

Virginia Commonwealth University
Effort Reporting
How to Certify In the ECRT System- Dual Appointment Certifier

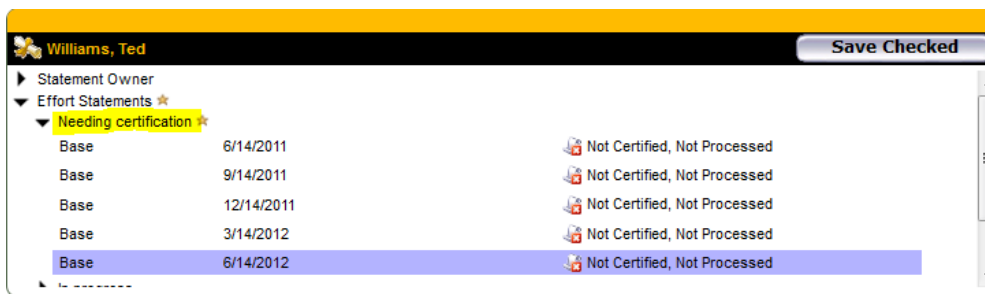
1. Login to the ECRT system (<https://ecrtprod.asauxweb.vcu.edu/ecrt>) and click "Continue".



2. Select your name, which will be listed on the "Statements Awaiting Certification" tab. You may also retrieve your effort statement by selecting "My Statements" from the "Certify" menu.



3. The "Needing Certification" section on the upper right hand corner of the Effort Statement screen lists all effort statements that are currently available for certification by due date (i.e. statuses beginning with Not Certified/Not Processed). Select the period(s) you would like to certify. The period(s) selected will be highlighted within the "Needing Certification" section.



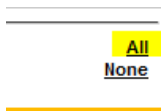
4. Scroll down to the "Base" section of the effort statement. Using your direct knowledge and the provided definitions, enter in the performed effort into the "Certified Effort" column.

Org. Code (-)	Payroll	Cost Share	Computed Effort	Certified Effort	Certify Checkboxes
Non Sponsored					
145673 Adm Clin Educ	22.00%	0.00%	22.00%	0%	<input type="checkbox"/>
Non Sponsored Total:	22.00%	0.00%	22.00%	0%	
Clinical					
881276 VCUHS Clinical Practice and Adm	78.00%	0.00%	78.00%	0%	<input type="checkbox"/>
881277 VCUHS Superv. of Interns and Resid.	0.00%	0.00%	0.00%	0%	<input type="checkbox"/>
881278 VCUHS Hospital Adm for ECRT	0.00%	0.00%	0.00%	0%	<input type="checkbox"/>
881279 VCUHS Other Edu and Adm Activities	0.00%	0.00%	0.00%	0%	<input type="checkbox"/>
Clinical Total:	78.00%	0.00%	78.00%	0%	
Grand Total:	100.00%	0.00%	100.00%	0%	All None

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CLINICAL	VCUHS Effort Reporting Categories and Definitions
Clinical Practice and Administration:	Patient care activities including inpatient services, outpatient services, other types of clinical activities, any of which generate a professional fee is charged including services provided under a clinical contract.
Supervision of Interns and Residents	Effort expended by faculty physicians in the supervision and training of residents and interns including resident recruitment and resident training program administration. Do not include time related to any billed clinical services (regardless of location) or supervision of residents at the McGuire VA Hospital
MCVH Hospital Administration	All time expended by faculty in supervising hospital personnel, providing medical direction, participating in hospital committee activities, participating in hospital managerial or administrative activities
Other Educational and Administrative Activities	Time expended by faculty in educational activities related to the education of medical students (pre interns and residents) and education of fellows and post doctoral (post intern and residents) or non-department, non-hospital, and non-institutional activities

5. The “Certify Checkboxes” column confirms/validates the percentages entered into the “Certified Effort” column. Click the “All” button located below the “Certify Checkboxes” column.



6. Next, click the “Certify” button.



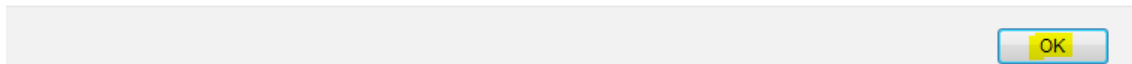
7. A legal attestation text will appear. Once you have read the text and are in agreement, click the “I Agree” button.

I certify that the effort certified this period reasonably reflects the work performed in the designated period, and that I have sufficient technical knowledge and/or I am in a position that provides me with suitable means of verification that the work was performed.



8. A confirmation text box will appear. Select the “Ok” button.

You have certified all checked activities for period 09/10/2011 to 12/09/2011. Thank you for your certification. You will be sent back to the effort statement page when the process is complete. This can take up to 30 seconds to complete. Do not refresh this page.



9. The certified effort statement will now appear in the “In progress” section of the Effort Statement screen. Repeat the previous steps to certify all available periods within the “Needing Certification” section.