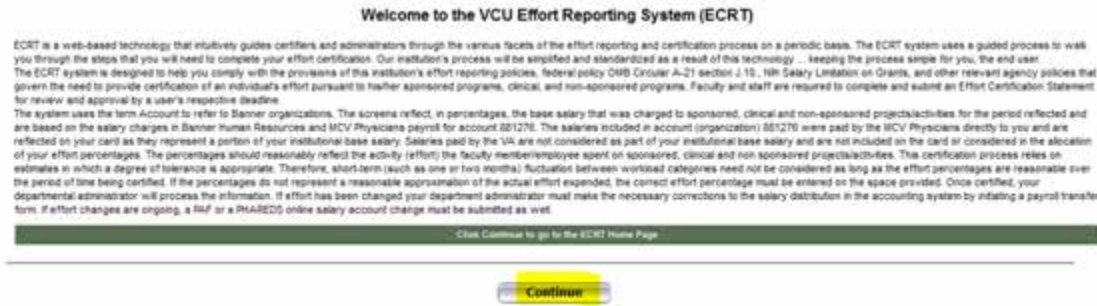


Virginia Commonwealth University
Effort Reporting
How to Certify In the ECRT System- University Certifier

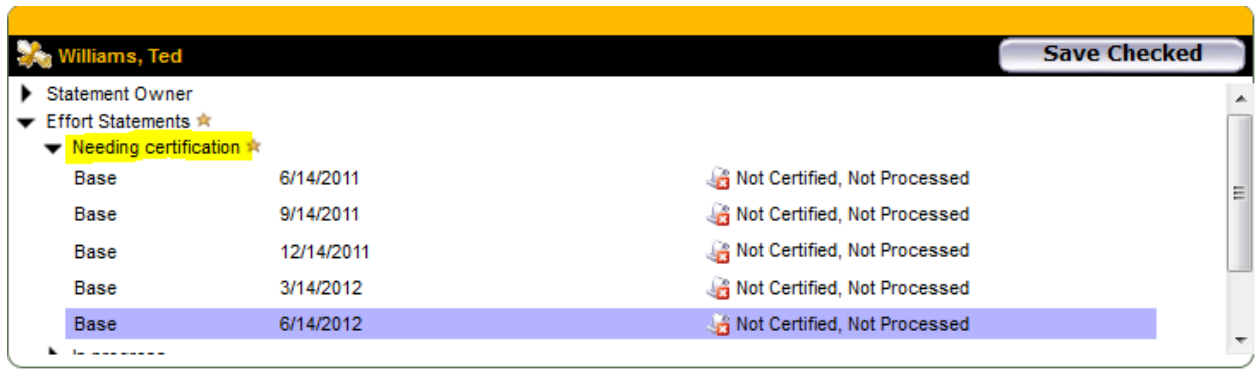
1. Login to the ECRT system (<https://ecrtprod.asauxweb.vcu.edu/ecrt>) and click "Continue".



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).



4. Select the period you would like to certify. Alternatively, select all available periods by pressing down the "Ctrl" key (on your keyboard) and selecting each of the periods. The period(s) selected will be highlighted within the "Needing Certification" section.

- a. Selecting one effort statement



- b. Selecting multiple effort statements using the "Ctrl" key (on your keyboard)



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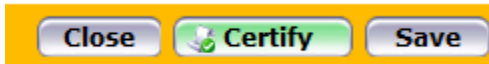
5. Scroll down to the “Base” section of the effort statement. Using your direct knowledge, enter in the performed effort into the “Certified Effort” column.

Org. Code [-]	Payroll	Cost Share	Computed Effort	Certified Effort	Certify Checkboxes
Sponsored					
321100 Diving Contracts					
321119 Water Replenishment	100.00%	0.00%	100.00%	100%	<input type="checkbox"/>
Award Total:	100.00%	0.00%	100.00%	100%	
Sponsored Total:	100.00%	0.00%	100.00%	100%	
Grand Total:	100.00%	0.00%	100.00%	100%	All None

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

Org. Code [-]	Payroll	Cost Share	Computed Effort	Certified Effort	Certify Checkboxes
Sponsored					
321100 Diving Contracts					
321119 Water Replenishment	100.00%	0.00%	100.00%	100%	<input checked="" type="checkbox"/>
Award Total:	100.00%	0.00%	100.00%	100%	
Sponsored Total:	100.00%	0.00%	100.00%	100%	
Grand Total:	100.00%	0.00%	100.00%	100%	All None

7. Next, click the “Certify” button.



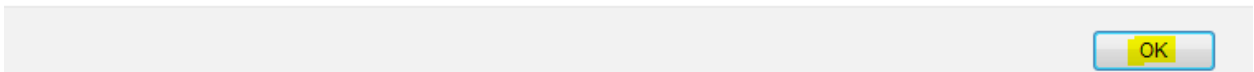
8. A legal attestation text will appear. Once you have read the text and are in agreement, click the “I Agree” button.

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.

I Agree Cancel

9. 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.



10. 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.