Certification Process
When a certifier logs into ecrt, the only tab that displays is the Statements Awaiting Certification tab. This is a list of all statements the certifier needs to certify.

As the certifier completes these certifications, the list will update to reflect only outstanding statements.
Effort Certification

Effort Statement Summary

Clicking on any of the links will take the individual to the certification page. The certifier's outstanding effort statements are displayed below. If the Effort Coordinator has done prep work during Pre-Review, the statement should be set up and ready to certify.
Effort Certification

Effort Statement Summary

- The **Certify** button will only display when at least one of the Certify checkboxes have been checked.
- To complete the certification, the certifier should review the percentages and adjust the **Certified Effort Column** if needed.
- A certifier will receive an error message if they attempt to certify at greater or less than 100% total.
- When the certifier is ready, click **Certify**.
Effort Certification
Effort Statement Summary

- The **Certify** button will only display when at least one of the Certify checkboxes have been checked.
- In the case only a single line is certified, the statement will remain in the state of **Not Certified, Not Processed**.
- Upon clicking the **Certify** button, the attestation statement will appear and display a message in red stating not all lines have been certified.
- The statement will remain open for the certifier to finish up the effort statement.
The certifier is then presented with a pop up that lists the details of the statements they are certifying along with an attestation statement. Once all lines are certified, no warning will appear in the attestation.

After a final review of the information and the attestation statement, the certifier will click the “I Agree” button under the message.

After this, the certifier is returned to the certification page, where the Work List should be refreshed.
The certifier is taken back to the certification page. The statement status has changed to **Certified, Processed**, which means the effort statement was certified with variance below the 5% (per line) threshold.

To confirm that the certifier is done, check the list on the **Home Page**.
Effort Certification

Certifying Effort

There are zero “Not Certified” statements in the statements awaiting certification tab. The only statement that may display is the certifier’s own statement for the future period – this will be certified during the next certification period.

The certifier can log out after confirming all “Not Certified” statements have been removed from the Statements Awaiting Certification tab.
PI: Certification of Students
Certifying for Students

When a PI logs into ecrf, the Statements Awaiting Certification tab will include their own statement(s) as well as the statements of any Students who work on the PI’s awards.
Certifying for Students

The PI can navigate to the certification page by clicking on any of the links in the home page. Once on the certification page, the Work List will populate with the names of individuals who have statements the PI can certify.

The PI can review and certify each statement individually by clicking on each name in the Work List. They can also select the View All icon to display and certify ALL of their statements at the same time (please note: “View All” will display up to 25 certifications at a time).
Certifying for Students

When certifying multiple statements at the same time, scroll down on the page to see the next statement. Review each statement and check the checkboxes when the appropriate effort has been entered. When the PI has checked all the boxes on all the statements the PI wishes to certify click the **Certify Checked** button when certifying,

Clicking the individual **Certify** button on a particular statement will only certify that statement.
Certifying for Students

The Attestation Statement page will display with a list of all of the users the PI is certifying.

Reference the Certified Lines column to confirm the PI has checked all of the lines on each statement. Select I Agree to complete the certification.
In the case the PI has not certified all lines he/she is responsible for, the attestation page will display a message in the Certified Lines column.

If not all lines were certified, the students will remain in the Work List and be accessible by the PI for certification at a later date.

<table>
<thead>
<tr>
<th>Covered Individual</th>
<th>Statement Type</th>
<th>Period of Performance</th>
<th>Certified Lines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laura Kettler - 5505500</td>
<td>Base</td>
<td>12/21/2014 to 06/06/2015</td>
<td>You have certified 1 of 2 lines to which you currently have access</td>
</tr>
<tr>
<td>Laura Kettler - 5505500</td>
<td>Base</td>
<td>06/07/2015 to 12/19/2015</td>
<td>You have certified 1 of 2 lines to which you currently have access</td>
</tr>
<tr>
<td>Patrick Brooks - 2202203</td>
<td>Base</td>
<td>08/02/2015 to 01/02/2016</td>
<td>You have certified 1 of 2 lines to which you currently have access</td>
</tr>
<tr>
<td>Neal Bullard - 3303302</td>
<td>Base</td>
<td>01/04/2015 to 05/23/2015</td>
<td>You have certified 1 of 2 lines to which you currently have access</td>
</tr>
</tbody>
</table>

I confirm that the distribution of activity represents a reasonable estimate of the work performed during this reporting period.

I Agree  Cancel
Certifying for Students

The Effort Certification page will refresh. Names of individuals who had all lines certified will drop off the Work List. If the PI did not certify all the lines the PI has access to, the name will remain on the PI’s Work List. Note a PI will always see his/her own name in the Work List which allows him/her to access all of his/her statements.

To confirm that they are done, check the Statements Awaiting Certification tab on the Home Page. When all student certifications are complete, their names will no longer appear on the Work List, and the PI is done certifying students.
Certifying for Students

There are zero “Not Certified” statements in the statements awaiting certification tab. The only statement that may display is the PI’s own statement for the future period – this will be certified during the next certification period.

The PI can log out after visually confirming all “Not Certified” statements have been removed from the Statements Awaiting Certification tab.
Effort Coordinator: Pre- and Post-Review
What is Pre-Review?

- As an Effort Coordinator, you can access ecrt at ANY TIME to review effort statements that have been updated during the most recent (daily) data loads.

- It is in the Effort Coordinator’s best interest to be proactive in monitoring effort statements as the Effort Coordinator will need to coordinate necessary adjustments in the source system, when corrections are needed.

- **Pre-Review** is a designated period for the Effort Coordinator to review the biannual effort statements AFTER the designated effort period has ended but BEFORE they are released for certification.
Post-Review: Processing Tasks
Home Page

• The Primary Effort Coordinator will receive **Processing Tasks** when effort statements certified with a variance of 5% or greater (and more than $100) on any single line of the statement.

• The Effort Task column will display on the Effort Coordinator’s Home Page. An email will be sent to the Effort Coordinator on days where an Effort Task has been created for the Effort Coordinator’s review. To review a task, click the link in the email.

When reviewing a task, the Effort Coordinator must determine the appropriate next step by selecting one of the buttons presented:

1. **Cancel** – this takes the EC out of the task and leaves it for a later time.

2. **RFA Needed** – if the EC agrees with the certification an RFA must be processed to align certified effort and computed effort within 5%. Selecting this button means the certification is correct and that the EC will be processing an RFA as a result.

3. **Do Not Process** – this rejected the certification and sends it back to the individual to recertify. The EC will have the ability to send an email and customize the text in order to provide instructions/details.