

ecrt™ Reference Guide to Time and Effort Certification – Primary Individual (PI)

ACCESS ECRT SYSTEM

To access the ECRT system:

- 1) Open any web browser:
 - 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. The main heading is "Select your home institution". Below this, there is a search box and a "Search" button. A blue box labeled "1" points to the search box. Below the search box, there is a list of institutions. "The University of Texas Rio Grande Valley" is selected and highlighted with an orange box. To the right of the list is a "Select" button, also highlighted with an orange box. Below the list, there is a "Remember for session" dropdown menu. At the bottom, there is a link for support: "Need assistance? Open a support ticket by sending email to 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

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

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

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

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.

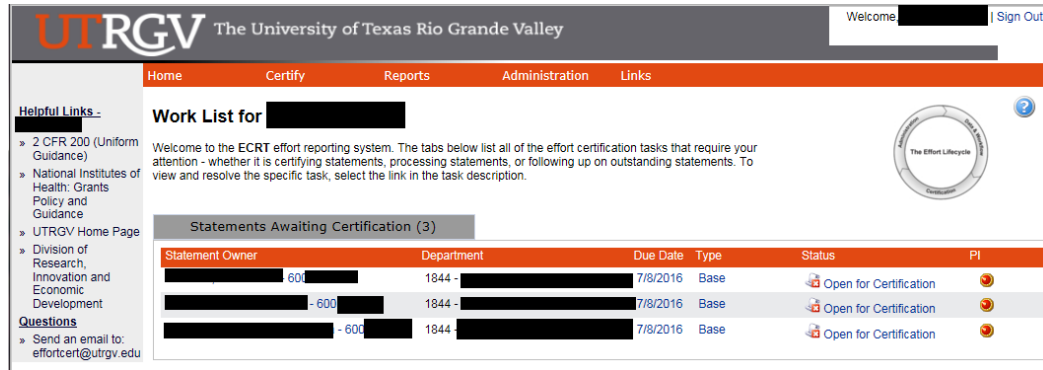
So, log in and get started. You will be certified before you know it!

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.

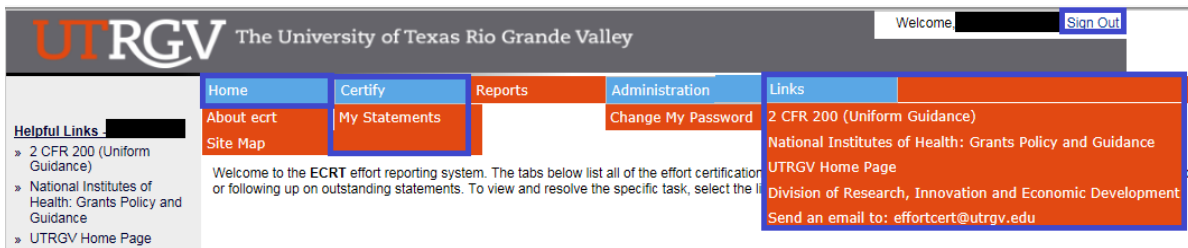
A list of effort statements appear under the “**Statements Awaiting Certification**” tab.



DROP DOWN MENUS

Across the top of the page is a menu bar. The left most option **<Home>** will return you to the home page containing statements awaiting certification. Hover over the **<Certify>** tab of the menu bar and select “My Statements” to certify your effort statements. Links highlighted in the blue boxes are specific to the PI’s. 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>**.


The links contained in the drop-downs give you access to the menu options from any screen within the system.

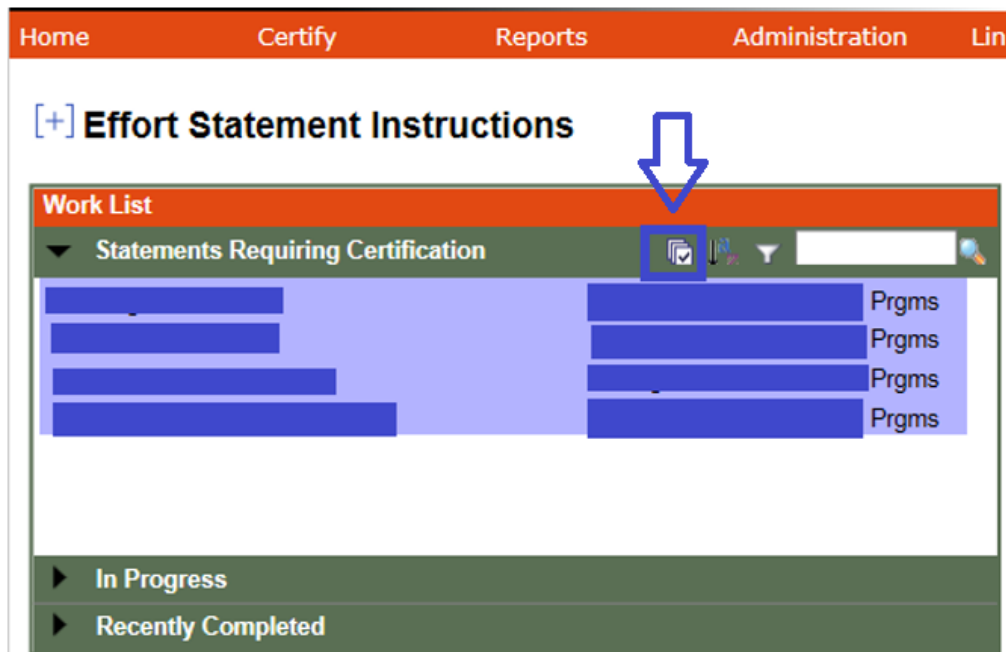


CERTIFY MY EFFORT AND SUPPORTING INDIVIDUALS

To certify your effort and the effort of your SI’s (that are not PI’s), 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 for the PI and the Supporting Individuals (SI's) 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.

To certify effort:

1. Review the projects, payroll/cost sharing, and the pre-populated percentages on the <Certified Effort> column.
 - The <Save All> button will save all changes and you can certify later. Effort statements that have not been certified will remain on your <Home Page> and <Effort Statement Instructions Page>.
 - The <Certify> or <Certify Checked> will appear once you have clicked on one of the <Certify?> check boxes.
 - If an effort statement has several Sponsored PI's, then the PI that certifies first will certify all of the Non Sponsored <Certified Effort> percentages as well.
2. Check the <Certify?> check boxes for your sponsored projects only and all of the non-sponsored projects.
3. To certify all of the effort statements at once, click <Certify Checked> at the top/bottom right of the list, then <OK>.

UTRGV The University of Texas Rio Grande Valley Welcome, [Redacted] Sign Out

Home Certify Reports Administration Links

Effort Statement Instructions

To certify your effort: (1) In each field below, enter a whole number (no decimal points) that represents the percentage of your effort that you devoted to the corresponding activity during the period of performance. 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

[Redacted]	[Redacted]	Ctr
[Redacted]	[Redacted]	Sci
[Redacted]	[Redacted]	Sci
[Redacted]	[Redacted]	Ctr
[Redacted]	[Redacted]	Ctr
[Redacted]	[Redacted]	Ctr

In Progress

Recently Completed

Covered Individuals

[Redacted]
[Redacted]
[Redacted]
[Redacted]

Save All **Certify Checked**

[Redacted] - 600 (Semester) Base Effort Period: 09/01/2015 to 12/31/2015 Due Date: 7/8/2016 Status: Open for Certification

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

Projects [-]	Payroll	Cost Share	Computed Effort	Certified Effort	Certify?
Sponsored					
420 [Redacted] - 1859937	0.00%	100.00%	100.00%	100%	<input checked="" type="checkbox"/>
Sponsored Total:	0.00%	100.00%	100.00%	100%	
Non Sponsored					
1 [Redacted] Center for [Redacted]	100.00%	-100.00%	0.00%	0%	<input checked="" type="checkbox"/>
Non Sponsored Total:	100.00%	-100.00%	0.00%	0%	
Grand Total:	100.00%	0.00%	100.00%	100%	<input checked="" type="checkbox"/>

Get Help Close **Certify** Save

Notes Attachments Transactions Activity Log Certifiers & Approvers

Save All **Certify Checked**

CERTIFICATION ATTESTATION PAGE

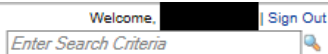
Attestation Page

- I certify that I have used a reasonable means of verification and that the effort percentages shown for the stated period are a reasonable estimate of activity performed, allocable to the respective projects and activities as shown.
- Verify list of certified effort statement(s).
- Click on “**I Agree**” and “**OK**”.

After certification

- The **<Home Page>** removes all of the effort statements that have been certified and the message “**There are no effort statements associated to you**” will appear.
- The **<Effort Statement Instructions Page>** will only leave behind the PI’s effort statement to verify status and be able to see the historical statements.
- Status will change to: “**Certified, Not Processed**”.

Finally, click the **<Sign Out>** link (on the top right) to log out.



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 your effort statements are pending certification, you will receive email reminders:
 - 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 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**”.