

ecrt™ Reference Guide to Time and Effort Certification – Supporting Individual (SI)

ACCESS ECRT SYSTEM

To access the ECRT system:

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

LOGIN SCREENS

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

THE UNIVERSITY of TEXAS SYSTEM
FOURTEEN INSTITUTIONS. UNLIMITED POSSIBILITIES.

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):

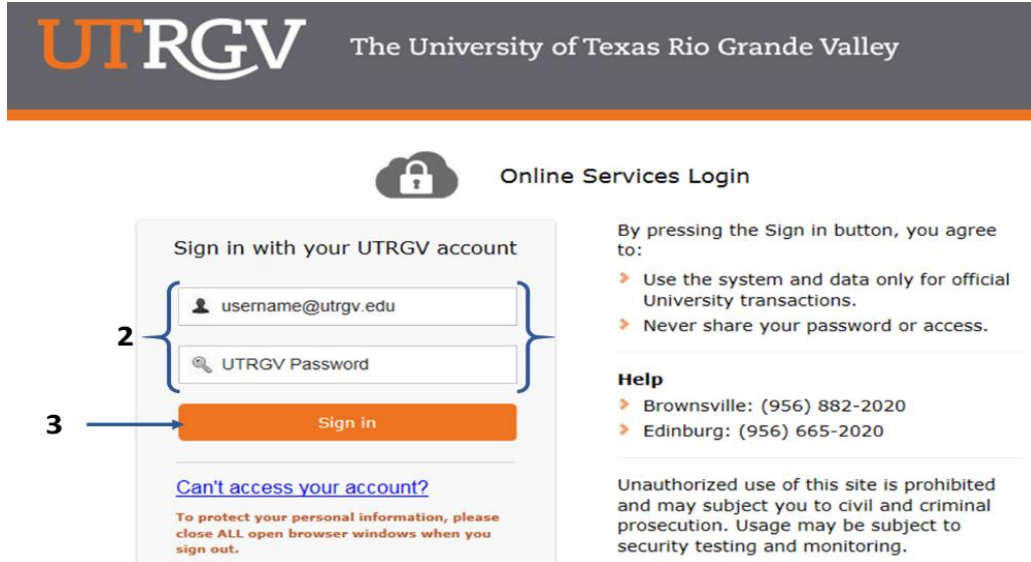
Search

Or choose from a list:

Select Remember for session

Need assistance? Open a support ticket by sending email to systemwidesupport@utssystem.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.



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.

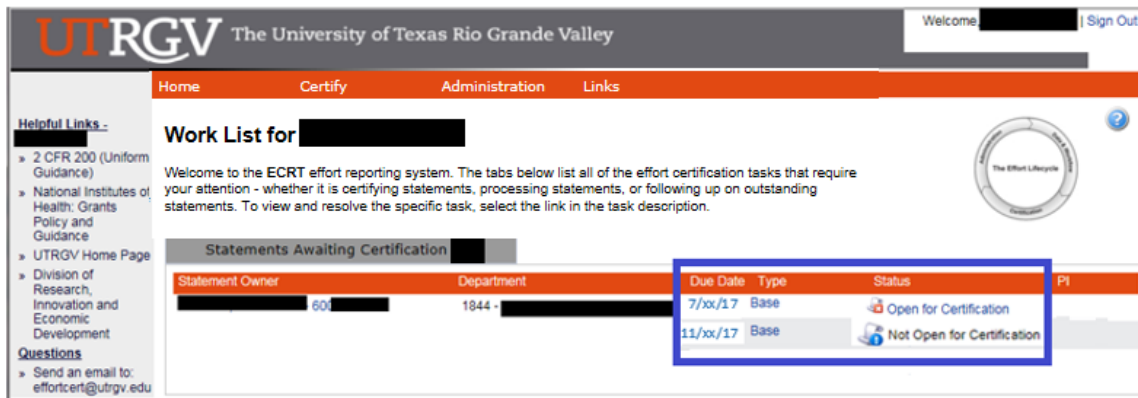
So, log in and get started. You will be certified before you know it!

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.

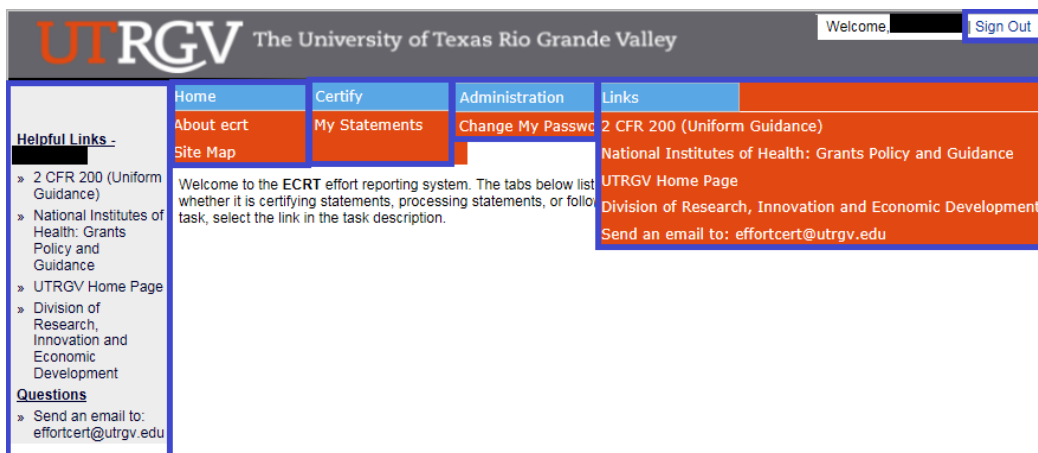
Your effort statement link will be listed under the “**Statements Awaiting Certification**” tab. The Status will show as “**Not Open for Certification**” during the semester data uploads and “**Open for Certification**” when your effort statement is ready for your PI(s) to certify.



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 the link(s) of your effort statement(s). Hover over the <Certify> tab of the menu bar and select “My Statements” to view your effort statement. Links highlighted in the blue boxes are specific to the SI’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.



VIEW EFFORT STATEMENT

To view your Effort Statement, hover over the <Certify> tab of the menu bar and select “My Statements” or from the <Home Page>, click on any link under the <Status> column depending on which cycle you would like to select.

Home Certify Administration Links

My Statements

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 specific task, select the link in the task description.

The Effort Lifecycle

Statements Awaiting Certification

Statement Owner	Department	Due Date	Type	Status	PI
[redacted]	1844 - [redacted]	7/xx/17	Base	Open for Certification	
[redacted]	[redacted]	11/xx/17	Base	Not Open for Certification	

EFFORT STATEMENT INSTRUCTIONS

This is the main view of the effort statement:

The top right section of this screen shows the different categories of your effort statement.

- **Needing certification:** “Open for Certification” – effort statement is ready for your PI to certify during the certification period.
- **In progress:** “Not Open for Certification” - payroll data has been uploaded for the next cycle. Please log in to ECRT on a monthly basis to review your “Transactions” so your name can be recorded on the “Activity Log”.
- **Historical:** “Certified, Processed” – effort statement has been certified by your PI and Processed by the Central Effort Coordinator.

Home Certify 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
- In Progress
- Recently Completed

Statement Owner: [redacted] - 600

Effort Statements

- Needing certification
 - Base 7/xx/17 Open for Certification
- In progress
 - Base 11/xx/17 Not Open for Certification
- Historical
 - Base 12/31/2016 Certified, Processed
 - Base 8/31/2016 Certified, Processed

The middle section of your effort statement shows: Name, the Base Effort Period, and Status. Then, it shows the Projects (Sponsored and Non-Sponsored), Payroll, Cost Sharing (if any), and Computed Effort associated with the projects depending on the payroll data that has been uploaded to your effort statement.

If you place the cursor over the project name, an extra screen will pop up with the PI contact information. That PI will be certifying your effort statement. If you have multiple sponsored projects, then each PI will certify their own projects.

60011 (Semester) Base Effort Period: 01/01 to 05/31 Status: Not Open for Certification

WARNING - You cannot certify this Effort Statement because you do not have the right to certify Statements.
INFO - This Effort Statement might not be certifiable if the salary cap expectations are not met.
INFO - This Effort Statement cannot be certified because it is in the Not Open for Certification status.

On Hold: \$ Value Add Project Override Status

Projects [-]	Payroll	Cost Share	Computed Effort	Certified Effort	Certify?
Sponsored					
410 16-17	50.00%	0.00%	50.00%	0%	<input type="checkbox"/>
Sponsored Total:	50.00%	0.00%	50.00%	0%	
Non Sponsored					
110 Prgm	50.00%	0.00%	50.00%	0%	<input type="checkbox"/>
Non Sponsored Total:	50.00%	0.00%	50.00%	0%	
Grand Total:	100.00%	0.00%	100.00%	0%	

PI Contact
 Name: M
 Phone: 956-665-
 Email: @utrgv.edu

Close

On the bottom section of your effort statement, you will see the following:

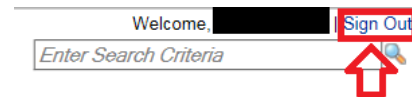
- **“Notes”** – Will allow users to add effort notes to active effort statements.
 - ▶ Notes
 - Example #1, for workshops attended: Project #XXXXXXXXX was for a stipend at 0% effort.
 - Example #2, for summer effort statements only: Project #XXXXXXXXX was for my 9 month appointment / 12 month distribution only at 0% effort.
- **“Attachments”** – Will allow users to attach a file to the effort statements if needed. Acceptable file formats include PDF, TIF, JPEG, and GIF.
- **“Transactions”** – Will show the payroll data that has been uploaded to your effort statement. Please review it on a monthly basis and make sure that it is correct. Report any discrepancies: through email at effortcert@utrgv.edu or contact your ECRT Central Effort Coordinator at (956) 882-7024.

▼ Transactions ★

Date	User	Project	Action
06/13/2017 12:44 AM	System User - 444-44-4444	110000	Statement updated: payroll 50%, cost share 0%, computed effort 50%
06/13/2017 12:44 AM	System User - 444-44-4444	410000	Statement updated: payroll 50%, cost share 0%, computed effort 50%
06/12/2017 11:00 PM	System User - 444-44-4444	410000	Payroll amount of \$.00 loaded
06/12/2017 11:00 PM	System User - 444-44-4444	110000	Payroll amount of \$.00 loaded
06/12/2017 6:57 PM	System User - 444-44-4444	410000	Payroll amount of \$.00 loaded
06/12/2017 6:57 PM	System User - 444-44-4444	110000	Payroll amount of \$.00 loaded

- **“Activity Log”** – Will record your name after you log in to view your effort statement. Please log in to ECRT after you receive monthly notifications informing you that “Payroll for a specific cycle has been uploaded to ECRT for your review”.

▼ Activity Log ★						
Date	User	Project	Action			
06/27/2017 4:28 PM	Mr [REDACTED]	- 600 [REDACTED]	N/A	View statement		
06/27/2017 4:27 PM	Mr [REDACTED]	- 600 [REDACTED]	N/A	View statement		
06/27/2017 3:22 PM	Mr [REDACTED]	- 600 [REDACTED]	N/A	View statement		



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

- Please log in to ECRT to review your effort statement and “Transaction Log”.
- By logging in to ECRT at the end of each month, the “Activity Log” will record your name for tracking purposes.
- It is the responsibility of every PI in ECRT to certify his/her own effort statement as well as statements for all SIs (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.
- If your effort statement is pending certification by your PI, 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**”.