TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER.

Finance Systems Management

Effort Certification and Reporting Technology (**ecrt**) is designed to help you comply with the provisions of TTUHSC's effort reporting policies, federal policy OMB Uniform Guidance (UG) section 2 CFR 200.430, 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. TTUHSC's effort certification process is simplified and standardized as a result of this technology.

The system can be accessed from:

- <u>ecrt</u>
- <u>WebRaider Portal</u> > Business Affairs tab > Links to Financial Systems > Effort Certification and Reporting Technology (ecrt)

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Home			
Employee			
Available Budget <	Commonly Used Links	Links to Financial Systems	Click
E&A Work Tools	Commonly Used Links	System Links	Effort Certification
	Calendar	Cash Receipts	
Payroll & Tax	Cognos	Chrome River	and Reporting
	Forms Center	Cognos	Technology
Business Affairs	News Center	Contract AR/Billing	reennology
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The link can also be accessed through the F&A Work Tools tab.

The ECRT Welcome page is displayed. Click **Continue**.

TEXAS TECH UNIVERSITY	Welcome	Sign Out
L HEALTH SCIENCES CENTER.	Enter Search Criteria	4
Welcome to ECRT		
Welcome to the new best thing in time and effort reporting Effort Certification and Reporting Technology (ecrt). TTUHSC's previous process, PARs, has been replaced by exrt which is designed to help you comply with the provisions of TTUHSC's effort reporting policies, federal policy OMB Circular A-21 Limitation on Grants, and definer relevant agency policies that govern the need to provide certification of an individual's effort pursuant to his/her sponsored and non-sponsored programs. TTUHSC's process will be simplified and standardized as a result of this technology keeping the process simple for you, the end user. So, log in a Continue	ection J.10., NIH Salary	

Navigation

The primary method of navigating within the system is using the navigation menu bar along the top of the screen. The navigation menu bar is on every screen of the application, allowing you to move from one page to another quickly. When you place the cursor on a label in the navigation menu bar, the available pages to which you can navigate appear in the menu drop-down list. The Home menu on the far left returns the user to the Work List from anywhere in the application. There are also clickable links

available on certain pages of the application that allow you to select for navigation to other pages.

The Left Navigation Bar that is available on the Work List page contains useful links to training documents and other reference material. These links are also displayed in the Links drop-down menu in the navigation menu bar which is available at the top of every page of the application.

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	Home	Certify	Reports	Links				
Helpful Links Effort Reporting OP 65.07 Ffort Certification Timelines Salary Cap Calculator.xls <u>Training Center</u> 9 How to Certify My	Work List for R Welcome to the ecrt eff statements, processing description.	eonald ort reporting system. The statements, or following Navi	tabs be wist all of the effort certifica p on outstanding statements. To view gation Menu	tion tasks that require your and resolve the specific tas Bar	attention - whether sk, select the link in	it is certifying the task		(2)
Effort	Statement Owner		Department		Due Date	Туре	Status	PI
» How to Certify My Researchers	Ronald		victor Dor	acy Practice Dal	4/22/2020 7/22/2020	Base Base	A Not Certified, Not Processed A Effort Statement Building	
» E-Mail ecrt Support		Left Na	vigation Bar	otherapeutics Dept Abi	4/22/2020	Base	3 Not Certified, Not Processed	۲
	Robin			otherapeutics Dept Abi	4/22/2020	Base	a Not Certified, Not Processed	۲

Work List Page

The PI Work List page contains the tasks that require your attention in the Statements Awaiting Certification tab. Next to the tab name is the number of items displayed on the page. This list shows all statements for which you have certification responsibility.

To access a statement from the list, select **your name** from the Statement Owner column which will direct you to your effort statement page. Selecting the **Due Date**, statement **Type**, or **Status** of a specific statement will also take to the effort statement.

TEXAS TECH HEALTH SCI	TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER									
	Home Certify	Reports	Links							
Helpful Links » Effort Reporting OP 65.07 » Effort Certification Timelines » Salary Cap Calculator xls	Work List for Ronald Welcome to the ecrt effort reporting s statements, processing statements, o description.	ystem. The tabs below list all of the effort ce following up on outstanding statements. To	Statement Certifica	s Awa tion Ta	iting ab		The Effort Lifecycle	0		
Training Center	Statements Awaiting Ce	tification (4)								
» How to Certify My Effort	Statement Owner	Department		Due Date	Туре	Status	PI			
 How to Certify My Researchers 	Ronald	40680 - 40680 -	Pharmacy Practice Dal	4/22/2020 7/22/2020	Base Base	Ant Certified, Not Processe Certified and Certified and Processe Certified and Certified and	d			
» E-Mail ecrt Support	Jaipa	40560 - 40560 -	Immunotherapeutics Dept Abi	4/22/2020	Base	😼 Not Certified, Not Processe	d 🧕			

You may also access your statement by clicking **My Statements** from the Certify navigation menu located in the navigation menu bar along the top of the screen.

TEXAS TECH HEALTH SCI	H UNIVERSITY ENCES CENTER							Welcome, Ronald	Sign Out
	Home C	ertify I	Reports	Links					
Helpful Links » Effort Reporting OP 65.07 » Effort Certification Timelines » Salary Cap Calculator xls Training Center	Work List for Rona Welcome to the ecrit effort report statements, processing statement description.	ertification Home <u>IV Statements</u> ting s ⁴ tem. The tabs below lis tabs, a belowing up on outstand	at all of the effort certification ta ling statements. To view and i	tsks that require your atte esolve the specific task,	ntion - whether select the link in	it is certifying the task		The Effort Lifecycle	
Effort	Staten 🗸		artment		Due Date	Туре	Status	PI	
» How to Certify My Researchers "HELP"	Sta	tements	80 - 40680 - Pharmad	y Practice Dal	4/22/2020 7/22/2020	Base Base	Ant Certified, Not Proc Effort Statement Building	essed ng	
» E-Mail ecrt Support	Jaipa B - R11267957		40360 - 40560 - Immunot	herapeutics Dept Abi	4/22/2020	Base	🗟 Not Certified, Not Proc	essed 🥥	
	Robin		40560 - 40560 - Immuno	herapeutics Dept Abi	4/22/2020	Base	a Not Certified, Not Proc	essed 🧕	

Certify My Statement:

The Effort Statement page displays three panes containing information relevant to the certification process: the Work List pane, the Statement Information pane, and the Effort Statement pane.

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER.	Welcome, Ronald Sign O
Home Certify Reports	Links
[+] Effort Statement Instructions	•
Work List Statements Requiring Certification Image: Certification	Ronald
Robin Abi	Ending takenents * Needing certificat Base In progress * Historicat *
In Progress	
Recently Completed	
Ronald Base Effort Period: 12/01/2019 to 02/29/2020	Due Date: 4/22/2020 Status: Not Certified, Not Processed
Grant / FOP [-]	S Value Effort Calc Fort Statement Pane ost Share Computed Effort Certified Effort Certify?
H226005 CP RP170003 North Texas Clinical Pharmacology Cancer Core Yes 2000 106016-406861-20 CS CP Yr 1-5 RP170003 N TX Core	0.00% 4.43% 4.43% 😏 4 %

The top left pane is the Work List. The Statements Requiring Certification List in this pane shows the PI's name, department number and department name and the same information for all individuals that are currently related to the PI. The PI always appears at the top of this list. Related individuals will appear in the list if they have at least one statement with an uncertified FOP on which the user is the PI. The Recently Completed list shows related people who have effort statements for the current Period of Performance that have been certified.

Wo	rk List	
-	Statements Requiring Certification	🕞 🖓 🕆 📃 🔍
	Ronald	40680 - Pharmacy Practice Dal
	Jalpa	40560 - Immunotherapeutics Dept Abi
	Robin	40560 - Immunotherapeutics Dept Abi
	In Progress	
►	Recently Completed	

The top right pane on the Effort Statement is the Statement Information pane. There are multiple expandable/collapsible lists in the pane. The first list is the Statement Owner list. Click the **arrow** to the left of Statement Owner to expand the list. The Statement Owner list displays demographic information about you - your title, the Primary Effort Coordinator, your home department, and your email.

26	Ronald	
-	Statement Owner	
	Title:	Associate Professor Effort Coordinator: Paula
	Department:	40680 - Pharmacy PracEmail: ronald @ttuhsc.edu
▼,	Effort Statements 🖈 🔻 Needing certification	* •
	Base	Vaprago
	 In progress * Historical * 	Statement Owner List

The next list, titled Effort Statements, contains information about all of your statements. A gold star will appear next to the Effort Statements label if there are any statements for you. The statements in the Effort Statements list are grouped into three additional lists. The first list is the Needing Certification list which contains any statements in a Not Certified, Not Processed status. The certification due date (which is the end date of the Certification Period) and the status of the statement are displayed.

The second list is the In Progress list. The In Progress list contains any statements in the Certified, Not Processed status or Effort Statement Building status.

The third list is the Historical list. The Historical list contains statements from any previous period. The statements are listed in ascending order, and you can view any historical statement by clicking on the statement status link.

3 % (Ronald			
▼ Sta Tit	atement Owner le:	Associate Professor	Effort Coordinator:	Paula
De ▼ Eff ▼	partment: ort Statements 🖈 Needing certification	40680 - Pharmacy Pra	Email:	ronald @ttuhsc.edu
	Base	4/22/2020		🍓 Not Certified, Not Processed
•	In progress 🖈 Base Historical 🖈	7/22/2020		a Effort Statement Building
	Base	11/30/2019		🈹 Certified, Processed

The third pane displays your effort statement. The Effort Statement Header displays your name and R number, the employee type, statement type, Period of Performance dates, the due date, and the status of the statement.

Below the header is the Message Box that will under certain circumstances display information about the statement. Below the Message Box is the Statement Action Bar, which is an area that contains a variety of icons and links that allows you to perform certain actions:

- The List of Reports icon allows you to run selected reports to which you have access that contain more information about the data on the effort statement.
- The PDF Report icon generates the Effort Statement PDF that is used for a Manual Certification.
- The \$ Value link displays the payroll dollars underlying the percentages on the effort statement. Remember you can't certify in \$ Value mode.
- The Effort Calc link is a tool that calculates a percentage of effort based on an input of average hours worked.

Ronald (Quarterly) Base Effort Period: 12/01/2019 to 02/29/2020 Due Date: 4/22/2020	Status: Not Certified, Not	Processed		
	PDF		\$ Value		\$ Value Effort Calc
	Report nt/FOP [-]	Payroll	III IK	ort	Certified Effort Certify?
S onsored	larth Tayan Clinical Bharmanalagu Canana Cara Vr 1 5			_	
-H220005 CF RF1700051	r 1-5 RP170003 N TX Core	0.00%	4.43%	4.43%	0
List of	Award Tota	: 0.00%	4.43%	4.43%	Effort
Reports	n Agreement Medical Titan Group Pharmacogenomics Rules Engine Optimization and				Calc link
210000 100001 20 ONG	G Pharmacogenomics Assess	35.48%	0.00%	35.48%	8
	Award Tota	: 35.48%	0.00%	35.48%	35%

The body of the effort statement contains the data that is critical to your certification. The Grant/FOP column displays a list of all the Grants/FOPS that you were paid from. The Payroll column shows the percentage that you were paid from a FOP for the period. The Cost Share column shows the total cost share recorded for you for that FOP for the period. The Computed Effort column shows the sum of the Payroll and Cost Share columns. This is your total effort for the period.

Before you certify it is critical that you review all of the FOPs on your statement and confirm that your effort is correctly documented. The Certified Effort column is where

you can make adjustments to your effort. It is pre-populated with a best guess based on your payroll distribution, but you should certify based on how you actually spent your time. To change a percentage, select the **Certified Effort** box and enter the **percentage of effort** you spent on the FOP.

Ronald (Quarterly) Base Effort Period: 12/01/2019 to 02/29/2020 Due Date: 4	/22/2020 Status: Not	Certified, Not Prod	cessed			1
					<u>\$ Value</u> Effe	ort Calc
Grant / FOP [-]	Pay	rroll C	Cost Share	Computed Effort	Certified Effort	Certify?
Sponsored						
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106000-406801-10 Pharm Practice Dal		4.439 S	hare	4.43	Effort	
106005-406861-20 Pharmacy Practice Research Dallas		55.65%	nare	55.65	LIIOIT	
Non Sponsored Total:		60.08%	0.00%	60.08%	60%	
Grand Total:		95.56%	4.43%	99.99%	99%	
Get Help					Close	e Save
▶ Notes						
► Attachments						

The PI has the ability to select all the related people in the Statements Requiring Certification list at one time. This tool is most useful when the PI wishes to review and/or certify multiple statements at one time. The Select All icon is the first icon to the right of the Active label.

Selecting this icon highlights all the people in the Active list that have statements that are in a Not Certified status. The selected individuals are loaded in the Covered Individuals list in the top right pane. The PI can review and certify all available lines on the Not Certified statements, which includes their own statement and those for related individuals. Scroll down the page to review the statements.



If during this review, you need to change a percentage, select the **Certified Effort** box and enter **the percentage** of effort that was actually spent on the FOP. When you do make changes to your effort, it is helpful to leave a note describing your changes in the Notes section. To leave a note, click the **Add a Note** icon.

Ronald	(Quarterly)	Base Effort Period: 12/01/2019 to 02/29/202	20 Due Date: 4/22/2020	Status: Not Certified, N	lot Processed			
R 1							<u>\$ Value</u> E	ffort Calc
		Grant / FOP [-]		Payroll	Cost Share	Computed Effort	Certified Effort	Certify?
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sponsored rotal:						55.5170	3370	
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Grand Total:				95.56%	4.43%	99.99%	99%	Z
Get Help Notes Attachments	Ē	Click	Add a Note			CI	ose 🛛 🕹 Certif	y Save

Enter your note in the Create New Note text box and click Save Note.

		Award Total:	35.48%	0.00%	35.48%	35%	
Sponsored Total:			35.48%	4.43%	39.91%	39%	
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106005-406861-20 Pharmacy F			Ent	or Now N		56%	
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Attachments	Ø						

The Grand Total of the Certified Effort Column must be between 99% and 101% for each effort statement you are reviewing. When you are comfortable with how the effort percentages are documented, click the **Certify Checkbox** for each line or select the **checkbox for all** located at the bottom of the certification lines.

The Certify Checkboxes must be checked in order to certify that line of the effort statement. After you have reviewed all lines of all the statements and are ready to certify, click the **Certify** button.

Ronald	(Quarterly)	Base Effort Period: 12/01/2019 to 02/29/2020	Due Date: 4/22/2020	Status: Not Certified, N	lot Processed			
🗈 🔁							<u>\$ Value</u> E	fort Calc
		Grant / FOP [-]		Payroll	Cost Share	Computed Effort	Certified Effort	Certify?
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246003-406861-2	0 SRG MTG Pharm	acogenomics Assess		35.48%	0.00%	35.48%	35 %	
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106000-406801-10	Pharm Practice Dal			4.43%	0.00%	4.43%	3 4 %	Z
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Get Help							ose 😺 Certif	y Save
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Attachments	P							

Review the Legal Attestation text and consider the effort that you are certifying. If you agree with the statement, click the **I Agree** button.

TEXAS TECH UN	VEDELTY				Welcome, Ronald Hall Sign Out	
HEALTH SCIENCE	Attestation					
Home	Certification /	Certification Attestation Effort 12/01/2019 - 02/29/2020				
[+] Effort Statement I	Frequency: Quart Due Date: 4/22/20	0				
Work List	Covered Individual:	Ronald	Location:	Dallas		
Statements Requiring Ce Hall, Ronald G Patel, Jaipa B	Department: Email: Status:	40680 - 40680 - Pharmacy Practice Dal ronald @thuhsc.edu	Effort Coordinator: Period of Performance:	Paula 12/01/2019 to 02/29/2020		
Rajan, Robin	I certify the salary of sufficient technical kn					
In Progress Recently Completed	I Agree Chcel	Click I Ag	gree		-	

After you have certified, the In Progress List will update the status of your statement to Certified, Not Processed. Your effort statement has been routed to the effort coordinator for processing.

For help with ecrt system navigation or questions regarding this training document, please contact the Central Administrator at <u>EffortReporting@ttuhsc.edu</u>.