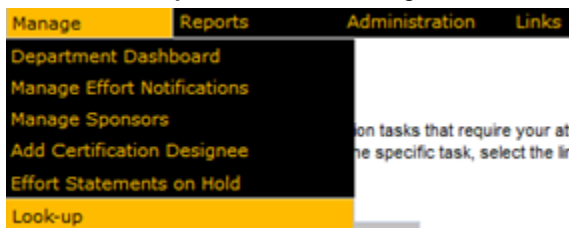


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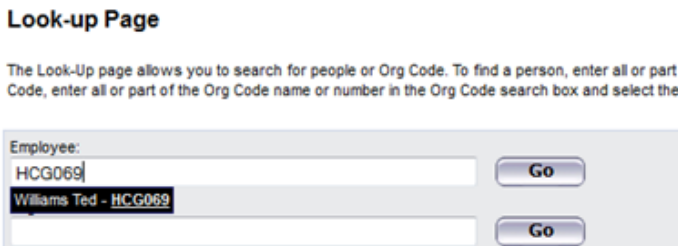
1. Login to the ECRT system (<https://ecrtprod.asauxweb.vcu.edu/ecrt>) and click “Continue”.



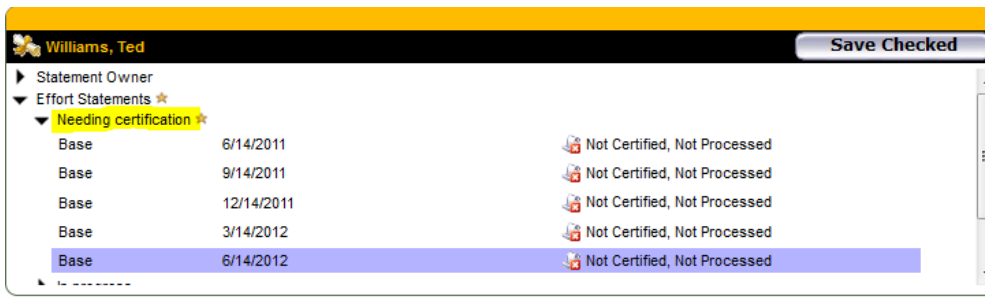
2. Select “Look-up” from the “Manage” menu.



3. Enter in the certifier’s employee number into the **Employee** text box. The name and employee number combination will appear below the text field. Click on the name and employee number combination and then click “Go”.

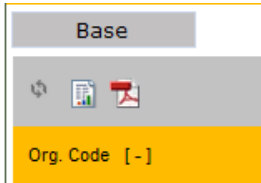


4. The **Effort Statement** screen will display the certifier’s name and effort statements. Effort Statements may be certified by the statement owner or by the responsible person(s) with direct knowledge of the statement owner’s performed effort. The “**Needing Certification**” section on the upper right 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) to be manually certified. The period(s) selected will be highlighted within the “**Needing Certification**” section.

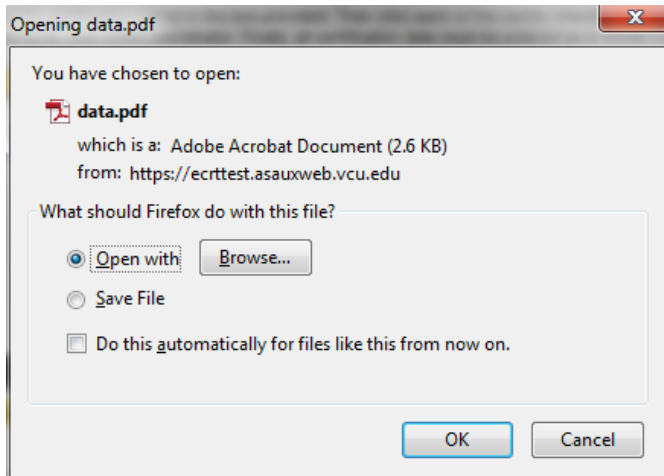


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5. Scroll down to the “Base” section of the effort statement and click on the “.pdf” icon. A dialogue box will appear asking you to “Open with” or “Save File”.



6. Select “Open With” and then click “OK”.



7. Save and/or print the .pdf copy of the effort statement. A copy of the statement should be given to the responsible person(s) with direct knowledge of the statement owner’s performed effort for the given period(s).
8. The responsible person(s) with direct knowledge should complete both the **Certified Effort** column and the **Signature** section of the .pdf effort statement. The “Certified Effort” column can be completed by lining thru each of the pre-printed zeros and writing in the statement owner’s performed effort within the column.



9. Individually scan each of the manually certified effort statement(s) into a separate file by ECRT period. ECRT will display the original file name (from your computer) when the file is attached in the system.
10. Repeat steps 1 thru 4.
11. Scroll down to the “Base” section of the effort statement and click on the “paper clip” icon located to the right of “Attachments”.

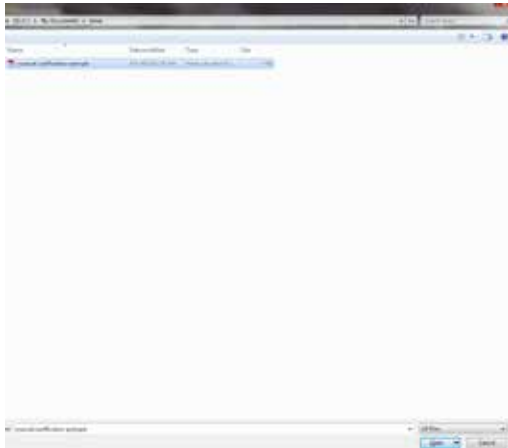


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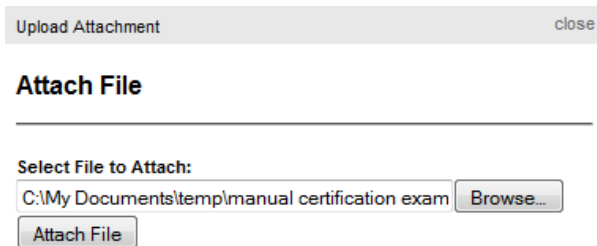
12. The “**Attach File**” dialogue box will appear. Select “**Browse**” to locate the file to be attached.



13. Once you have located the file, click on the file’s name, and then select the “**Open**” button. The “**Open**” button is located on the lower right hand corner of the “**File Upload**” dialogue box.



14. Click “**Attach File**”.



15. You will receive a “**File Successfully Uploaded**” message within the “**Upload Attachment**” dialogue box. Click “**close**” in the upper right hand corner of the “**Upload Attachment**” dialogue box.



16. The “**Attachments**” section will now have a gold “**star**”. Click on the arrow to the left of “**Attachments**” to confirm the file was successfully attached in the ECRT system.

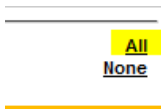


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17. Using the manual certification (that was certified by an individual with direct knowledge), enter in the performed effort into the “Certified Effort” column.

Org. Code (-)	PctYrtd	Cost Share	Computed Effort	Certified Effort	Certify Checkboxes
Sponsored					
320800 Grant & Sports Technology					
320813 Titanium Baseball Bats	100.00%	0.00%	100.00%	0%	<input type="checkbox"/>
Award Total:	100.00%	0.00%	100.00%	0%	
Sponsored Total:	100.00%	0.00%	100.00%	0%	
Grand Total:	100.00%	0.00%	100.00%	0%	All None

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



19. Next, click the “Certify” button.



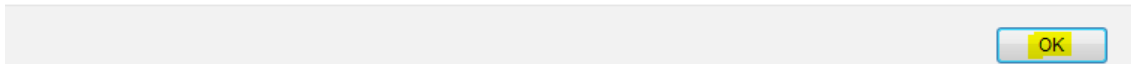
20. A legal attestation text will appear. Once you have read the text and are in agreement, click the “I Agree” button.

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.



21. 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.



22. The certified effort statement (with support /manual certification attached) will now appear in the “In progress” section of the Effort Statement screen.