**Logging into ecrt**

Principal Investigators will receive automated emails from the system once the Certification Period begins. The emails will provide a link to the system and may prompt the user to enter in their CSU login credentials.

![Authentication Required](image)

**eID Login**

- **eName:**
- **Password:**

![Welcome to ECRT](image)
Understanding the Certification Process

When the Certification period begins, the Principal Investigator will receive a system generated email notifying them that their project statements are **Ready for Certification**. The Primary/Secondary Effort Coordinator (Grant Manager) will be copied on each email.

```
VPR_ecrt_support@colostate.edu
Oct 10 (13 days ago) ⊱

The certification period is starting. The following project statement(s) is/are available now for certification.
2D IR Microscopy--Technology for Visualizing Chemical Dynamics in Heterogeneous environments - Quarter 2 2016

To: amber.krummel@colostate.edu
cc: karen.kahler@colostate.edu
```

The Principal Investigator will click the project name and be routed to the ecrt Home Page.

After logging in, the Work List will appear. Under the Statements Awaiting Certification tab and the My Quarterly Project Statements header, all project statements that are **Ready for Certification** will appear.
The Principal Investigator can click any hyperlink to navigate to the project statement.

The Principal Investigator can click the Select All icon located on the top left work list pane to view all project statements on one screen. Although all project statements will appear on the page, each statement will need to be certified individually.

During the Certification process, the Principal Investigator should review all project information and payroll dollars and percentages for each employee on their project statement.

The Principal Investigator has four options:

- Certify
- Partially Certify
- Certify and Revise Payroll
- Revise Payroll
Option 1: Certify all payroll is accurately reflected on the Project Statement
The Principal Investigator can certify the percentages shown on the project statement are accurate for all employees for the period by clicking the checkboxes in the Certify column.

The Confirm button will appear when one or more of the checkboxes in the Certify column is checked.

Clicking the icon under the word ‘Certify’ will select all the checkboxes in the Certify column.

The PI will click the Confirm button to certify all percentages are accurate for the employees on the project statement.

The Attestation Statement will appear, listing all employees who are being certified. The PI must agree to this statement to complete the certification process.

The statement is now in the status ‘Certified’ and will fall off the PI’s work list.
Option 2: Partially Certify the Project Statement

The Principal Investigator can certify the percentages shown on the project statement are accurate for some employees for the period by clicking the checkboxes in the Certify column for those employees.

The PI will click the Confirm button to certify the percentages for the employees with the checkboxes checked in the Certify column.
The Attestation Statement will show only those employees with the Certify checkbox selected. These employees will not have to be certified again. The PI must agree to this statement.

The statement remains in the ‘Ready for Certification’ status and will appear on their work list until all employees on the statement are certified.

Option 3: Certify and Revise Payroll

The Principal Investigator can certify the percentages shown on the project statement are accurate for some employees by clicking the checkboxes in the Certify column for those employees. They can request a payroll revision for the remaining employees by clicking the checkboxes in the Revise Payroll column.

In the example above, the PI is certifying the percentages are correct for the first and third employees while requesting a payroll revision for the second and fourth employees.

When the boxes in the Revise Payroll column are checked, the Payroll % and Cost Share % columns become editable.
The Principal Investigator should input the percentage (whole number) of effort the employee should have been paid from the project, for the period, into the Payroll % and/or Cost Share % columns.

In the example above, the second employee has the Revise Payroll checkbox checked and the PI edited the percentages in the Payroll % column. The PI updated the Payroll percentage for the employee from 100% to 50%.

The Confirm and Revise Payroll button will appear after the Principal Investigator selects the checkboxes in both the Certify and Revise Payroll columns.

Note: If the PI incorrectly clicked the Revise Payroll checkboxes, he/she can uncheck the box and the percentages will revert to the original amounts.
After clicking the Confirm and Revise Payroll button, the Attestation Statement will appear, showing only those employees with the Certify checkbox selected. These employees will not have to be certified again. The PI must agree to this statement.

The statement is now in the status, ‘Revision Requested’. The statement will no longer appear on the Principal Investigator’s Work List. No further action is required by the Principal Investigator at this time.

A Project Statement Revision Requested task is created for the PI’s Primary/Secondary Effort Coordinator (Grant Manager).

Option 4: Revise Payroll
The Principal Investigator can request a payroll revision for all employees by clicking the checkboxes in the Revise Payroll column.

Select the icon under the Revise Payroll column to auto check all checkboxes.
When the boxes in the Revise Payroll column are checked, the Payroll % and Cost Share % columns become editable.

The Principal Investigator should input the percentage (whole number) of payroll the employee should have been paid from the project, for the period, into the Payroll % and/or Cost Share % columns.

The Revise Payroll button appears if all checkboxes in the Revise Payroll column are checked. The PI should click the button if a payroll revision is needed for all employees on the project statement.

Like Option 3, a revision requested task will be routed to the Primary/Secondary Effort Coordinator (Grant Manager) for review.