

North Carolina Agricultural and Technical State University

Division of Research

Effort Certification Quick Guide

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Understanding Effort Certification

Effort Certification Requirement

Each individual who received salary support from or devoted effort to a sponsored contract, grant, or federal appropriation, or have committed effort on a sponsored contract, grant, or federal appropriation, must certify his/her individual effort certification. The Principal Investigator (PI) is responsible for certifying effort for undergraduate/graduate students who received salary support from his/her sponsored contract, grant, or federal appropriation or who devoted effort to a contract, grant, or federal appropriation.

What is the Difference between Effort Commitment & Effort Reporting?

Effort commitment is the effort committed or promised prior to or at the start of the project. It is not the actual effort expended, but a projected amount. The amount committed should be a realistic amount that can be adhered to.

Effort reports are certified after the effort has been expended. It shows the actual effort spent on the project. Effort reporting ensures that the effort charged or committed to each research award has been met.

Procedure: Complete Time and Effort Certification

1. You will receive a certification email from ecrt@ncat.edu notifying that you have an effort statement to complete. Click on the link in the email or copy and paste the link in the web browser.
2. Enter your North Carolina A&T email login credentials for the username and password and click “Continue”.
3. Click the Effort Statement awaiting certification (status shows “Not Certified, Not Processed”).

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Data Dashboard | Welcome, Mick Jagger | Sign Out | Enter Search Criteria

Home Certify Manage Reports Administration Links

Work List for Mick Jagger

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.

Statements Awaiting Certification (21)

Statement Owner	Department	Period	Due Date	Type	Status	PI
Jagger, Mick - HDG032	121 - Classic Rock Department	01/01/2013-05/17/2013	6/30/2013	Base	Not Certified, Not Processed	

- Review payroll allocation for each Sponsored and Non-Sponsored funding source.

Funds [-]	Payroll	Cost Share	Computed Effort	Certified Effort
Sponsored				
310700 Grant 7 Speed Improvement				
310711 Agility Studies	50%	0%	50%	50%
<i>Award Total:</i>	50%	0%	50%	50%
330500 Grant 5 Hair				
330508 Studies in Balding	50%	0%	50%	50%
<i>Award Total:</i>	50%	0%	50%	50%
Sponsored Total:	100%	0%	100%	100%
Grand Total:	100%	0%	100%	100%

- Enter the actual amounts of effort contributed to each funding source in the Certified Effort column.
- Is there a difference between the Computed Effort and Certified Effort greater than 5%?
 - If no, proceed to step 7. If yes, please attach supporting documentation for any changes greater than 5%, then proceed to Step 7 (*see Procedure: Attach Supporting Documentation*).
- Click “Certify”.
- Read the attestation statement on the confirmation screen.
- Click “I Agree” to attest to the certification.
- Click “Sign Out” when completed.

Procedure: Attach Supporting Documentation

- Click the paper clip icon in the Attachments section.

Funds [-]	Payroll	Cost Share	Computed Effort	Certified Effort
Sponsored				
140002 Applied Social and Economic Survey Research Center				
240002 Applied Social/Economic Survey	8%	0%	8%	8%
<i>Award Total:</i>	8%	0%	8%	8%
340100 Grant 1 Heart				
340101 Head Failure Studies	46%	0%	46%	36%
340109 Valve Replacement	23%	0%	23%	33%
340110 Valve Replacement Cost Share	0%	3%	3%	3%
<i>Award Total:</i>	69%	3%	72%	72%
Sponsored Total:	77%	3%	80%	80%
Non Sponsored				
140001 Modern Departmental Account	23%	0%	23%	20%
Non Sponsored Total:	23%	0%	23%	20%
Grand Total:	100%	3%	103%	100%

- Click “Browse” to find the supporting documentation (*all supporting documents must be in gif, jpg, tiff, or pdf format*).

Upload Attachment close

Attach File

Select File to Attach:

No file selected.

3. Select the file to be attached and click “Open”.
4. Click “Attach File”.
5. The system will indicate the file has been successfully loaded.

Upload Attachment close

Attach File

File Successfully Uploaded

Select File to Attach:

No file selected.

6. Repeat Steps 2-5 as needed.
7. Click “Close” when completed.
8. Attached files are listed in the Attachments section.

Gretzky, Wayne - HCG027 (Semesters) Base Effort Period: 08/26/2013 to 12/31/2013 Due Date: 1/31/2014 Status: Not Certified, Not Processed

INFO - This Effort Statement has been previously saved.
INFO - Mick Jagger - HCG032 is currently setup as a designee certifier account for this statement.

Funds [-]	Payroll	Cost Share	Computed Effort	Certified Effort
Sponsored				
240002-G Applied Social and Economic Survey Research Center				
240002 Applied Social&Economic Survey	8%	0%	8%	8%
<i>Award Total:</i>	8%	0%	8%	8%
340100 Grant 1 Heart				
340101 Heart Failure Studies	46%	0%	46%	36%
340109 Valve Replacement	23%	0%	23%	33%
340110 Valve Replacement Cost Share	0%	3%	3%	3%
<i>Award Total:</i>	69%	3%	72%	72%
Sponsored Total:	77%	3%	80%	80%
Non Sponsored				
140001 Modern Departmental Account				
	23%	0%	23%	20%
Non Sponsored Total:	23%	0%	23%	20%
Grand Total:	100%	3%	103%	100%

Notes

Attachments ★

Name	Date	Action
sample doc 2.pdf	09/03/2014 1:33 PM	✖
sample doc 1.pdf	09/03/2014 1:12 PM	✖

Transactions ★

Activity Log ★

Email Log

Frequently Asked Questions (FAQs)

1. What web browser should I use to access the ecrt system?
 - a. It is recommended to use Google Chrome. Do not use Internet Explorer.
2. How do I sign into ecrt?
 - a. Use your Aggie OneId credentials to sign into ecrt. Ensure that you are connected to the NC A&T server. If you are not able to sign in, please contact the Aggie Help Desk to validate your sign in credentials.
3. What if there is a difference between the amounts in the “Computed Effort” and Certified Effort” columns?
 - a. Enter your actual level of effort in the “Certified Effort” column. NC A&T has a +/-5% degree of tolerance for variations in effort, meaning if your Certified Effort is within +/-5% of your

Computed Effort, no additional action is required, and you may certify as is. If the variance is greater than +/-5%, please attach documentation showing approved payroll authorizations to support the changes made.

4. What if my Computed Effort does not equal 100%?
 - a. Due to rounding in the system's calculation, the total in the Computed Effort column may range from 99% to 101%. In the Certified Effort column, you can adjust the amounts by 1% so that the total in this column equals 100%, then proceed to certify the statement.

Navigating the Effort Certification Screen in ecrt

- A. Work List Box:** list of everyone the certifier is responsible for certifying.
- B. Effort Statement Status:** identifies the status of effort certifications for the selected individual.
- C. Effort Statement:** the certifier is required to complete the “Certified Effort” column and ensure it totals 100%. (Payroll + Cost Share = Computed Effort)

Category	Icon	Title	Description
Need Certification		Not Certified, Not Processed	This is the status for a statement that is ready to be certified .
In Progress		In Progress for Certification	The effort statement is not yet ready for certification . This occurs while payroll and profile data are being loaded and during the pre-review period just prior to the certification period.
Historical		Certified, Processed	This is the status for a completed, finalized statement . All certified statements should be in this status by the end of the certification period.
		Auto Approved	Indicates effort statements that are finalized automatically by the system , because the employee does not have any effort or payroll on a sponsored account.