**Access and Log In**

ECRT website on campus: [https://ecrtprod.asauxweb.vcu.edu/ecrt/](https://ecrtprod.asauxweb.vcu.edu/ecrt/)

Logging in to ECRT – VCU2Factor Authorization
- Not required when logging on from trusted networks.
- From other network locations (guest wireless or off-campus) the second-factor authentication with DUO will be required.

**New Functionality**

**Search Box**
- Users can now enter text to search

**New Icons**
- See the New Icon sheet for a list of new icons
- For example:

**Effort Statement Logs**
- Activity Log – tracks actions and activities that are not captured in the Transactions log. (Ex: Accessing and viewing the statement)
- Email Log – captures all emails relevant to the specific effort statements to which the log is related.

**Effort Statement Commitments (TBA)**

*Note:* Commitments in a Hover Over may be available at a later date.

**Reporting Updates**
- Payroll Report Update
  - Ability to run by Account Number
- SPES Report Update
  - Ability to run by Date Range

**Additional Features**

**Re-open feature**
- The re-open button allows effort coordinators to re-open individual lines on a statement when requested by a certifier.

**Email all**
- To email all certifiers who have not yet certified, click the envelop icon next to “Not Certified, Not Processed.”

**Get Help**

Clicking on the “Get Help” button allows certifiers to directly email their primary effort coordinator for quick help or to ask questions while working in ECRT.

**Newest First on Effort Statement**
- More efficient sort – newest first (historical) on effort statements

**Effort Statement Certification Changes**

**PI Certification**
- When certifying for personnel working on their projects, PI’s will no longer be able to certify projects other than their own.
- PI’s can certify non-sponsored effort as well; however, as a courtesy the last certifying PI should take this action.

**Effort Coordinator Certification**
- ECs can no longer certify sponsored effort (see Manual Certification section), only non-sponsored effort.

**Certifiers**
- As usual, certifiers can certify their entire statement.
**New Effort Statement Processes**

**Manual Certification**

- Effort Coordinators can use the Manual Certification button to indicate a Certifier signed a paper copy of their effort statement.

**Note:** Anyone can access ECRT to certify their effort statement as long as they have an internet connection, and, if off campus, need to be registered for DUO access. As a result, there should be few instances where a manual certification will be necessary.

- Effort Statement moves into a new status — Manual Certification, Not Processed.
- All Manual Certification statements will be routed to Central Administration for review and processing.

**Manual Certification Steps:**

1) Click on the Certifier’s statement to be selected.
2) Note the Manual Certification button. This should only be used if a signed (by the Certifier), paper copy of the effort statement will be uploaded.
3) Click the Manual Certification button to manually certify the effort statement.
4) Once you click the Manual Certification button, a dialogue box opens, with a request for an attachment and a justification.
5) Upload the manual card, provide the justification in the text box, and click Submit.

6) Notice the effort statement’s status, “Manual Certification, Not Processed.” The statement will be processed by the Effort Reporting Team.

**Cost Transfer Process**

- Cost Transfer Process (continued)

9) Next steps:
   A) Make PHAREDS and/or other adjustments (such as labor distributions).
   B) Changes should flow over on the next ECRT data load.
   C) Effort statement will be processed accordingly, on a case-by-case basis. In general, it is processed as follows:
      i. if adjustment is exact, and percentages match, it is processed by Effort Reporting.
      ii. If the adjustment is off, it is sent back to the Department/Effort Coordinator.

**Proxy Process – Pending**

1) Identify the appropriate person to be assigned Proxy status.
2) Complete and have the Proxy form signed.
3) Submit the Proxy form to the Effort Reporting Team.
4) The form will be processed, and notifications will be sent when the Proxy has been assigned in the ECRT system.
5) The Proxy can sign off for the Certifier.

**Important Dates**

- 07/31/17: Upgraded ECRT cutover begins
- 08/15/17: Fourth Term – Quarterly Period opens
- 08/22/17: Second Term – Semi-Annual Period opens

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