Principal Investigator ecrt Quick Guide

Logging into ecrt

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

```
VPR_ecrt_support@colostate.edu

Oct 10 (13 days ago) ⬇️

To me

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
```

Authentication Required

eID Login

**eName:**

**Password:**

```
Welcome to ECRT

Welcome to ECRT (Effort Certification and Reporting Technology)
At Colorado State University, we have deployed the web-based ECRT system to serve as the new tool to facilitate the institution’s effort reporting and certification process. Our previous paper process will no longer be used. So log in, get started and you will be certified before you know it!

Continue
```
How to Certify a Project Statement

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**.
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(s) is/are now in the status ‘Certified’ and will fall off the PI’s work list.

Repeat steps as needed and ensure that all project statements are certified before logging out.