



# Colorado State University

OFFICE OF  
SPONSORED PROGRAMS

**ecrt<sup>®</sup>**

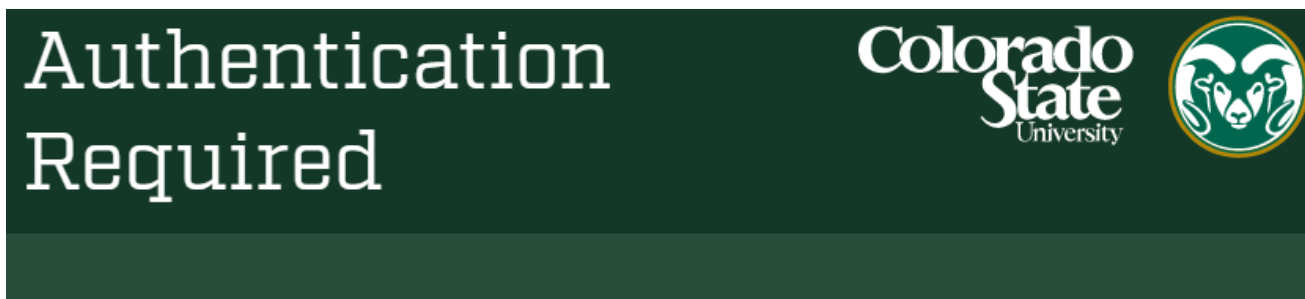
## **Principal Investigator User Guide**



## Logging into ecrt

**Please note:** Project statement information in ecrt is available to review at any time. The only time a PI can take action in a statement is during the Certification period. See [Appendix A](#) for access instructions outside of the certification period.

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.



## eID Login

eName:

Password:

After successful login, click the 'continue' button to enter the ecrt site:

### *Welcome to ECRT*

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.

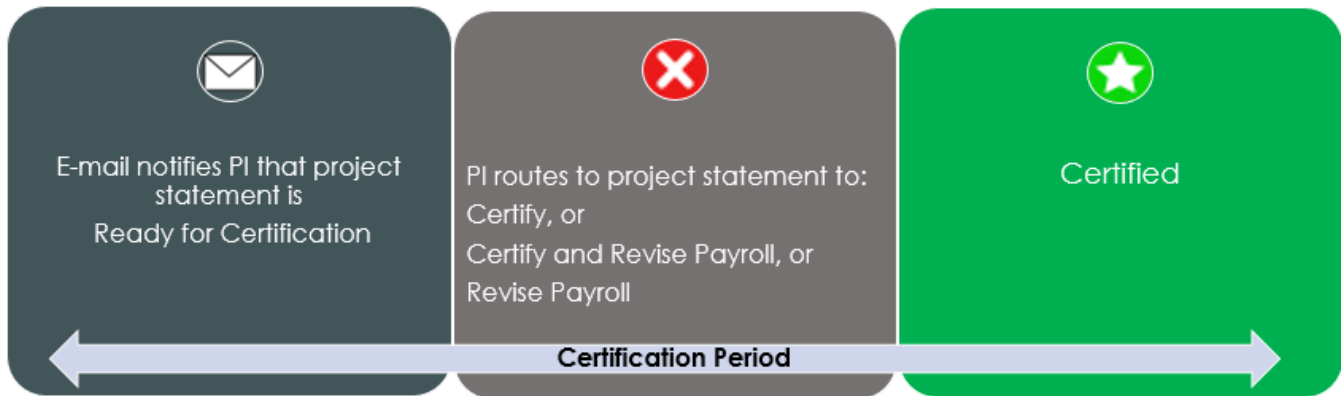
So, click the Continue button and get started. You will be certified before you know it!

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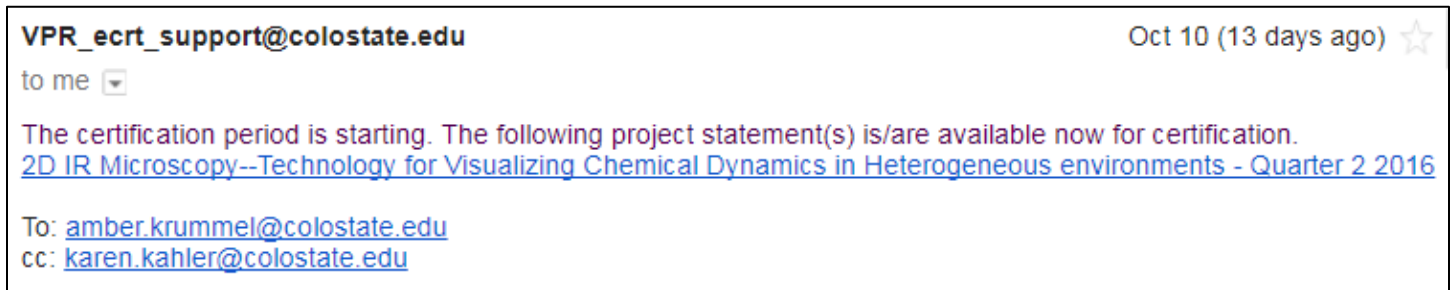
For more information about the process or to request help, use the Links menu:



## 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.



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 screenshot displays the ecrt Home Page for Kim Hoke. The navigation bar includes Home, Certify, Manage, Reports, Administration, and Links. The main content area shows the 'Work List for Kim Hoke' with a welcome message and instructions. Below this, the 'Statements Awaiting Certification (2)' tab is selected, leading to the 'My Quarterly Project Statements' section. A green arrow points to the 'Status' column in the table, which shows 'Ready for Certification' for both listed projects.

Project Title	Project Account	Sponsor	Period	Due Date	Status	Staff
CAREER: Flexibility, Constraints...	5337024	NSF-National Sci...	Q2 - FY20	3/15/2020	Ready for Certification	
PARTICIPANT SUPPORT: CAR...	5337079	NSF-National Sci...	Q2 - FY20	3/15/2020	Ready for Certification	

Below the table, the 'Associated Quarterly Project Statements (View Only)' section is shown, indicating that there are no project statements associated with the user.

The Principal Investigator can click any hyperlink to navigate to the project statement.

 If a Principal Investigator has more than one project, they 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**.

### My Quarterly Project Statements Instructions

To certify effort on this project, review the Payroll Percentage, Cost Share, and Certified Percentage fields for each employee who worked on the project during the certification period. If the information is not accurate, contact your department effort coordinator. If the information is accurate, click each line's Certify checkbox and press the Confirm button.

**Work List**  
 Hoke, Kim - 828256472  
 Ready for Certification ★  
 5337024 CAREER: Flexibility, Constrai... Q2 - FY20  
 5337079 PARTICIPANT SUPPORT: CA... Q2 - FY20  
 Pre Reviewed  
 Ready for Pre Review


**5337024 - CAREER: Flexibility, Constraints, and Selection in Repeated Ear Loss and Regain in Toads**  
 Project Information  
 Sponsor: NSF-National Science Foundation  
 Department: CO-1878 - Biology  
 Activity Type: Research  
 Field of Research: D.02 - Biological and Biomedical Sciences - Life...  
 Project Period: 07/01/2014 to 06/30/2020  
 Sponsor Award Number: 1350346

Project Statement for 5337024: CAREER: Flexibility, Constraints, and Selection in Repeated ...; Effort from 10/1/2019 to 12/31/2019, due date 3/15/2020; Status: Ready for Certification

Employee	Department	Object Code	Payroll Dollars	Payroll %	Cost Share Dollars	Cost Share %	Payroll + Cost Share Dollars	Payroll + Cost Share %	Certify	Revise Payroll	Action
Fleming, Rachel - 831992267	Biology - CO-1878	5311-...	\$6,600.00	100 %	\$0.00	0 %	\$6,600.00	100%	<input type="checkbox"/>	<input type="checkbox"/>	\$

Get Help Save Home

**Get Help** The Principal Investigator can use the **Get Help** button to send an email to the Primary/Secondary Effort Coordinator (Grant Manager). A new email window will generate, pre populated with the Primary/Secondary Effort Coordinator (Grant Manager)'s email address.

 This icon indicates a statement is Ready for Certification. 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.

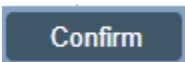
Employee	Department	Object Code	Payroll Dollars	Payroll %	Cost Share Dollars	Cost Share %	Payroll + Cost Share Dollars	Payroll + Cost Share %	Certify	Revise Payroll	Action
Boyack, Ty - 822184189	Natural Resource Ecology Laboratory - C...	5111-...	\$15.32	0 %	\$0.00	0 %	\$15.32	0%	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$
Breidenbach, Tamera - 831550028	Schl of Gbl Envrnmntal Sustainability-SA...	5611-...	\$115.80	61 %	\$0.00	0 %	\$115.80	61%	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$
Easter, Mark - 821100295	Natural Resource Ecology Laboratory - C...	5111-...	\$5,919.87	25 %	\$0.00	0 %	\$5,919.87	25%	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$
Stermer, Matthew - 821853803	Natural Resource Ecology Laboratory - C...	5111-...	\$3,754.43	36 %	\$0.00	0 %	\$3,754.43	36%	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$
Toureene, Shaley - 831868612	Natural Resource Ecology Laboratory - C...	5611-...	\$691.20	100 %	\$0.00	0 %	\$691.20	100%	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$

Get Help Confirm Save Home

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.

Attestation

Account Title: CAREER: Flexibility, Constraints, and Selection in  
 Account Name: 5337024 - CAREER: Flexibility, Constraints, and  
 Period: Q2 - FY20  
 Certifier: Hoke, Kim - 828256472  
 Personnel Being: Fleming, Rachel - 831992267

I certify that the salary charged, salary transfers (PPDAs) processed, and percentages certified this period reasonably reflect the work performed and any allowable paid absences on this sponsored project for the designated period; that I am the Principal Investigator or Delegate and have sufficient technical knowledge, and/or I am in a position that provides me with suitable means of verification that the work was performed.

Cancel I Agree



The statement is now in the status 'Certified' and will fall off the PI's work list.

Project Statement for 5337024: CAREER: Flexibility, Constraints, and Selection in Repeated Ear Loss and ... Effort from 10/1/2019 to 12/31/2019; Status: Certified

Object	Payroll	Cost Share	Payroll + Cost	Payroll + Cost	Revise
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## 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.

Project Statement for 5363722: Boulder County Carbon Sequestration Pilot Program (Q1 - FY20) ; Effort from 7/1/2019 to 9/30/2019, due date 12/15/2019; Status: Ready for Certification

Employee	Department	Object Code	Payroll Dollars	Payroll %	Cost Share Dollars	Cost Share %	Payroll + Cost Share Dollars	Payroll + Cost Share %	Certify	Revise Payroll	Action
Boyack, Ty -	Natural Resource Ecology Laboratory - C...	5111-...	\$15.32	0 %	\$0.00	0 %	\$15.32	0%	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$
Breidenbach, Tamera -	Schl of Gbl Envrnmntal Sustainability-SA...	5611-...	\$115.80	61 %	\$0.00	0 %	\$115.80	61%	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$
Easter, Mark -	Natural Resource Ecology Laboratory - C...	5111-...	\$5,919.87	25 %	\$0.00	0 %	\$5,919.87	25%	<input type="checkbox"/>	<input type="checkbox"/>	\$
Stermer, Matth	Natural Resource Ecology Laboratory - C...	5111-...	\$3,754.43	36 %	\$0.00	0 %	\$3,754.43	36%	<input type="checkbox"/>	<input type="checkbox"/>	\$
Tourene, Shaley	Natural Resource Ecology Laboratory - C...	5611-...	\$691.20	100 %	\$0.00	0 %	\$691.20	100%	<input type="checkbox"/>	<input type="checkbox"/>	\$

Get Help Confirm Save Home

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.

Attestation

Account Title: Boulder County Carbon Sequestration Pilot Program  
 Account Name: 5363722 - Boulder County Carbon Sequestration Pilot  
 Period: Q1 - FY20  
 Certifier: Paustian, Keith H -  
 Personnel Being: Boyack, Ty -  
 Breidenbach, Tamera -

I certify that the salary charged, salary transfers (PPDAs) processed, and percentages certified this period reasonably reflect the work performed and any allowable paid absences on this sponsored project for the designated period; that I am the Principal Investigator or Delegate and have sufficient technical knowledge, and/or I am in a position that provides me with suitable means of verification that the work was performed.

Cancel I Agree

## 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.

Project Statement for 5363722: Boulder County Carbon Sequestration Pilot Program (Q1 - FY20) ; Effort from 7/1/2019 to 9/30/2019, due date 12/15/2019; Status: Ready for Certification

Employee	Department	Object Code	Payroll Dollars	Payroll %	Cost Share Dollars	Cost Share %	Payroll + Cost Share Dollars	Payroll + Cost Share %	Certify	Revise Payroll	Action
Boyack, Ty -	Natural Resource Ecology Laborator...	5111-...	\$15.32	0 %	\$0.00	0 %	\$15.32	0%	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$
Breidenbach, Tame	Schl of Gbl Envrnmntal Sustainability...	5611-...	\$115.80	61 %	\$0.00	0 %	\$115.80	61%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$
Easter, Mark -	Natural Resource Ecology Laborator...	5111-...	\$5,919.87	25 %	\$0.00	0 %	\$5,919.87	25%	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$
Stermer, Matthew -	Natural Resource Ecology Laborator...	5111-...	\$3,754.43	36 %	\$0.00	0 %	\$3,754.43	36%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$
Tourene, Shaley -	Natural Resource Ecology Laborator...	5611-...	\$691.20	100 %	\$0.00	0 %	\$691.20	100%	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$

Get Help Confirm & Revise Payroll Save Home

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

When the boxes in the Revise Payroll column are checked, the Payroll % and Cost Share % columns become editable.

**NOTE:** The PI does not have to edit any fields when choosing Revise Payroll, but does need to provide additional information to the department effort coordinator about why the information is incorrect, and how it needs to be changed. Editing these fields does not initiate the payroll correction process. Any changes to salary amounts or account allocations are made in the HR system and in KFS. Changed/corrected information is then fed to ecrt/ECC to update the project statement.

Project Statement for 5363722: Boulder County Carbon Sequestration Pilot Program (Q1 - FY20) ; Effort from 7/1/2019 to 9/30/2019, due date 12/15/2019, Status: Ready for Certification											
Employee	Department	Object Code	Payroll Dollars	Payroll %	Cost Share Dollars	Cost Share %	Payroll + Cost Share Dollars	Payroll + Cost Share %	Certify	Revise Payroll	Action
Boyack, Ty	Natural Resource Ecology Laborator...	5111-...	\$15.32	0 %	\$0.00	0 %	\$15.32	0%	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$
Breidenbach, Tame	Schl of Gbl Envrnmntal Sustainability...	5611-...	\$115.80	61 %	\$0.00	0 %	\$115.80	61%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$
Easter, Mark	Natural Resource Ecology Laborator...	5111-...	\$5,919.87	25 %	\$0.00	0 %	\$5,919.87	25%	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$
Stermer, Matthew	Natural Resource Ecology Laborator...	5111-...	\$3,754.43	36 %	\$0.00	0 %	\$3,754.43	36%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$
Tourene, Shaley	Natural Resource Ecology Laborator...	5611-...	\$691.20	100 %	\$0.00	0 %	\$691.20	100%	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$
<a href="#">Get Help</a> <a href="#">Confirm &amp; Revise Payroll</a> <a href="#">Save</a> <a href="#">Home</a>											

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.

Payroll %	Cost Share Dollars	Cost Share %	Payroll + Cost Share Dollars	Payroll + Cost Share %	Certify	Revise Payroll	Action
0 %	\$0.00	0 %	\$15.32	0%	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$
61 %	\$0.00	0 %	\$115.80	61%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$
25 %	\$0.00	0 %	\$5,919.87	25%	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$
36 %	\$0.00	0 %	\$3,754.43	36%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$
100 %	\$0.00	0 %	\$691.20	100%	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$
<a href="#">Confirm &amp; Revise Payroll</a> <a href="#">Save</a> <a href="#">Home</a>							

Payroll %	Cost Share Dollars	Cost Share %	Payroll + Cost Share Dollars	Payroll + Cost Share %	Certify	Revise Payroll	Action
0 %	\$0.00	0 %	\$15.32	0%	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$
50 %	\$0.00	0 %	\$115.80	61%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$
25 %	\$0.00	0 %	\$5,919.87	25%	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$
50 %	\$0.00	0 %	\$3,754.43	36%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$
100 %	\$0.00	0 %	\$691.20	100%	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$
<a href="#">Confirm &amp; Revise Payroll</a> <a href="#">Save</a> <a href="#">Home</a>							


In the example above, two employees are being revised: the Revise Payroll checkbox is checked and the PI edited the percentages in the Payroll % column. The PI updated the Payroll percentage for the employees 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.

Project Statement for 5363722: Boulder County Carbon Sequestration Pilot Program (Q1 - FY20) ; Effort from 7/1/2019 to 9/30/2019, due date 12/15/2019; Status: Ready for Certification

Employee	Department	Object Code	Payroll Dollars	Payroll %	Cost Share Dollars	Cost Share %	Payroll + Cost Share Dollars	Payroll + Cost Share %	Certify	Revise Payroll	Action
Boyack, Ty	Natural Resource Ecology Laborator...	5111-...	\$15.32	0 %	\$0.00	0 %	\$15.32	0%	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$
Breidenbach, Tame	Schl of Gbl Envrnmntal Sustainability...	5611-...	\$115.80	61 %	\$0.00	0 %	\$115.80	61%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$
Easter, Mark	Natural Resource Ecology Laborator...	5111-...	\$5,919.87	25 %	\$0.00	0 %	\$5,919.87	25%	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$
Stermer, Matthew	Natural Resource Ecology Laborator...	5111-...	\$3,754.43	36 %	\$0.00	0 %	\$3,754.43	36%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$
Tourene, Shaley	Natural Resource Ecology Laborator...	5611-...	\$691.20	100 %	\$0.00	0 %	\$691.20	100%	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$

Get Help  Confirm & Revise Payroll Save Home

**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.

Attestation

Account Title: Integrating an Industrial Source and Commercial  
 Account Name: 5302386 - Integrating an Industrial Source and  
 Period: Q2 - FY20  
 Certifier: Reardon, Kenneth F - 822555812  
 Personnel Being: Adkins, Jaclyn - 829058154  
 Menard, Zach - 827747628  
 Shen, Chen - 830410071

only 'certified' personnel are displayed

I certify that the salary charged, salary transfers (PPDAs, this period reasonably reflect the work performed on designated period; that I am the Principal Investigator of technical knowledge, and/or I am in a position that provides verification that the work was performed.

Employee	Certify	Revise Payroll
Adkins, Jaclyn	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Green, Ethan	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Menard, Zach	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Meyer, Peter	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Peterson, Kennalyn	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Shen, Chen	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Cancel I Agree



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.

Project Statement for 5392752: Sustained Permanency Planning Project Evaluation (Q2 - FY20) ; Effort from 10/1/2019 to 12/31/2019; Status: Revision Requested

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

#### WORK LIST FOR Karmen Kelly

Welcome to the **ecrt** effort reporting system. The tabs below list all of the effort certification tasks that require your attention - whether it is certifying 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		Pending Payroll Tasks (2)		Assigned Accounts	
Type	Identifier	Name	Date		
Project Statement Revision Requested	5392752	Sustained Permanency Planning Proj...	02/06/2020 3:20 PM		
Project Statement Revision Requested	5392820	Homeward 2020 FUSE Evaluation	02/06/2020 3:18 PM		



## 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.

Project Statement for 5363722: Boulder County Carbon Sequestration Pilot Program (Q1 - FY20) ; Effort from 7/1/2019 to 9/30/2019, due date 12/15/2019; Status: Ready for Certification

Employee	Department	Object Code	Payroll Dollars	Payroll %	Cost Share Dollars	Cost Share %	Payroll + Cost Share Dollars	Payroll + Cost Share %	Certify	Revise Payroll	Action
Boyack, Ty	Natural Resource Ecology Laborator...	5111-...	\$15.32	0 %	\$0.00	0 %	\$15.32	0%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$
Breident	Schl of Gbl Envrnmntal Sustainabilty...	5611-...	\$115.80	61 %	\$0.00	0 %	\$115.80	61%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$
Easter, Mai	Natural Resource Ecology Laborator...	5111-...	\$5,919.87	25 %	\$0.00	0 %	\$5,919.87	25%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$
Stermer, M	Natural Resource Ecology Laborator...	5111-...	\$3,754.43	36 %	\$0.00	0 %	\$3,754.43	36%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$
Tourene, S	Natural Resource Ecology Laborator...	5611-...	\$691.20	100 %	\$0.00	0 %	\$691.20	100%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$

Get Help Revise Payroll Save Home

When the boxes in the Revise Payroll column are checked, the Payroll % and Cost Share % columns become editable.

**NOTE:** The PI does not have to edit any fields when choosing Revise Payroll, but does need to provide additional information to the department effort coordinator about why the information is incorrect, and how it needs to be changed. Editing these fields does not initiate the payroll correction process. Any changes to salary amounts or account allocations are made in the HR system and in KFS. Changed/corrected information is then fed to ecrt/ECC to update the project statement.

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.

Project Statement for 5363722: Boulder County Carbon Sequestration Pilot Program (Q1 - FY20) ; Effort from 7/1/2019 to 9/30/2019, due date 12/15/2019; Status: Ready for Certification

Employee	Department	Object Code	Payroll Dollars	Payroll %	Cost Share Dollars	Cost Share %	Payroll + Cost Share Dollars	Payroll + Cost Share %	Certify	Revise Payroll	Action
Boyack, T	Natural Resource Ecology Laborator...	5111-...	\$15.32	5 %	\$0.00	0 %	\$15.32	0%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$
Breidenbach, Tan	Schl of Gbl Envrnmntal Sustainabilty...	5611-...	\$115.80	50 %	\$0.00	0 %	\$115.80	61%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$
Easter, Ma	Natural Resource Ecology Laborator...	5111-...	\$5,919.87	30 %	\$0.00	0 %	\$5,919.87	25%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$
Stermer, Matt	Natural Resource Ecology Laborator...	5111-...	\$3,754.43	30 %	\$0.00	0 %	\$3,754.43	36%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$
Tourene, Sha	Natural Resource Ecology Laborator...	5611-...	\$691.20	100 %	\$0.00	0 %	\$691.20	100%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$

Get Help Revise Payroll Save Home

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.

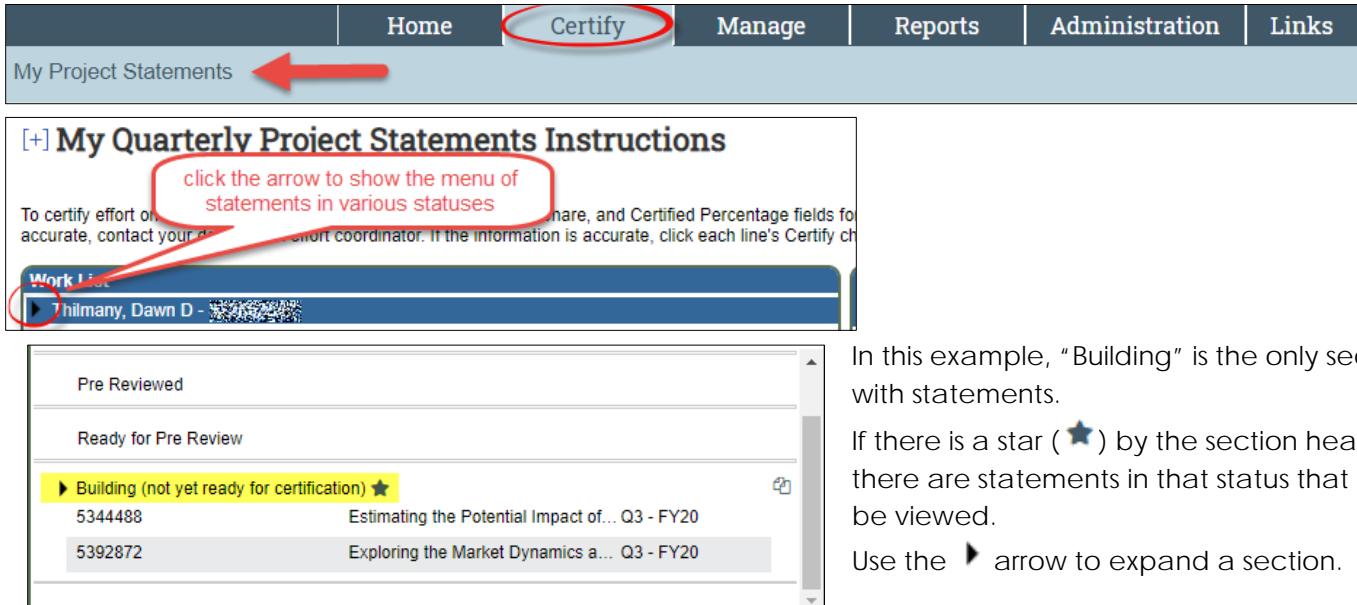
A project statement cannot be completely certified until all revise payroll actions are reviewed and completed outside of ecrt and the information has been loaded to ecrt to update the statement.

## Appendix A:

Statements for a current period and previously certified statements for an account are always available in ecrt.

### Option 1: Certify tab > My Project Statements

- This will display a Work List box. Use to see statements for the current period in 'Building', 'Ready for Pre Review', or 'Pre Reviewed' status.



**My Project Statements**

**My Quarterly Project Statements Instructions**

To certify effort on your statements, you must enter the Effort Period, Effort Coordinator, and Certified Percentage fields for each line. If the information is accurate, contact your effort coordinator. If the information is accurate, click each line's Certify checkbox.

**Work List**

Thilmany, Dawn D - [Certify]

Status	Statement
Pre Reviewed	
Ready for Pre Review	
<b>Building (not yet ready for certification) ★</b>	
5344488	Estimating the Potential Impact of... Q3 - FY20
5392872	Exploring the Market Dynamics a... Q3 - FY20

In this example, "Building" is the only section with statements.

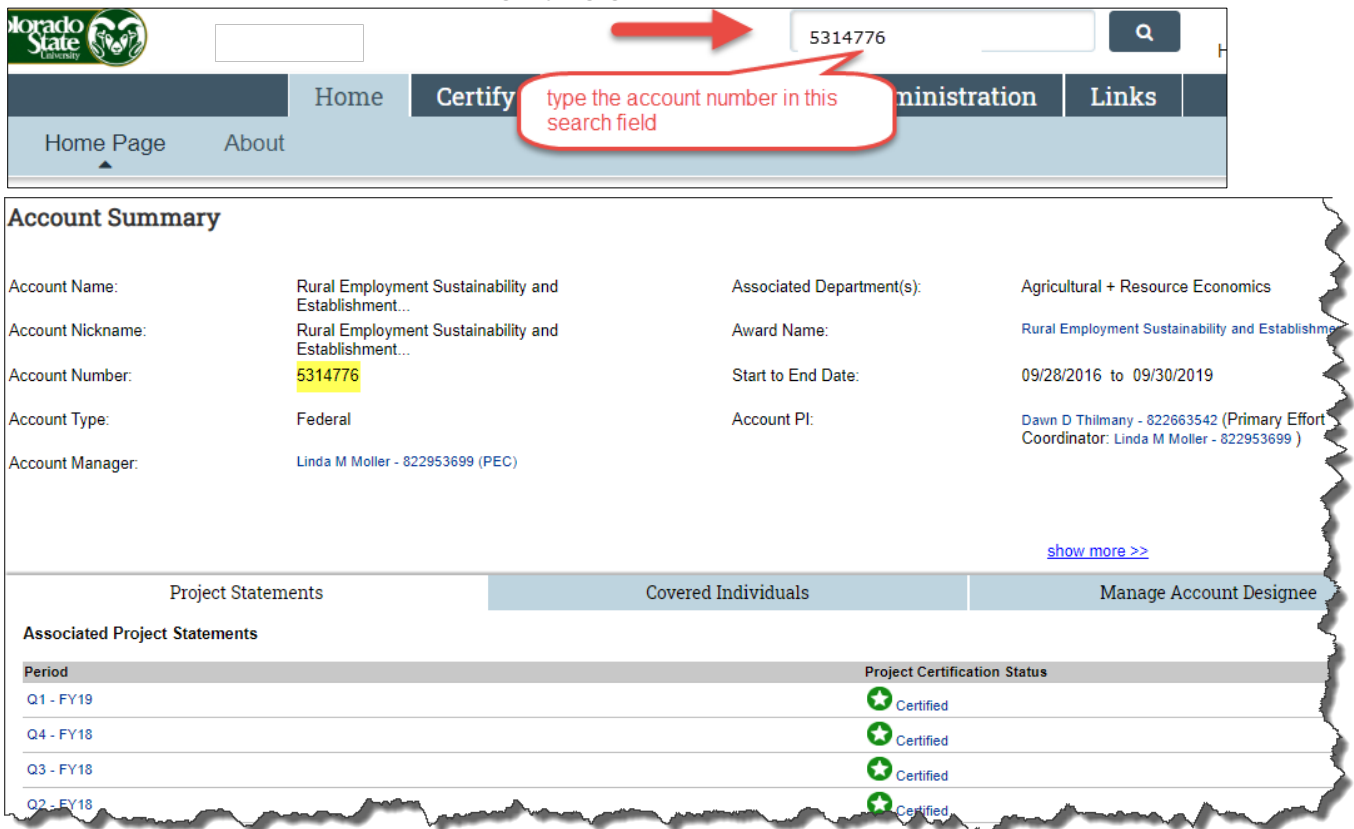
If there is a star (★) by the section header, there are statements in that status that can be viewed.

Use the ▶ arrow to expand a section.

### Option 2: Enter account number in "Enter Search Criteria" box

- This will return a page listing all the statements for the selected account.

Type the account number and click the magnifying glass icon.



**Enter Search Criteria**

5314776

**Account Summary**

Account Name:	Rural Employment Sustainability and Establishment...	Associated Department(s):	Agricultural + Resource Economics
Account Nickname:	Rural Employment Sustainability and Establishment...	Award Name:	Rural Employment Sustainability and Establishment...
Account Number:	5314776	Start to End Date:	09/28/2016 to 09/30/2019
Account Type:	Federal	Account PI:	Dawn D Thilmany - 822663542 (Primary Effort Coordinator: Linda M Moller - 822953699)
Account Manager:	Linda M Moller - 822953699 (PEC)		

[show more >>](#)

Project Statements	Covered Individuals	Manage Account Designee
<b>Associated Project Statements</b>		
Period	Project Certification Status	
Q1 - FY19	★ Certified	
Q4 - FY18	★ Certified	
Q3 - FY18	★ Certified	
Q2 - FY18	★ Certified	

### Option 3: Manage tab > Look-up

- This option is used to find an account and its related project statements.

Enter the account number in the search criteria field, then look for the results in Active or Inactive Award/Account boxes:

**Look-up Page**

The Look-Up page allows you to search for **Employee**, Award(s), Account(s), or **Department**(s). After at least three (3) characters of the name or number are entered the system displays the possible matches in three separate lists - one for Employee, one for Department, and one for Award and Account. You then can continue to enter data or select a match from the list and be taken to the appropriate page - the Effort statement page, the Department Dashboard, or the Award/Account Summary page. The Award/Account Summary page opens in new browser page. If you enter enough data to return only one result, you will be directed to the appropriate page automatically.

The Enter and Tab keys **do not** allow selection of data. If your institution is only utilizing Project Statement functionality, the 'Employee' column will not populate with any results.

Enter Search Criteria: 531

Employee: [Red X]

Department: [Red X]

Active Award / Account: results for 'active' award

Inactive Award / Account: results for 'inactive' awards

5313527 - Rural Community Impacts of Farm to Sc

5314006 - Evaluating the Rural Economic Impacts

5315712 - Outreach, Training and Proof of Concep

5314776 - Rural Employment Sustainability and Es

5315719 - Toolkit 2.0 (Year 2): Integrating Commu

**NOTE:** The search will return results for the specified criteria even if the logged in user cannot open/view the related project statements.