



Effort Certification – Guide for Faculty and Principal Investigators

Guide to certifying your own effort and any staff with payroll on your projects

Logging into ECRT

Login using your Vanderbilt credentials. Click the **Continue** button on the **Welcome Page**.

VANDERBILT UNIVERSITY
Sign On

Please sign on and we'll send you right along.

Username

Password

Welcome to Vanderbilt University's ecrt® Effort Reporting Solution. Beginning in March 2018, this application will be used to certify effort when required to ensure compliance with the federal requirements per the Uniform Guidance. Faculty members certify their own individual effort reports and Principal Investigators will certify effort for the non-faculty individuals paid off their federal grants. Please contact your local departmental Effort Coordinator or OCGA if you have any questions.

Reviewing your Work List

Your Work List appears displaying your **Effort Statement** and any **Project Statement(s)** for which you are the PI.

*Note: **The Associated Projects (View-Only)** will display projects if you are the PI of the overarching award but not the associated project(s). You are not responsible for certifying these project statements but have view access should you need to review the activity on these projects.*

Home Certify Reports Administration Links

Work List for Calvin Borel

Welcome to the ecrt payroll confirmation system. The tabs below list all of the payroll confirmation tasks that require your attention - whether it is confirming statements, processing statements, or following up on outstanding statements. To view and resolve the specific task, select the link in the task description.

Statements Awaiting Certification (6)

Effort Statements

Quarterly Project Certifications Associated Projects (View-Only)

Statement Owner	Department	Period	Due Date	Type	Status	PI
Borel, Calvin	1000-Vanderbilt Testing	Sep-Nov 2017	1/31/2018	Base Salary	Ready for Certification	
		Dec-Feb 2018	4/14/2018	Base Salary	In Progress For Certification	

Quarterly Project Certifications

Top of Page Associated Projects (View-Only)

Project Title	Project Number	Sponsor	Period	Due Date	Status	Staff
GC_2001_GC_20010_Molecular Electronics	GC_20010	GC_Massachusetts Institu...	Dec-Feb 2018	4/14/2018	Ready for Certification	
GC_2001_GC_20011_Molecular Electronic...	GC_20011	GC_Massachusetts Institu...	Dec-Feb 2018	4/14/2018	Ready for Certification	

Associated Projects (View-Only)

Top of Page Quarterly Project Certifications

Project Title	Project Number	Sponsor	Period	Due Date	Status	Staff
GC_10010_GC_1001_Studies on being a ...	GC_10010	GC_National Institutes of ...	Sep-Nov 2017	4/3/2018	Ready for Certification	
GC_10010_GC_1001_Studies on being a ...	GC_10010	GC_National Institutes of ...	Dec-Feb 2018	4/14/2018	Ready for Certification	



Certifying your Individual Effort Statement

Navigate to your **Effort Statement** by clicking the hyperlink marked **Ready for Certification**.

Statement Owner	Department	Period	Due Date	Type	Status
Borel, Calvin	1000-Vanderbilt Testing	Jun-Aug 2017	12/31/2017	Base Salary	Ready for Certification
		Sep-Nov 2017	1/31/2018	Base Salary	In Progress For Certification

The **Effort Statement** displays all accounts you were paid from for the quarter listed. If you have any questions about your **Effort Statement**, click the **Get Help** Button to send an email to your effort coordinator.

Borel, Calvin A - CalvinBorel (INDIVIDUAL EFFORT REPORT) Base Salary Effort Period: 06/01/2017 to 08/31/2017 Status: Ready for Certification

INFO - Check all certify checkboxes to show the certify button.

Project/COAs [-]	Direct	Cost Share	Total Effort	Certified Effort	Certify?
FEDERAL					
GC_1001 GC_1001_Studies on being a Scientist					
GC_10010 GC_10010_GC_1001_Studies on being a Scientist					
Award Total:	20%	0%	20%	20%	☐
GC_2001 GC_2001_Molecular Electronics					
GC_20010 GC_2001_GC_20010_Molecular Electronics	20%	0%	20%	20%	☐
GC_20011 GC_2001_GC_20011_Molecular Electronics_Cost Share	0%	20%	20%	20%	☐
Award Total:	20%	20%	40%	40%	
FEDERAL Total:	40%	20%	60%	60%	
NON-FEDERAL					
1212 Testing Department Budget	40%	0%	40%	40%	☐
NON-FEDERAL Total:	40%	0%	40%	40%	
Grand Total:	80%	20%	100%	100%	☐

Get Help

Review your statement for accuracy. When you are ready to certify, click the checkbox in the **Grant Total** row and the **Certify** button will display. Click **Certify**.

Borel, Calvin A - CalvinBorel (INDIVIDUAL EFFORT REPORT) Base Salary Effort Period: 06/01/2017 to 08/31/2017 Status: Ready for Certification

INFO - Check all certify checkboxes to show the certify button.

Project/COAs [-]	Direct	Cost Share	Total Effort	Certified Effort	Certify?
FEDERAL					
GC_1001 GC_1001_Studies on being a Scientist					
GC_10010 GC_10010_GC_1001_Studies on being a Scientist					
Award Total:	20%	0%	20%	20%	☒
GC_2001 GC_2001_Molecular Electronics					
GC_20010 GC_2001_GC_20010_Molecular Electronics	20%	0%	20%	20%	☒
GC_20011 GC_2001_GC_20011_Molecular Electronics_Cost Share	0%	20%	20%	20%	☒
Award Total:	20%	20%	40%	40%	
FEDERAL Total:	40%	20%	60%	60%	
NON-FEDERAL					
1212 Testing Department Budget	40%	0%	40%	40%	☒
NON-FEDERAL Total:	40%	0%	40%	40%	
Grand Total:	80%	20%	100%	100%	☒

Get Help

Certify



After clicking the **Certify** button, a pop up will appear letting you know your statement is processing. Click the **OK** button.

Your certification is being processed. It's imperative that you don't try to close your browser during this process. All lines are being saved and you will be soon be prompted to attest to your certification.

You must click OK to proceed to the attestation screen and complete the certification process.

OK

The **Attestation** statement appears. Review this statement and click **I Agree** to certify your **Effort Statement**.

Attestation

Certification Attestation Effort 06/01/2017 - 08/31/2017

Frequency: **INDIVIDUAL EFFORT REPORT**

Covered Individual:	Calvin A Borel - CalvinBorel	Effort Coordinator:	Tammy Smith - tammysmith
Title:	Professor	Period of Performance:	06/01/2017 to 08/31/2017
Department:	1000 - Vanderbilt Testing		
Email:	CalvinBorel @vu.test.edu		
Status:	Ready for Certification		

I certify that the salary charged and the effort being certified for this designated period is reasonable in relation to the work I performed. (If the certification is being completed by the faculty's designee, the designee is attesting to the fact that they have used suitable means of verifying the effort information for the designated period of performance and find it to be a reasonable reflection of the work performed).

I Agree **Cancel**

Your effort statement is now **Certified** and will move to the historical section. Click the **Home Page** link under the **Home** menu.

The screenshot shows the ECRT system interface. The top navigation bar includes links for Home, Certify, Reports, Administration, and Links. The Home menu is expanded, showing options like Home Page, About ecrt, and Site Map. The main content area displays a list of statements requiring certification, with a table showing the status of various statements. A green arrow points to the 'Home Page' link in the Home menu. Another green arrow points to the 'In Progress For Certification' status in the table, which is highlighted in blue. The table also shows a 'Certified' status with a green star icon.

Statement Owner	Effort Statements	Status	
Borel, Calvin A - CalvinBorel	Needing certification	In progress	
Base Salary	1/31/2018	In Progress For Certification	
Historical	Base Salary	8/31/2017	Certified



Certifying your Project Statement(s) – Principal Investigators Only

Navigate to your **Project Statement** by clicking on any of the hyperlinks on the list.

Quarterly Project Certifications

[Top of Page](#) [Associated Projects \(View-Only\)](#)

Project Title	Project Number	Sponsor	Period	Due Date	Status	Staff
GC_2001_GC_20010_Molec...	GC_20010	GC_Massachuse...	Jun-Aug 2017	12/31/2017	Ready for Certification	
GC_2001_GC_20011_Molec...	GC_20011	GC_Massachuse...	Jun-Aug 2017	12/31/2017	Ready for Certification	

The **Project Statement** displays all employees that were paid from the project for the quarter listed. If you have any questions about your **Project Statement**, click the **Get Help** Button to send an email to your effort coordinator.

Work List
▼ Borel, Calvin A - CalvinBorel
▼ Ready for Certification ★
GC_20010 GC_2001_GC_20010_Mole...Jun-Aug 2017
GC_20011 GC_2001_GC_20011_Mole...Jun-Aug 2017
► In Progress ★

GC_20010 - GC_2001_GC_20010_Molecular Electronics
Project Information
Department: 2000 - Vanderbilt Training
Project Title: GC_2001_GC_20010_Molecular Electronics
Sponsor: GC_National Institutes of Health
Award Name: GC_2001_Molecular Electronics
Project Start and End Date: 09/01/2012 to 12/31/2019

Project Statement for GC_20010: GC_2001_GC_20010_Molecular Electronics (Jun-Aug 2017); Effort from 6/1/2017 to 8/31/2017; Status: Ready for Certification
INFO - Check all certify checkboxes to show the certify button.

Employee	Department	Total Payroll \$	Total Effort %	Certify?	Action
Hurd, Babe - BabeHurd	Vanderbilt Training - 2000	\$4,000.00	50%	☐	
Walker, Billy - BillyWalker	Vanderbilt Training - 2000	\$2,460.00	10%	☐	

Get Help **Home**



Review your statement for accuracy. When you are ready to certify, click the checkboxes in the **Certify** column (or the icon under the word **Certify**) and the **Certify** button will display. Click **Certify**.

Work List
▼ Borel, Calvin A - CalvinBorel
▼ Ready for Certification ★
GC_20010 GC_2001_GC_20010_Mole...Jun-Aug 2017
GC_20011 GC_2001_GC_20011_Mole...Jun-Aug 2017
► In Progress ★

GC_20010 - GC_2001_GC_20010_Molecular Electronics
Project Information
Department: 2000 - Vanderbilt Training
Project Title: GC_2001_GC_20010_Molecular Electronics
Sponsor: GC_National Institutes of Health
Award Name: GC_2001_Molecular Electronics
Project Start and End Date: 09/01/2012 to 12/31/2019

Project Statement for GC_20010: GC_2001_GC_20010_Molecular Electronics (Jun-Aug 2017); Effort from 6/1/2017 to 8/31/2017; Status: Ready for Certification
INFO - Check all certify checkboxes to show the certify button.

Employee	Department	Total Payroll \$	Total Effort %	Certify?	Action
Hurd, Babe - BabeHurd	Vanderbilt Training - 2000	\$4,000.00	50%	☒	
Walker, Billy - BillyWalker	Vanderbilt Training - 2000	\$2,460.00	10%	☒	

[Get Help](#) [Certify](#) [Home](#)

After clicking the **Certify** button, the **Attestation** statement appears which lists the employees that are being certified. Review this statement and click **I Agree** to certify your project statement.

Attestation
Project/COA Title: GC_2001_GC_20010_Molecular Electronics
Project/COA Name: GC_20010 - GC_2001_GC_20010_Molecular Electronics
Period: Jun-Aug 2017
Certifier: Borel, Calvin A - CalvinBorel
Personnel Being Certified: Hurd, Babe - BabeHurd
Walker, Billy - BillyWalker

I certify that the salary charged and the effort being certified for this designated period is reasonable in relation to the work performed by the individuals assigned to this federal project. I have sufficient knowledge and/or am in a position that provides me with suitable means to verify the work performed. (If the certification is being completed by the Principal Investigator's designee, the designee is attesting to the fact that they have used suitable means of verifying the effort information for the individuals working on the project for the designated period of performance and find it to be a reasonable reflection of the work performed).

[I Agree](#) [Cancel](#)



Your **Project Statement** is now **Certified**. Click the **Home** button to return to the **Home Page**.

Project Statement for GC_20010: GC_2001_GC_20010_Molecular Electronics (Jun-Aug 2017); Effort from 6/1/2017 to 8/31/2017; Status: **Certified**

Employee	Department	Total Payroll \$	Total Effort %	Certify?	Action
Hurd, Babe - BabeHurd	Vanderbilt Training - 2000	\$4,000.00	50%	☒	
Walker, Billy - BillyWalker	Vanderbilt Training - 2000	\$2,460.00	10%	☒	

[Get Help](#) [Home](#)

Confirming your Certifications are Complete

If there are no statements in the **Ready for Certification** status on the **Home Page**, you have completed your effort certifications. You may Log Out of ecrt.

Statements Awaiting Certification (1)

Effort Statements

[Quarterly Project Certifications](#) [Associated Projects \(View-Only\)](#)

Statement Owner	Department	Period	Due Date	Type	Status	PI
Borel, Calvin	1000-Vanderbilt Testing	Sep-Nov 2017	1/31/2018	Base Sal...	In Progress For Certification	

Quarterly Project Certifications

[Top of Page](#) [Associated Projects \(View-Only\)](#)

Project Title	Project Number	Sponsor	Period	Due Date	Status	Staff
There are no Project statements associated with you						

Associated Projects (View-Only)

[Top of Page](#) [Quarterly Project Certifications](#)

Project Title	Project Number	Sponsor	Period	Due Date	Status	Staff
There are no Project statements associated with you						



Reviewing Statements on Hold

Your **Effort Statement** and/or **Project Statement(s)** may be placed **On Hold** because your effort coordinator is awaiting corrections. Your statement cannot be certified when it is **On Hold** as indicated by the warning message on your statement. You may certify your statement along with the next quarters statement during the next certification period.

The following screenshots of statements **On Hold** are provide for illustration purposes.

Borel, Calvin A - CalvinBorel (INDIVIDUAL EFFORT REPORT) Base Salary Effort Period: 12/01/2017 to 02/28/2018 Status: Ready for Certification

WARNING - This Effort Statement was placed on hold by Tanya J Paul - 0016598
INFO - Check all certify checkboxes to show the certify button.

On Hold \$ Value

Project/COAs [-]	Direct	Cost Share	Total Effort	Certified Effort	Certify?
FEDERAL					
GC_1001 GC_1001_Studies on being a Scientist					
GC_10010 GC_10010_GC_1001_Studies on being a Scientist					
Award Total:	20%	0%	20%	20%	☐
GC_2001 GC_2001_Molecular Electronics					
GC_20010 GC_2001_GC_20010_Molecular Electronics					
GC_20011 GC_2001_GC_20011_Molecular Electronics_Cost Share					
Award Total:	20%	20%	40%	40%	☐
FEDERAL Total:	40%	20%	60%	60%	
NON-FEDERAL					
1212 Testing Department Budget					
NON-FEDERAL Total:	40%	0%	40%	40%	☐
Grand Total:	80%	20%	100%	100%	☐

Get Help

Effort Statement On Hold

Project Statement for GC_10010: GC_10010_GC_1001_Studies on being a Scientist (Sep-Nov 2017); Effort from 9/1/2017 to 11/30/2017; Status: Ready for Certification

WARNING - This Project Statement was placed on hold by Tanya J Paul - 0016598

On Hold

Employee	Department	Total Payroll \$	Total Effort %	Certify?	Action
Donohue, Billy - BillyDonohue	Vanderbilt Training - 2000	\$8,000.00	59%	☐	
Murphy, Isaac - IsaacMurphy	Vanderbilt Training - 2000	\$6,100.00	50%	☐	
Walker, Billy - BillyWalker	Vanderbilt Training - 2000	\$10,000.00	42%	☐	

Get Help Home

Project Statement On Hold



Rounding

In some cases, the total percent displayed on an effort may not total 100%. This typically occurs because labor distributions are made to 2 decimal places while the ECRT system rounds each of these lines individually to display a whole number for certification. This is a widely accepted methodology and has been adopted broadly in the Higher Education industry without audit ramifications. Vanderbilt Audit, Risk and Advisory Services has deemed the methodology appropriate and compliant with all regulations.

Examples Below:

12%	5%	17%	17%
7%	0%	7%	7%
0%	8%	8%	8%
7%	8%	15%	15%
12%	0%	12%	12%
0%	2%	2%	2%
12%	2%	14%	14%
0%	2%	2%	2%
0%	2%	2%	2%
1%	0%	1%	1%
1%	0%	1%	1%
0%	0%	0%	0%
0%	0%	0%	0%
2%	0%	2%	2%
1%	0%	1%	1%
0%	0%	0%	0%
1%	0%	1%	1%
11%	0%	11%	11%
0%	4%	4%	4%
11%	4%	15%	15%
47%	22%	69%	69%
16%	0%	16%	16%
13%	0%	13%	13%
29%	0%	29%	29%
76%	22%	98%	98%

Direct	Cost Share	Total Effort	Certified Effort
9%	0%	9%	9%
0%	4%	4%	4%
9%	4%	13%	13%
9%	4%	13%	13%
38%	0%	38%	38%
50%	0%	50%	50%
88%	0%	88%	88%
97%	4%	101%	101%