification

Base Not Certified

In progress

Historical

3 Save All

- 60011 (Semester) Base Effort Period: 06/01/2017 to 08/31/2017 Due Date: 12/15/2017 Status: Not Certified

INFO - This Effort Statement might not be certifiable if the salary cap expectations are not met.

On Hold:  \$ Value Add Subject Override Status

Projects [-]	Payroll	Cost Share	Computed Effort	Certified Effort	Certify?
<b>Sponsored</b>					
450 - 1908943	5.00%	0.00%	5.00%	5%	<input type="checkbox"/>
<b>Sponsored Total:</b>	5.00%	0.00%	5.00%	5%	
<b>Non Sponsored</b>					
2	95.00%	0.00%	95.00%	95%	<input type="checkbox"/>
<b>Non Sponsored Total:</b>	95.00%	0.00%	95.00%	95%	
<b>Grand Total:</b>	100.00%	0.00%	100.00%	100%	<input type="checkbox"/>

Close Save

**Notes**

Date	User	Note	Action
03/01/20		Due to a	
03/01/20		Your certification	

**Attachments**

Transactions

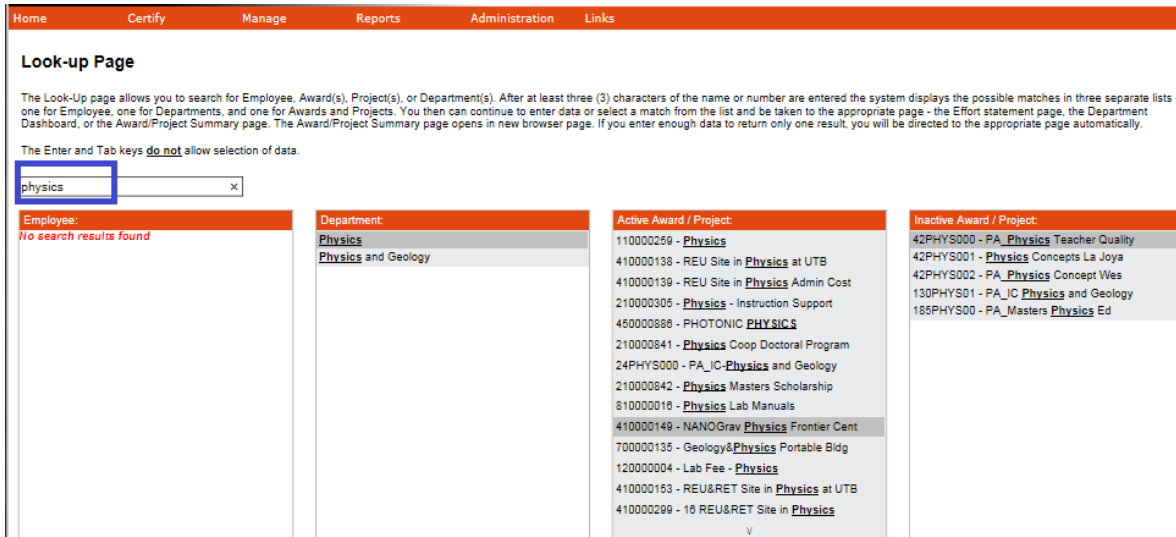
Activity Log

3 Save All

# MANAGE

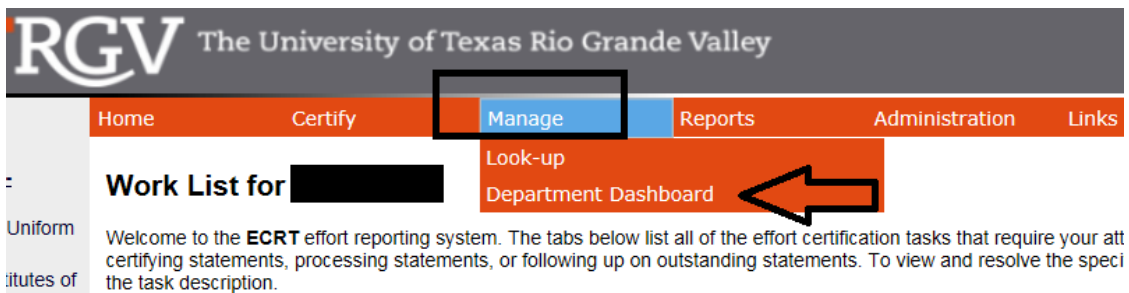
## 1. Look-Ups

Users can enter employee name, employee ID, department name, department number, account name, or account number to see results for your area(s) only.

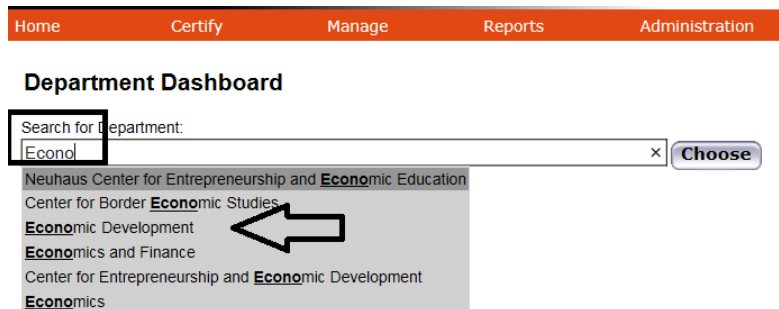


## 2. Department Dashboard

You have been given the role of “Department Effort Coordinator” in ECRT and can select any department(s) for your area(s) only from the Manage / Department Dashboard.



Like always, start by typing the name of the department and select from the database.



This Department Dashboard will give you a quick summary of any department(s) in your area(s) only:

From the **People tab**, select “**Semester**” as the Employee Type, for any particular **Period**, and then click on the (+) sign in front of the word Sponsored to expand the selection. Anything with (X) has **not been certified**.

**Department Dashboard for Economic Development - 1767**

Search for Department:  **Choose**

**People** | Awards and Projects | Department Information

**Certification Summary Chart:** Statement Type  Base  Non-IBS Employee Type: **Semester** Period: **9/1/2015 to 12/31/2015**

The default search is for base Effort statements for all certifiers in this Department, for the current period of performance.

Status	Semester	Percentage
Open for Certification	1	3.6%
Not Certified, Not Processed, Re-Opened	1	3.6%
Certified, Not Processed	25	89.3%
Certified, Processed	1	3.6%
Auto Approved	5	

Covered Individuals  (If you would like to search for an apostrophe, please enter two apostrophes to return results)

Name	Employee ID	Role	Employee Type	Statements
<b>- Sponsored</b>				
[REDACTED]	[REDACTED]	Supporting Individual	Semester	[Icons]
[REDACTED]	[REDACTED]	Supporting Individual	Semester	[Icons]
[REDACTED]	[REDACTED]	Supporting Individual	Semester	[Icons]
[REDACTED]	[REDACTED]	Supporting Individual	Semester	[Icons]
[REDACTED]	[REDACTED]	Supporting Individual	Semester	[Icons]
[REDACTED]	[REDACTED]	Supporting Individual	Semester	[Icons]
[REDACTED]	[REDACTED]	Supporting Individual	Semester	[Icons]
[REDACTED]	[REDACTED]	Supporting Individual	Semester	[Icons]
[REDACTED]	[REDACTED]	Supporting Individual	Semester	[Icons]
[REDACTED]	[REDACTED]	Supporting Individual	Semester	[Icons]
[REDACTED]	[REDACTED]	Supporting Individual	Semester	[Icons]
[REDACTED]	[REDACTED]	Supporting Individual	Semester	[Icons]
[REDACTED]	[REDACTED]	Supporting Individual	Semester	[Icons]
[REDACTED]	[REDACTED]	Supporting Individual	Semester	[Icons]
[REDACTED]	[REDACTED]	Supporting Individual	Semester	[Icons]

# REPORTS

**UTRGV** The University of Texas Rio Grande Valley

Home | Certify | Manage | **Reports** | Administration | Links

**Work List for [REDACTED]**

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

**Helpful Links**  
 » 2 CFR 200 (Uniform Guidance)  
 » National Institutes of Health

The Reports page contains three window panes across the top that show the report category, the list of reports associated to the selected category, and a description of the selected report.

1. **Category - Management:**



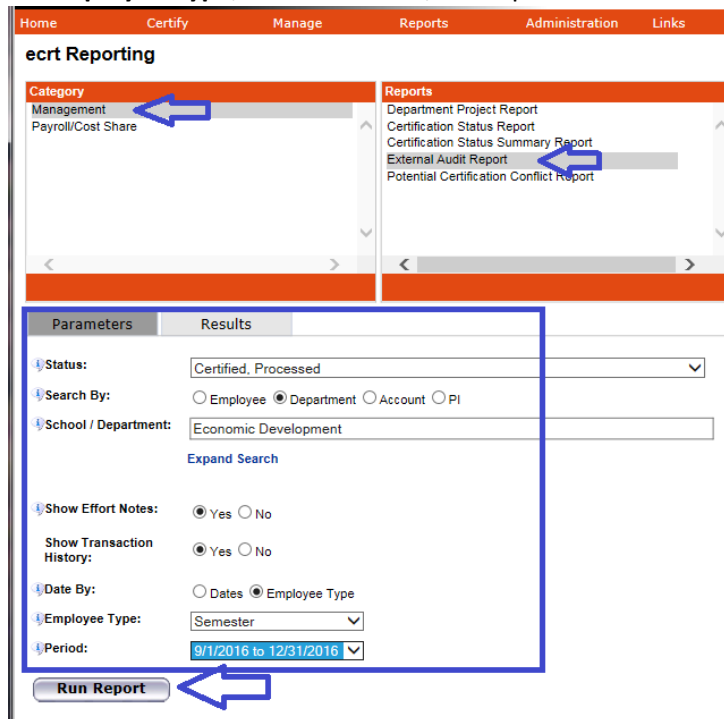
A. **External Audit Report:**

**Description:** The External Audit Report lists all certifiers that have an historical Effort statement that matches the search criteria. The search can be conducted either by employee Department or Projects. You have the option to further filter the search by the period of performance.

i. **Parameters:**

This report depends on the **status**, in this case I selected **“Certified, Processed”**. In case an effort statement has been certified, but is not processed yet, then select **“Certified, Not Processed”**.

You can search by: **Employee, Department, Account, or PI**. (Make sure you select from their database, start typing and the list should come up for you to make your selection). Select **“Yes”** to Show Effort Notes and Show Transaction History. Select: **Employee Type, Semester** basis, and a particular **Period**. Then, click on **“Run Report”**.






ii. **Results:** Are shown below for the entire department selected and Period.

Parameters **Results**

Based on your report selection below are the results. Please note that you can sort the results by clicking on the column header.

Certifier	Department Name
Arredondo	Business Development
Bennack	Business&Rural Development
Caballero	Business Development
Cain, Mr	Business&Rural Development
Cantu, M	Business Development
Carrera,	Business&Rural Development
Castaned	Economic Development
Cruz-Rey	Business&Rural Development
Degwitz,	Economic Development
Delgado,	Business Development
Elizondo,	Economic Development
Espinosa	Business Development
Galindo,	Business&Rural Development
Gonzalez	Business Development
Gonzalez	Business Development
Guerra, M	Business Development
Hammon	Business Development
Hernand	Business Development
Juarez-S	Business Development
Lago, Mr	Business&Rural Development
Landez,	Business Development
Lottmann	Business&Rural Development
Lugo Jr,	Business Development
Martinez,	Business Development
Martinez,	Business Development
Mata, Ms	Business&Rural Development
Morales,	Business Development
Raygoza	Business&Rural Development
Resto, M	Business&Rural Development
Salinas,	Business&Rural Development
San Agus	Business Development
Santos-F	Business Development
Solis Jr,	Economic Development
Soto Jr,	Economic Development
Ybarra, M	Business&Rural Development



Then, click on the “PDF Report” icon to open the effort statements.

**For Example:** This is usually the report given for Internal/External requests on T&E. The top section contains the employee information, status of effort statement, certification period, and name of PI that certified statement and date.

**UT Rio Grande Valley**

**Effort Audit Report 09/01/2016 to 12/31/2016**  
 Frequency: Semester  
 Due Date: 4/5/2017

Certifier Name: Marcela [redacted] ←  
 Title: .Sr Business Advisor  
 Department: [redacted] Business Development  
 Email: [redacted]@utrgv.edu  
 Status: Certified, Processed ←

Location: Economic Development (ECESS)  
 Appointment: [redacted]  
 Effort Coordinator: Juana Lilia Trevino ←  
 Certification Period: 09/01/2016 to 12/31/2016 ←

This Effort statement has been certified by the following: Ms Maria D Juarez-Serna [redacted] on 03/30/2017 ←

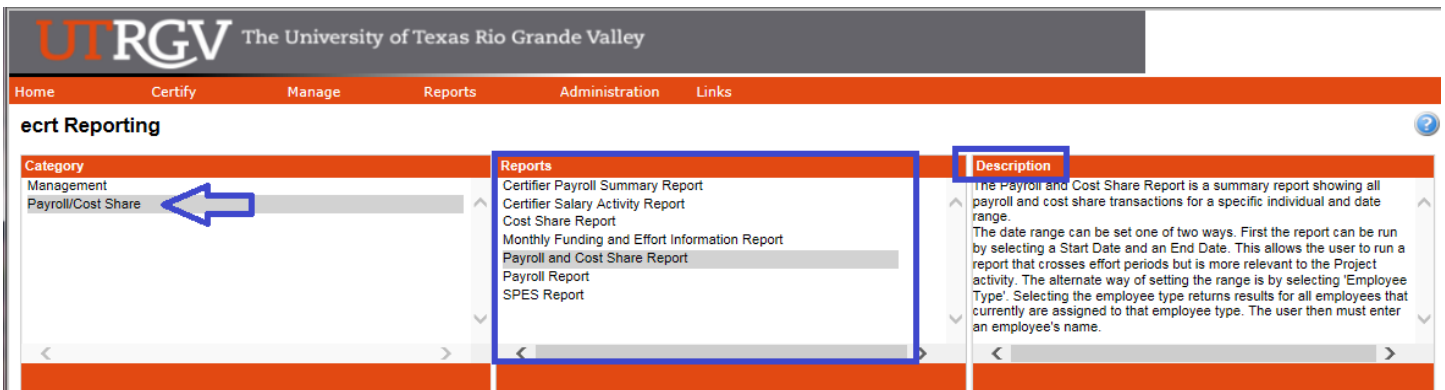
Projects	Payroll	Cost Share	Computed Effort	Certified Effort
Sponsored				

In case there are notes attached, if selected on parameters, they will show on this External Audit Report as well.

**Effort Notes**

Author	Effort Note	Date / Time
[redacted] - 600 [redacted]	Project # [redacted] is for the 9 month appointment 12 month distribution at 0% effort during the summer. Also, project # [redacted] is [redacted] for an Endowment at 0% effort. Percentages were adjusted accordingly on attached spreadsheet [redacted]	

2. Category - Payroll/Cost Share:



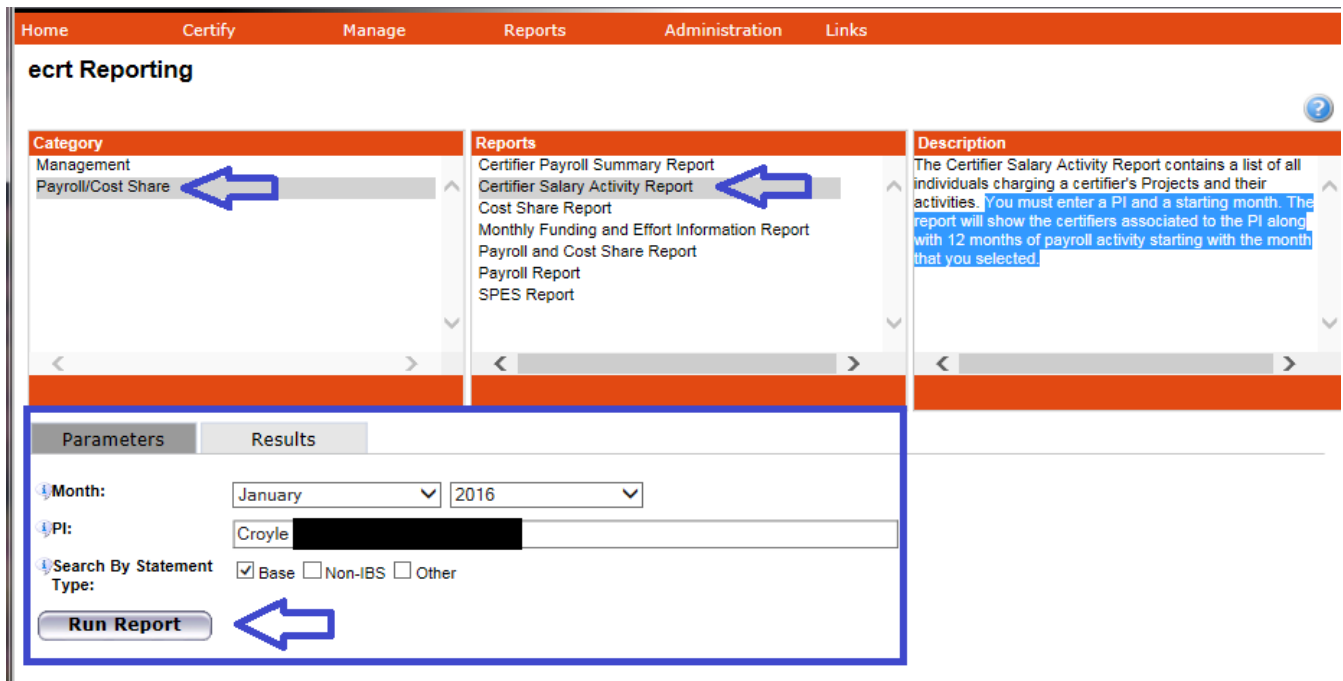
Several reports have all of the information. In case you don't want to sort the data, just select a particular report depending on what you are looking for (**Reports for certain PIs, Departments, Account/Project #**).

A. Certifier Salary Activity Report: Can be run for a certain PI.

**Description:** The Certifier Salary Activity Report contains a list of all individuals charging a certifier's Projects and their activities. You must enter a PI and a starting month. The report will show the certifiers associated to the PI along with 12 months of payroll activity starting with the month that you selected.

i. Parameters:

You must enter a **PI** and a **starting month**. The report will show the certifiers associated to the PI along with 12 months of payroll activity. Then, click on "Run Report".



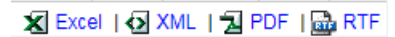
ii. **Results:** List of individuals associated to the PI selected.

Parameters Results

Results of the Certifier Salary Activity report are displayed in a scrollable window. Results are displayed 12 months from the selected date.

Name	Grant Number	Type	Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Total	% of Total
A	1	Base	\$1,002.00	\$1,002.00	\$1,002.00	\$1,002.00	\$1,002.00	\$1,002.00	\$1,002.00	\$1,002.00	\$1,002.00	\$1,002.00	\$1,377.00	\$1,002.00	\$12,399.00	50 %
	4		\$1,002.00	\$1,002.00	\$1,002.00	\$1,002.00	\$1,002.00	\$1,002.00	\$1,002.00	\$1,002.00	\$1,002.00	\$1,002.00	\$1,377.00	\$1,002.00	\$12,399.00	50 %
	Totals:		\$2,004.00	\$2,004.00	\$2,004.00	\$2,004.00	\$2,004.00	\$2,004.00	\$2,004.00	\$2,004.00	\$2,004.00	\$2,004.00	\$2,754.00	\$2,004.00	\$24,798.00	100 %
	A	2	Base	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00
A	3		\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	1 %
	1		\$5,091.67	\$5,091.67	\$5,091.67	\$5,091.67	\$5,091.67	\$8,486.33	\$8,486.09	\$8,486.09	\$5,091.67	\$5,091.67	\$5,091.67	\$5,091.67	\$71,283.55	97 %
	Totals:		\$5,591.67	\$5,091.67	\$5,091.67	\$5,091.67	\$6,591.67	\$8,486.33	\$8,486.09	\$8,486.09	\$5,091.67	\$5,091.67	\$5,091.67	\$5,091.67	\$73,283.55	100 %
	C	4	Base	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,250.00	\$1,250.00	\$1,250.00	\$1,250.00	\$5,000.00
C	Totals:		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,250.00	\$1,250.00	\$1,250.00	\$1,250.00	\$5,000.00	100 %
	C	4	Base	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,373.58	\$3,373.58	\$3,373.58	\$3,373.58	\$13,494.32	45 %
	1		\$642.87	\$714.30	\$0.00	\$0.00	\$0.00	\$2,500.00	\$2,500.00	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,857.17	30 %
	Totals:		\$642.87	\$714.30	\$3,309.52	\$2,095.24	\$2,095.24	\$2,500.00	\$2,500.00	\$2,500.00	\$3,373.58	\$3,373.58	\$3,373.58	\$3,373.58	\$29,851.49	100 %
D	1	Base	\$4,777.78	\$4,777.78	\$4,777.78	\$4,777.78	\$4,777.78	\$0.00	\$1,194.44	\$2,388.89	\$4,777.78	\$4,777.78	\$4,777.78	\$4,777.78	\$46,583.35	98 %
	3		\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	2 %
	Totals:		\$5,277.78	\$4,777.78	\$4,777.78	\$4,777.78	\$5,277.78	\$0.00	\$1,194.44	\$2,388.89	\$4,777.78	\$4,777.78	\$4,777.78	\$4,777.78	\$47,583.35	100 %
	E	1	Base	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,111.11	\$1,111.11	\$1,111.11	\$1,111.11	\$4,444.44
E	Totals:		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,111.11	\$1,111.11	\$1,111.11	\$1,111.11	\$4,444.44	100 %

The data can always be exported to **Excel, XML, PDF, and RTF** (See bottom right of Results).

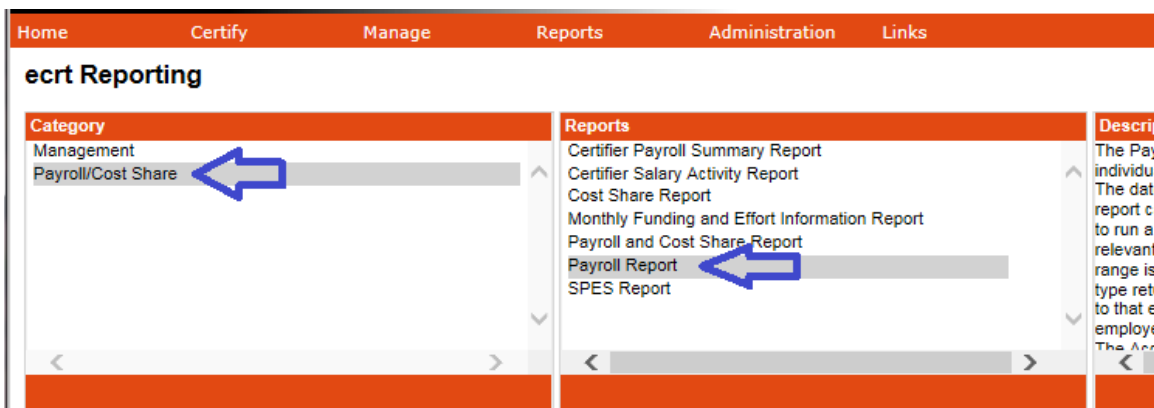


B. **Payroll Report:** Can be run for a particular **Employee** or **Department**.

**Description:** The Payroll Report is a payroll summary report for a specific individual or Department and date range. The date range for this can be set one of two ways. First the report can be run by selecting a date range. This allows the user to run a report that crosses reporting periods but is more relevant to the Project activity. The alternate way of setting the range is by selecting 'Employee Type'. Selecting the employee type returns results for all employees that currently are assigned to that employee type. The user then must enter either an employee's name or the desired Department. The Account View shows the breakdown by Project. The Pay Period View shows the breakdown by pay period.

i. **Parameters:**

This selection can be done for an **Employee** or **Department, Employee Type: Semester, and per Period**. Then, click on "Run Report".



**Parameters**

**Results**

**Employee:**

**School / Department:**

[Expand Search](#)

**Search By Statement Type:**  Base  Non-IBS  Other

**Date By:**  Dates  Employee Type

**Employee Type:**

**Period:**

**Run Report**

- ii. **Results:** Can be viewed by “Pay Period View” (sorted per month), or “Account View” (sorted by account/project).

**Parameters**

**Results**

- Pay Period View
- Account View

573 items found, displaying 1 to 300.  
[\[First/Prev\]](#) [1, 2](#) [\[Next/Last\]](#)

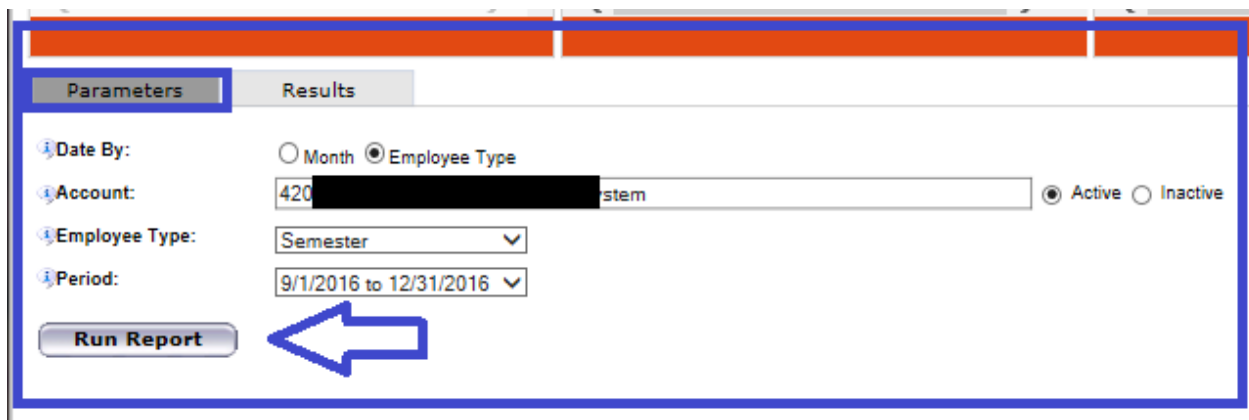
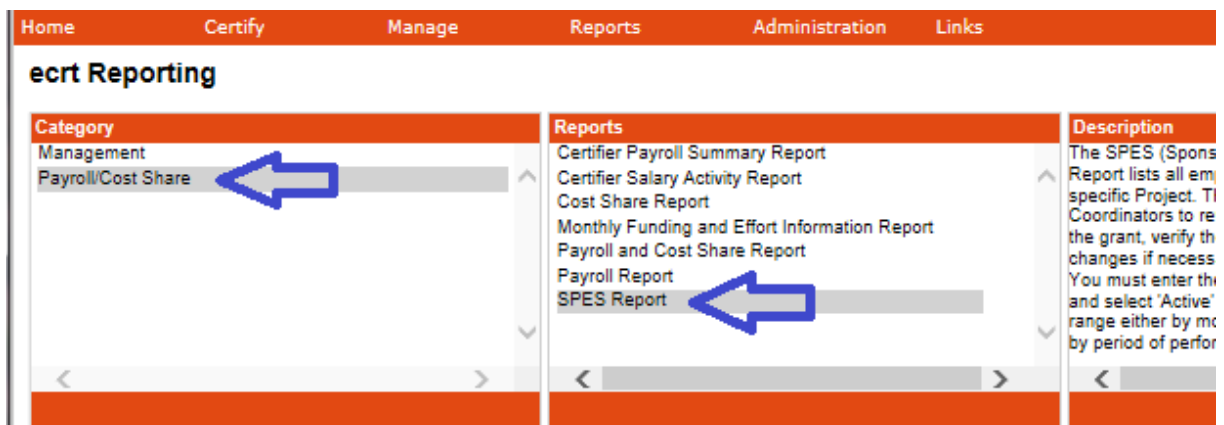
Certifier	Department	Department Number	Grant	Pay Period	Payroll	Pay %	Pay Type	Employee Type	Statement Type
	Business Development	1768		10/01/2016 to 10/31/2016		24.32		Semester Certifier	Base
				11/01/2016 to 11/30/2016		4.38		Semester Certifier	Base
				11/01/2016 to 11/30/2016		24.32		Semester Certifier	Base
						<b>53.02</b>			
				09/01/2016 to 09/30/2016		24.32		Semester Certifier	Base
						<b>24.32</b>			
				12/01/2016 to 12/31/2016		-2.82		Semester Certifier	Base
				12/01/2016 to 12/31/2016		26.48		Semester Certifier	Base
						<b>22.66</b>			
<b>Certifier Total for Period</b>						<b>100.00</b>			
	Business&Rural Development	1769		09/01/2016 to 09/30/2016		-24.43		Semester Certifier	Base
				09/01/2016 to 09/30/2016		13.43		Semester Certifier	Base
				09/01/2016 to 09/30/2016		24.43		Semester Certifier	Base
				10/01/2016 to 10/31/2016		13.43		Semester Certifier	Base
				11/01/2016 to 11/30/2016		13.43		Semester Certifier	Base

**C. Sponsored Project Employee Summary (SPES) Report:** Can be run a report for a particular Active/Inactive Account/Project #.

**Description:** The SPES (Sponsored Project Employee Summary) Report lists all employees that had salary charged to a specific Project. This report allows certifiers and Effort Coordinators to review the employees that were paid from the grant, verify the accuracy of the charges, and make changes if necessary. You must enter the Project name in the quick search field and select 'Active' or 'Inactive'. You also may enter a date range either by month or employee type, which will search by period of performance.

**i. Parameters:**


Select **Employee Type**. For **Account/Project #:** start by typing the first or last 3 digits and then select from the database. For Employee type, we are **Semester** basis and then select a particular **Period**. Finally, click on “Run Report”.



ii. **Results:**

Parameters **Results**

Based on your report selection below are the results. Please note that you can [sort the results](#) by clicking on the column header.



Department Name: Sch [REDACTED]  
 Department Code: [REDACTED]  
 Project Name: S [REDACTED]  
 Project Number: 42 [REDACTED]  
 Project Type: Spons Scholarships  
 Project PI Name: F [REDACTED] 3  
 Project Sponsor Name:  
 Project Sponsor Number:  
 Project Sponsor Project Number:  
 Project Start to End Date: 02/01/2018 to 01/31/2018  
 Filter Start to End Date: 09/01/2018 to 12/31/2018  
 Total: \$8,388.04

Persons Charged or Cost Shared to this Project	Period of Performance	Department	Role(s)	Project Number	Project Name	Pay (\$)	Pay (%)	C/S (\$)	C/S (%)	Commitment (%)	Computed (%)	Certified (%)
[REDACTED]	09/01/2018 to 12/31/2018	Sch of Earth Env&Marine Sci	Primary Individual, Supporting Individual	42 [REDACTED]	[REDACTED]	\$0.00	0.00	\$4,533.32	17.00	0.00	17.00	17
[REDACTED]	09/01/2018 to 12/31/2018	Sch of Earth Env&Marine Sci	Primary Individual, Supporting Individual	42 [REDACTED]	[REDACTED]	\$0.00	0.00	\$3,854.72	10.36	0.00	10.36	10

[Excel](#) | [XML](#) | [PDF](#) | [RTF](#)

This is a full report that will also give you the Cost Share \$ and % (if any) as well as the Computed and Certified Effort %'s. This can be printed on a Formatted PDF and the data can always be exported to **Excel, XML, PDF, and RTF** (See bottom right of Results).

## T&E BLACKBOARD TRAINING

- Time and Effort Certification Training in Blackboard will occur at least once every two years or more frequently if determined by the requirements of sponsoring agencies. You have to pass 80% (8 out of 10) of the questions in order to meet training requirements. To access this training, go to:
  - [myUTRGV](#)
  - Blackboard
  - Click on "UTRGV Employee Education"
  - Then "Time and Effort Certification"
- Completion of this training will be required for:
  - **New PIs receiving an award before an account is setup**
  - **All Supporting Individuals (SIs):** Expend effort and cost sharing on sponsored projects
  - **Primary Individuals (PIs):** Certify their own effort and the effort of their SIs
  - **Department Effort Coordinators (DECs):** Involved with the effort certification process
  - **Global View Only (GVO):** Office of Research Compliance (ORC), Office of Sponsored Programs (OSP), Grants & Contracts (G&C), and Internal Auditing.

## REMINDERS

- It is the responsibility of every Primary Individual (PI) in ECRT to certify his/her own effort statement as well as statements for all Supporting Individuals (except PI's) who have expended effort on his/her sponsored projects every semester.
- Three certification cycles per year:
  - Fall (September-December)
  - Spring (January-May)
  - Summer (June-August)
- UTRGV has a 30 day Certification Period. Failure to certify during the certification period will result in placing your grant account(s) on **hold** until the certification is complete.
- If effort statements are pending certification, email reminders will go out:
  - 14 days before the deadline
  - 7 days before the deadline
  - On the due date

## RELEVANT INFORMATION

- Uniform Guidance [2 CFR 200.430](#), *Compensation-personal services*.
- The University of Texas Rio Grande Valley (UTRGV) Policy [ADM 07-103](#), *Managing and Certifying Effort on Sponsored Projects*.

## QUESTIONS/ASSISTANCE

- If you have any questions regarding Time and Effort Certification or the Effort Certification and Reporting Technology (ECRT) system, please send an email to [effortcert@utrgv.edu](mailto:effortcert@utrgv.edu) or contact your ECRT Central Effort Coordinator at (956) 882-7024.
- Visit the Time and Effort Certification (T&E) website at: <http://www.utrgv.edu/research/for-researchers/time-effort/index.htm> for “**Services**” and “**Resources**”.