Certifier – Quick Guide

Logging into Ecrt

Access ecrt by going to: https://ecrt.fiu.edu/ecrt/

Enter your login credentials (*Figure 1*):
Username = **Panther ID**
Password = FIU MyAccounts Password

Figure 1

Work List: ecrt Home Page

The **Work List** *(Figure 2)* provides access to the effort statements that need certification.

Work List for Obi-Wan Kenobi

Statements Awaiting Certification (2)

Effort Statements

Statement Owner	Department	Period	Due Date	Type	Status	PI
Benatar, Pat	G5623-G5623-Kashyyyk	08/19/2014-12/31/2014	3/2/2015	Base	Not Certified, Not Processed	

Figure 2

Certify My Effort

1. Certifiers access an effort statement by either:
   a. Clicking a name under the **Statement Owner** column
   b. Clicking the 'Not Certified, Not Processed' icon under the **Status** column
2. The effort statement is displayed
3. Review the effort statement to verify the payroll and/or cost share charges are reasonable and applicable to the activities performed
4. To view related reports *(Figure 3)*, click on the **reports** icon in the header above the **Activity/Project IDs** column
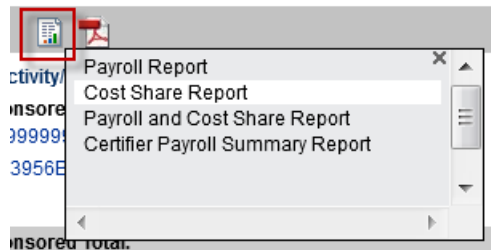

Payroll Report
Cost Share Report
Payroll and Cost Share Report
Certifier Payroll Summary Report

Figure 3

5. Click the checkbox for each line item
6. Click **Certify**
7. Read the certification attestation statement and click **I Agree**
8. **The effort certification is complete**

Certify my Staff

PIs are responsible for certifying the effort of research staff.
1. Access an effort statement by either:
    a. Clicking a name under the **Statement Owner** column
    b. Clicking a 'Not Certified, Not Processed' link under the **Status** column
2. The individuals whose effort statements need to be certified are listed in the **Work List** box in the upper left corner:
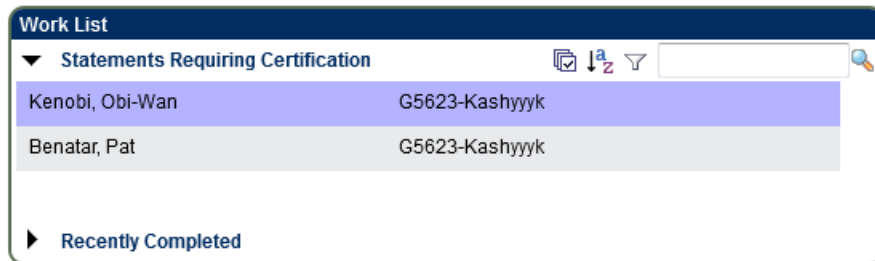   a. To certify statements one at a time, click an individual's name in the **Work List** *(Figure 4)*

Figure 4

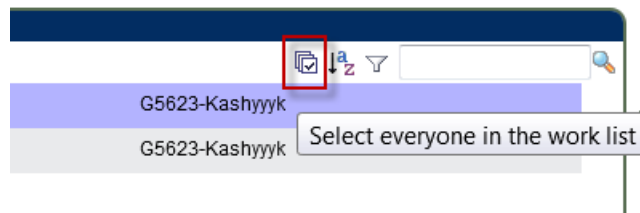   b. To certify all the individuals click the checkmark icon.

Figure 5

3. The selected statements will display below the work list. Up to 10 cards will be listed at a time. Each card will load as you scroll down.
4. Review the effort statement(s)
5. To view related reports *(Figure 6)*, click on the **reports** icon in the header above the **Activity/Project IDs** column
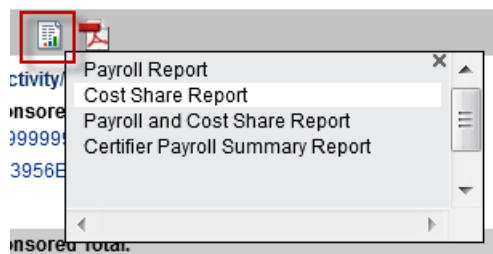
Figure 6

6. For the displayed effort statement(s) click the checkbox for each line item or click the 'Check All' button
7. Click the **Certify Checked** button
8. Read the certification attestation statement and click **I Agree**
9. **The effort certification is complete**

Need Assistance

Each department has a designated Effort Coordinator that you may contact. To find your designated effort coordinator, please go to http://research.fiu.edu/effort/.

Training materials are available via links in **ecrt**.

In addition, you may seek assistance by contacting ecrt@fiu.edu.