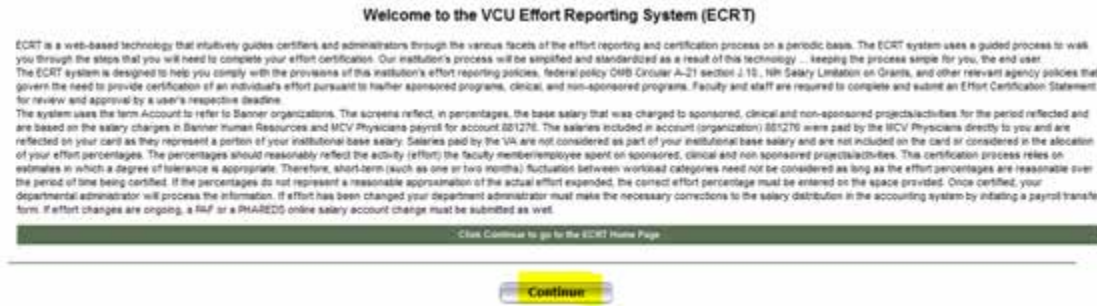


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Certify My Researchers in ECRT

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



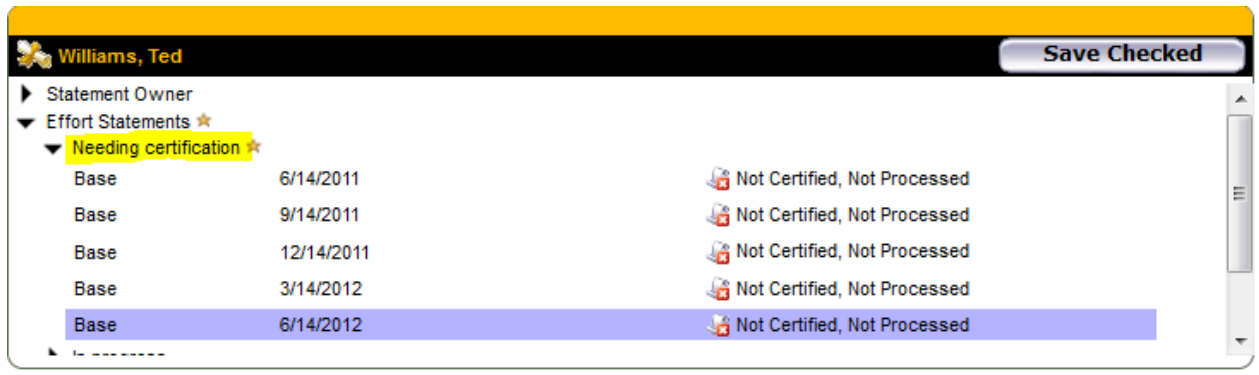
2. Select your name, which will be listed on the “Statements Awaiting Certification” tab. You may also retrieve your effort statement by selecting “My Statements” from the “Certify” menu.



3. The “Work List” section on the upper left hand corner of the Effort Statement screen will display your name and quarterly certifiers associated to your award(s). 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. Select the name of the individual in which you would like to use your direct knowledge to certify.



4. The “Statement Owner” section on the upper right hand corner of the Effort Statement screen will list the selected certifier and his or her effort statements. The “Needing Certification” section 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 in which you would like to use your direct knowledge to certify.



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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 Dining 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.

7. Next, click the “Certify” button.



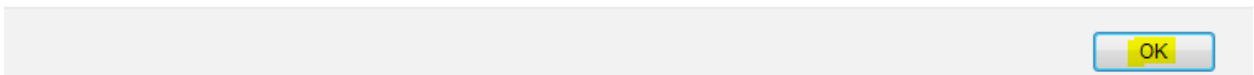
8. A legal attestation text will appear. Once you have read the text and are in agreement, click the “I Agree” button.

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.



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.