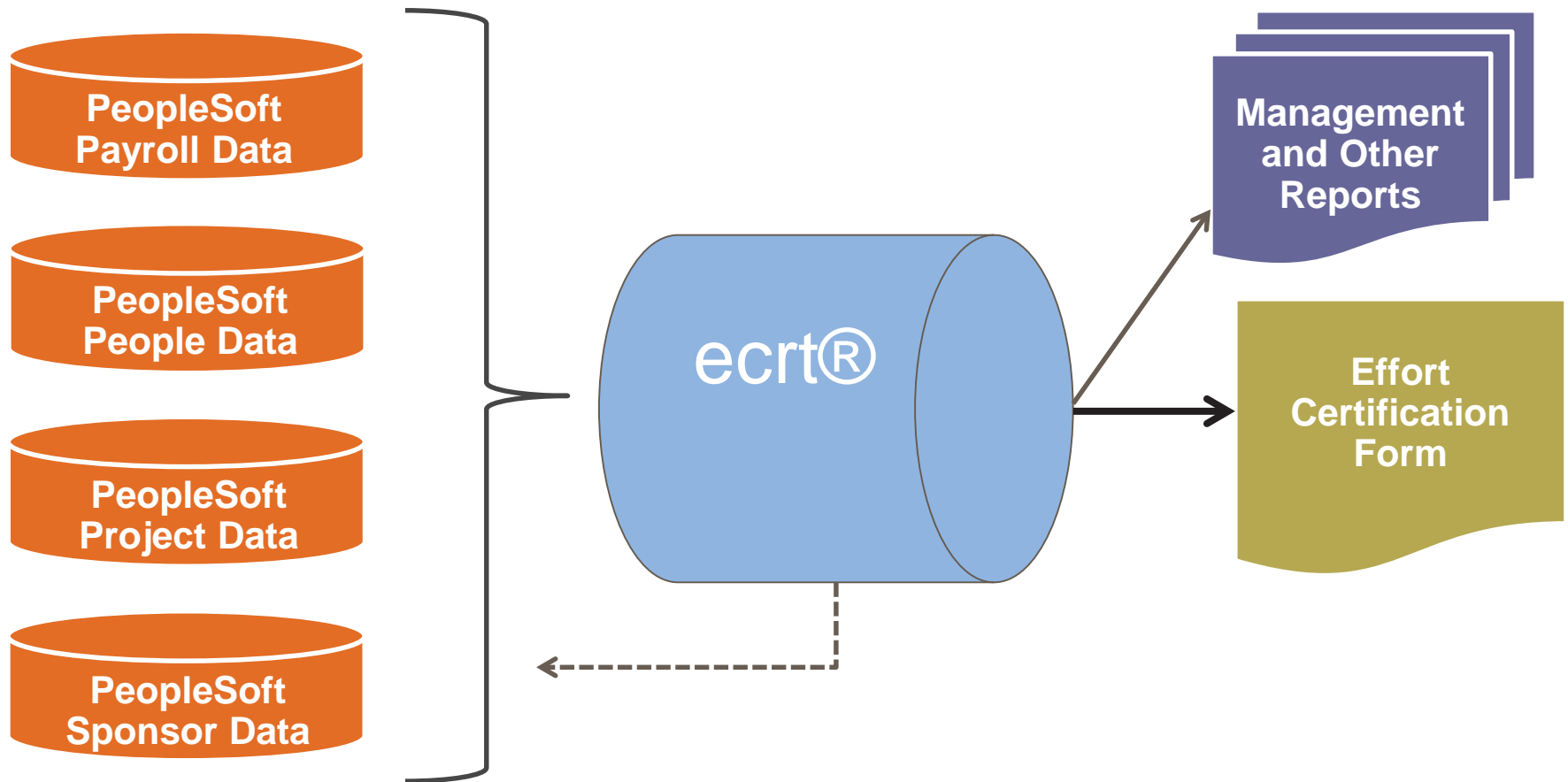


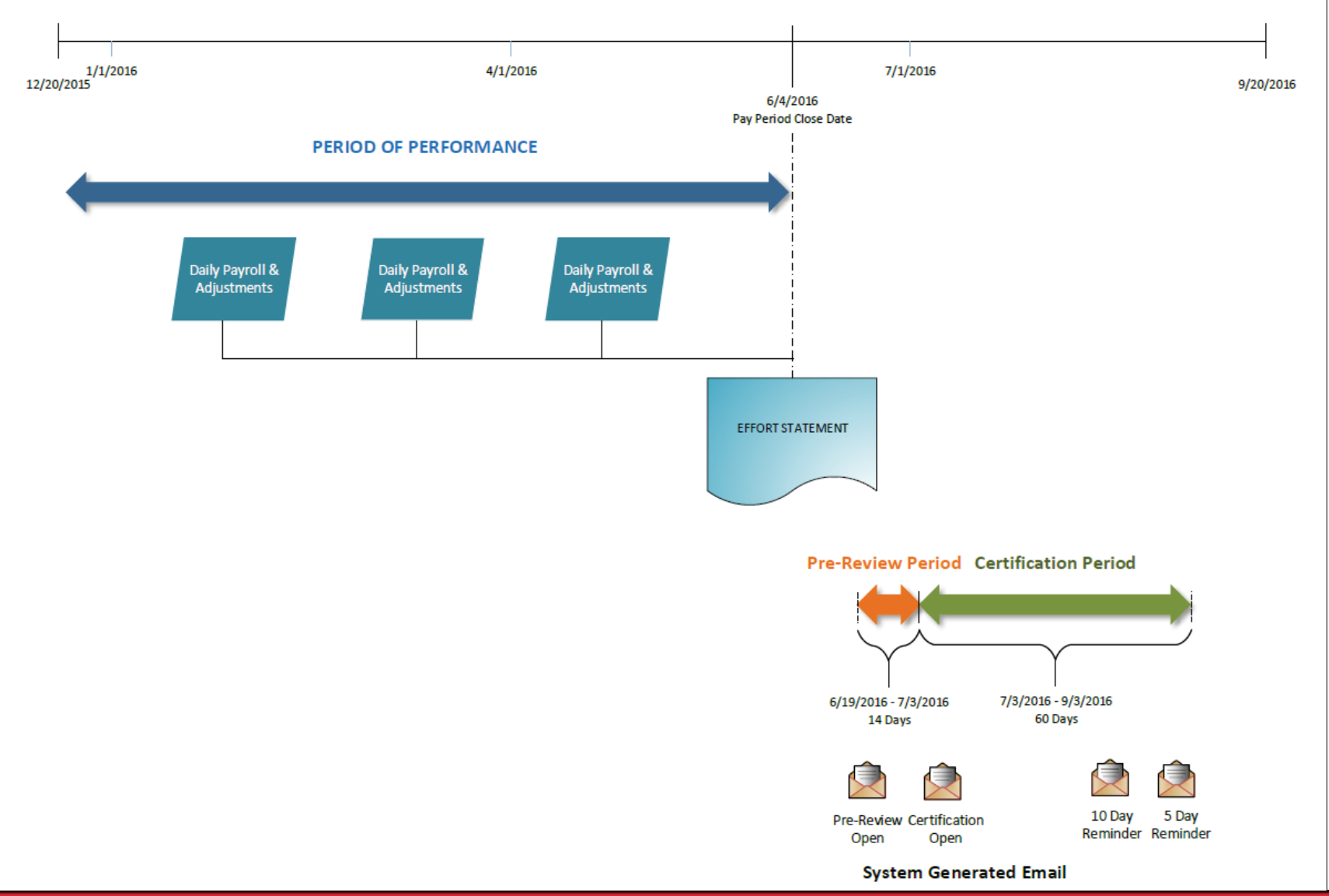
# Project Workflow and Basic Information



# ecrt System Overview



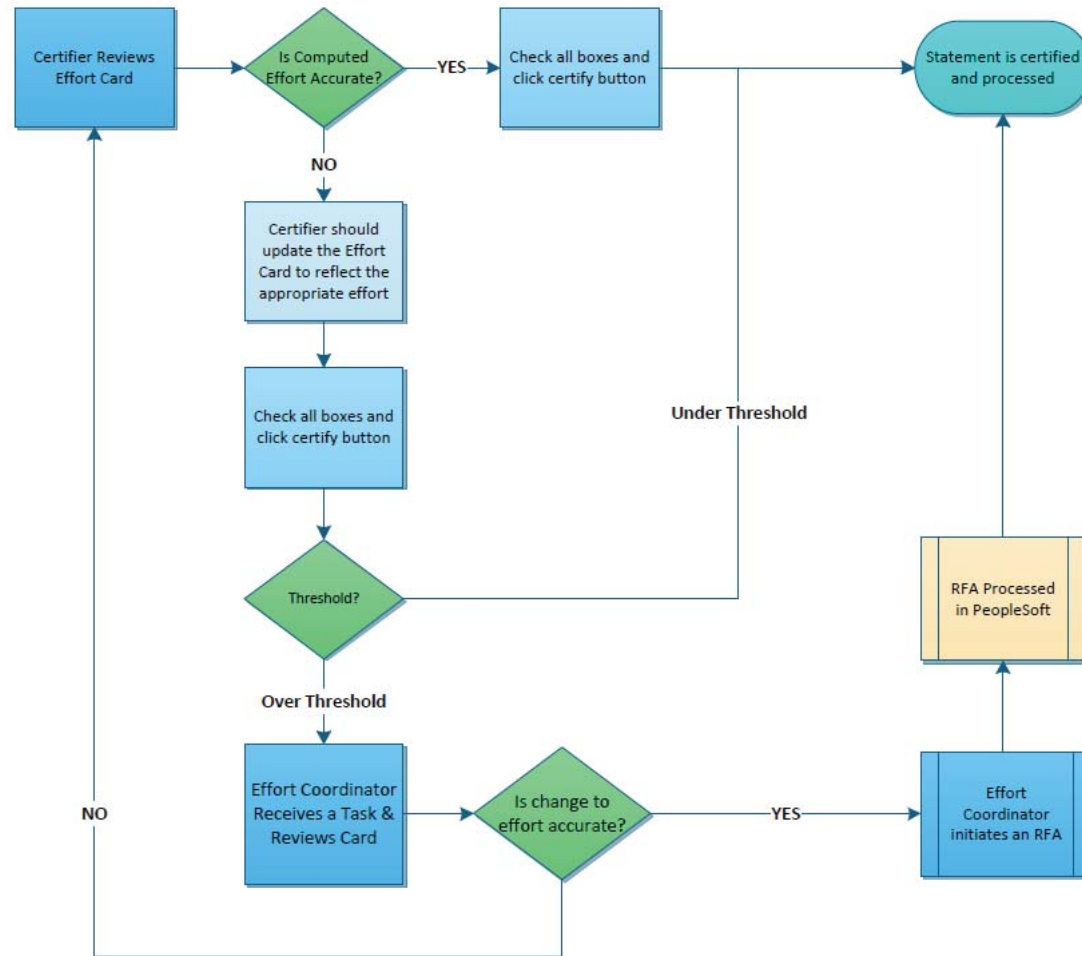
# ecrt Effort Certification Workflow



# Effort Statement Statuses

## Process Flow

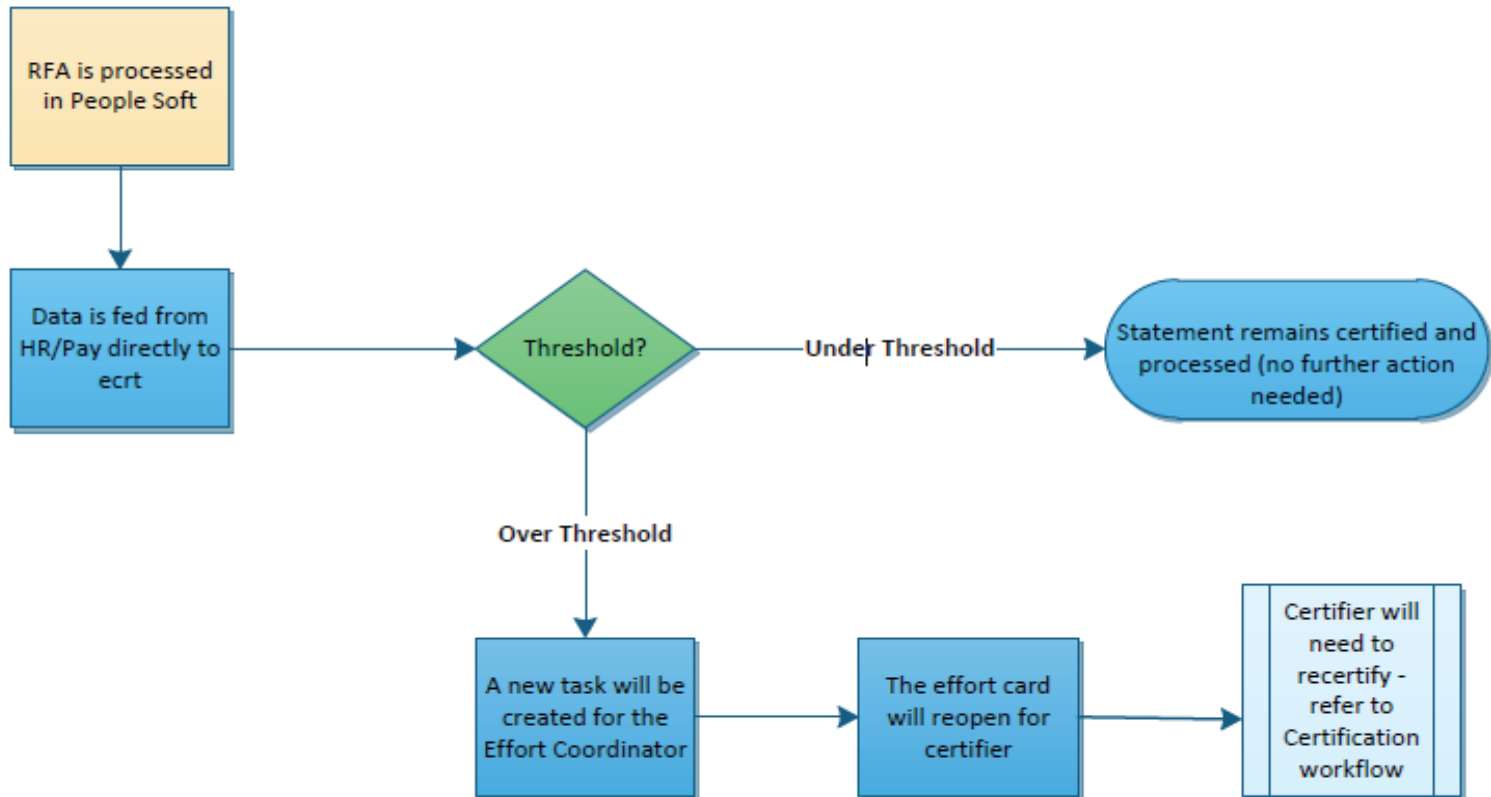
ecrt Certification Workflow



# Effort Statement Statuses

## Process Flow- Recertification

### ecrt Recertification Workflow



# ECRT Basic Information

## System Navigation

Use the following URL to navigate to the Production Environment:

<https://ecrt.ku.edu>

Use your KU Username and Password to sign into the system.



### Welcome to ECRT

Welcome to the next big thing in time and effort reporting... Effort Certification and Reporting Technology (ECRT)

At Huron Consulting University, we have deployed the web-based ECRT system to serve as the new tool to facilitate the institution's effort reporting and certification process. The institution's previous process - which included a variety of paper forms and cumbersome manual processing - will no longer be used. Individuals that are required to review and certify their research effort can take comfort knowing that this new technology dramatically simplifies the process.

ECRT is a web-based technology that intuitively guides certifiers and administrators through the various facets of the effort reporting and certification process on a periodic basis. The ECRT system uses a guided process to walk you through the steps that you will need to complete your effort certification. Our institution's process will be simplified and standardized as a result of this technology ... keeping the process simple for you, the end user.

The ECRT system is designed to help you comply with the provisions of this institution's effort reporting policies, federal policy OMB Circular A-21 section J.10., NIH Salary Limitation on Grants, and other relevant agency policies that govern the need to provide certification of an individual's effort pursuant to his/her sponsored and non-sponsored programs. Faculty and staff are required to complete and submit an Effort Certification Statement for review and approval by a user's respective deadline.

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

Username:	<input type="text" value="system"/>
Password:	<input type="password" value="...."/>
<input type="button" value="Login"/>	

Forgot your Password? [Click here](#)

# ECRT Basic Information

## Home Page

The Home Page serves as an entry point to all system functions and provides links to a variety of resources to assist users with effort reporting.

**Helpful Links**

- » OMB Circulars
- » National Institutes of Health: Grants Policy and Guidance
- » KU Effort Policy

**Work List for George Smith**

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 (8)

Statement Owner	Department	Period	Due Date	Type	Status	PI
Smith, George	100000-KU Training Department	Fac/Staff run 12.20...	8/20/2015	Base	Not Certified, Not Processed	
		Fac/Staff run 12.20...	8/20/2015	Non-IBS	Not Certified, Not Processed	
		Fac/Staff run 12.20...	8/20/2015		In Progress For Certification	
		fac/staff run 6.7.15...	3/3/2016	Base	Not Certified, Not Processed	
		fac/staff run 6.7.15...	3/3/2016		In Progress For Certification	
Tikhonova, Vladimir	100000-KU Training Department	stu run 1.3.15-5.23...	8/7/2015	Base	Not Certified, Not Processed	🔴
		stu run 5.24.15-8.1...	11/16/2015	Base	Not Certified, Not Processed	🔴
		stu run 8.2.15-1.2.16	5/31/2016	Base	Not Certified, Not Processed	🔴

# ECRT Basic Information

## Links

The list below includes a description of each of the pages that a Certifier is able to access within ecrt.

Section	Link	Description
Manage	Look Up	Allows the user to search for a person, project, or department within ecrt.
Certify	Certify My Statements	Displays the certification page for the individual logged into the system.
Reports	Reports	Will display standard reports menu, allowing the running or exporting of built-in reports.
Administration	Change My Password	Allows you to change your ecrt password—do not use this since we are using standard KU Login
Links	OMB, NIH, and KU Policy	Links to policies and procedures related to effort certification.



# ECRT Basic Information

## Online Help

Most screens contain a help icon available in the upper right portion of the page. Clicking this button will bring up a separate window containing help on the portion of the system currently being worked in. This is a general help guide, if the Effort Coordinator has specific KU process questions, contact the Central Administrator at [ecrt@ku.edu](mailto:ecrt@ku.edu).

The screenshot shows the ECRT system interface. At the top, there is a navigation bar with tabs: Home, Certify, Manage, Reports, Administration, and Links. Below this is a header area with the KU logo, a user greeting 'Welcome, George Smith | Sign Out', and a search box 'Enter Search Criteria'. A left sidebar contains 'Helpful Links' such as 'OMB Circulars', 'National Institutes of Health: Grants Policy and Guidance', and 'KU Effort Policy'. The main content area is titled 'Work List for George Smith' and includes a welcome message and a 'Statements Awaiting Certification (8)' section. A table of 'Effort Statements' is displayed with columns for Statement Owner, Department, Period, Due Date, Type, Status, and PI. A red arrow points to a help icon in the top right corner of the main content area.

Statement Owner	Department	Period	Due Date	Type	Status	PI
Smith, George	100000-KU Training Department	Fac/Staff run 12.20...	8/20/2015	Base	Not Certified, Not Processed	
		Fac/Staff run 12.20...	8/20/2015	Non-IBS	Not Certified, Not Processed	
		Fac/Staff run 12.20...	8/20/2015		In Progress For Certification	
		fac/staff run 6.7.15...	3/3/2016	Base	Not Certified, Not Processed	
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Tikhonova, Vladimir	100000-KU Training Department	stu run 1.3.15-5.23...	8/7/2015	Base	Not Certified, Not Processed	
		stu run 5.24.15-8.1...	11/16/2015	Base	Not Certified, Not Processed	
		stu run 8.2.15-1.2.16	5/31/2016	Base	Not Certified, Not Processed	

# ECRT Basic Information

## Left Navigation Bar

The Left Navigation Bar will be populated with links that provide access to Policy and Procedure documents as well as training materials for specific roles.

The screenshot displays the ECRT system interface. At the top left is the KU logo. The top navigation bar includes links for Home, Certify, Manage, Reports, Administration, and Links. A user greeting "Welcome, George Smith" and a "Sign Out" link are visible, along with a search box labeled "Enter Search Criteria".

The left navigation bar contains a "Helpful Links" section with the following items:

- » OMB Circulars
- » National Institutes of Health: Grants Policy and Guidance
- » KU Effort Policy

A red arrow points to the "KU Effort Policy" link.

The main content area is titled "Work List for George Smith" and includes a welcome message: "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." A circular diagram labeled "The Effort Lifecycle" is also present.

Below the message, there is a section for "Statements Awaiting Certification (8)" and a table of "Effort Statements".

Statement Owner	Department	Period	Due Date	Type	Status	PI
Smith, George	100000-KU Training Department	Fac/Staff run 12.20...	8/20/2015	Base	Not Certified, Not Processed	
		Fac/Staff run 12.20...	8/20/2015	Non-IBS	Not Certified, Not Processed	
		Fac/Staff run 12.20...	8/20/2015		In Progress For Certification	
		fac/staff run 6.7.15...	3/3/2016	Base	Not Certified, Not Processed	
		fac/staff run 6.7.15...	3/3/2016		In Progress For Certification	
Tikhonova, Vladimir	100000-KU Training Department	stu run 1.3.15-5.23...	8/7/2015	Base	Not Certified, Not Processed	🔴
		stu run 5.24.15-8.1...	11/16/2015	Base	Not Certified, Not Processed	🔴
		stu run 8.2.15-1.2.16	5/31/2016	Base	Not Certified, Not Processed	🔴