

## Certify Supporting Individuals

To certify your Supporting Individuals select **<Certify My Supporting Individuals-Group View>** from the Certification section of the wheel or from the drop-down menu under Effort Certification.



[Certify/View My Effort](#)  
[View My Historical Effort](#)

[Certify My Supporting Individuals - Group View](#)

The main window to certify the effort of your supporting staff will display up to ten individuals at a time. Review the information and edit as necessary. Once you are ready to certify, mark the checkboxes.

1. The **Save All** button will save all the changes without submitting the effort for certification.
2. The **Certify All** button will certify all supporting individuals that have been "checked."

## Help

For questions about the ECRT program, contact Beth Keithly in the Office of Research at [Keithly@utdallas.edu](mailto:Keithly@utdallas.edu) or **972-883-4568**

For questions about your sponsored projects, contact your Grants & Contract specialist in the Office of Research or your school's fiscal officer.



## ECRT Contact Information

Beth Keithly  
Office of the Vice President for Research  
**972-883-4568**  
[Keithly@utdallas.edu](mailto:Keithly@utdallas.edu)



Guide to

# Time & Effort

Certify your time and effort online!

ECRT represents UT System's ongoing commitment to providing simple, intuitive solutions for faculty with sponsored projects and a radically new approach to effort reporting. The ECRT system uses a guided process to walk you through the steps that you will need to complete your effort certification.

"Brochure design created by UTDallas in support of UT System ECRT implementation."



# Login Page

Access ECRT through the Time and Effort section of the OSP Web site at:

<http://www.utdallas.edu/research/ecrt>

1. Choose UT Dallas from the institution drop-down list.
2. Enter your UT Dallas NetID and Password Click <Login>.

**THE UNIVERSITY OF TEXAS SYSTEM**  
Nine Universities. Six Health Institutions. Unlimited Possibilities.

In order to fulfill the request for a web resource you have just attempted to access, information must be obtained from your home institution. Please select the institution with which you are affiliated.

### Select your home institution

Choose from a list:

The University of Texas at Dallas  Select  
Remember for session

or

Search by keyword:

Search

Need assistance? Send mail to [UT System IDM Support](#) with description.

4. Once logged in, click <Continue> to access the Home Page.

# Home Page

The Home Page is the entry point to all system functions, provides an overview of the effort reporting process and offers links to a variety of resources to assist users.

**UTD** THE UNIVERSITY OF TEXAS AT DALLAS  
Effort Certification Reporting

### Welcome to ECRT

Hello BETH KETHLY  
[Home](#)  
[UT Dallas Research](#)  
[OSP](#)  
[OMB Circulars](#)  
[National Institutes of Health Grants Policy and Guidance](#)

Welcome to the next big thing in time and effort reporting... Effort Certification and Reporting Technology (ECRT).  
 At UT Dallas, we have deployed an easy to use web-based ECRT system for our effort reporting and certification process. Our paper-based process will no longer be used.  
 This new method is a "three clicks and you're done" system and is designed to help you comply with UTD's effort reporting policies, federal policy OMB Circular A-21 Section 3.0, and State Law on Grants, and other relevant agency policies that govern the need to provide certification of an individual's effort pursuant to either sponsored and non-sponsored programs.  
 So, hit "continue" and get started. You will be certified before you know it!

# View My Effort

To certify your Effort select <Certify/View My Effort> from the Certification section of the wheel.



- [Certify/View My Effort](#)
- [View My Historical Effort](#)
- [Certify My Supporting Individuals - Group View](#)

You may also certify your effort by clicking <Effort Certification> from the drop-down menu.

# Effort Card

This is a preview of how your effort card will look. Within sponsored and non-sponsored projects you may view payroll and effort associated with those projects for the period of certification.

View Period: 09/01/2008 to 02/28/2009

### To certify your effort:

1. In each field below, enter a whole number (no decimal points) that represents the percent of your effort that you devoted to the corresponding activity during this effort period. The numbers must add up to 100 percent.
2. Check the check boxes.
3. Click the "Certify" button.

If you have questions, please contact your Effort Coordinator listed above.

Accounts (-)	Payroll	Computed Effort	Certified Effort	Certify Checkboxes
<b>Sponsored</b>				
632159 CHILDHOOD DEVELOPMEN	7.80%	7.80%	<input type="text" value="0"/> %	<input type="checkbox"/>
<b>Sponsored Total:</b>	<b>7.80%</b>	<b>7.80%</b>	<b>0%</b>	
<b>Non Sponsored</b>				
210500 BBS FS - ACAD TERM	53.98%	53.98%	<input type="text" value="0"/> %	<input type="checkbox"/>
224001 EXEC V.P.	38.22%	38.22%	<input type="text" value="0"/> %	<input type="checkbox"/>
<b>Non Sponsored Total:</b>	<b>92.20%</b>	<b>92.20%</b>	<b>0%</b>	
<b>Grand Total:</b>	<b>100.00%</b>	<b>100.00%</b>	<b>0%</b>	<a href="#">All None</a>

# Certify My Effort

Follow these steps to complete your certification process:

1. Edit and review payroll and effort to ensure accuracy.
2. Edit information as needed or send to Department Effort Coordinator to make the correction.
3. Once you have verified that the information is reasonably correct, click <Save> to save the information or click <All> to ensure the checkboxes are marked and then <Certify> to certify the information.



**Note:** Clicking <Cancel> will close the screen without saving or certifying the information and will return you to the main screen.

		<a href="#">Show Dollar Value</a>	<a href="#">Effort Calculator</a>
Computed Effort	Certified Effort	Certify Checkboxes	
31.79%	<input type="text" value="0"/> %	<input type="checkbox"/>	
<b>31.79%</b>	<b>0%</b>		
68.21%	<input type="text" value="0"/> %	<input type="checkbox"/>	
<b>68.21%</b>	<b>0%</b>		
<b>100.00%</b>	<b>0%</b>	<a href="#">All None</a>	

Clicking <Certify> will take you to another page where you will electronically sign your certification by clicking <I Agree>. You're done!

For more information, visit our Web site: [utdallas.edu/research/ecrt](http://utdallas.edu/research/ecrt)