

## Principal Investigator ecrt Quick 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 [Quick Guide Appendix A](#) for access instructions outside of the certification period.

This quick guide covers only the full certification of all employee line items for a project statement. Revise payroll and partial certification options are covered in the full PI guide.

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.

<b>VPR_ecrt_support@colostate.edu</b>	Oct 10 (13 days ago) ☆
to me ▾	
The certification period is starting. The following project statement(s) is/are available now for certification. <a href="#">2D IR Microscopy--Technology for Visualizing Chemical Dynamics in Heterogeneous environments - Quarter 2 2016</a>	
To: <a href="mailto:amber.krummel@colostate.edu">amber.krummel@colostate.edu</a>	
cc: <a href="mailto:karen.kahler@colostate.edu">karen.kahler@colostate.edu</a>	

# Authentication Required




### eID Login

eName:

Password:

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

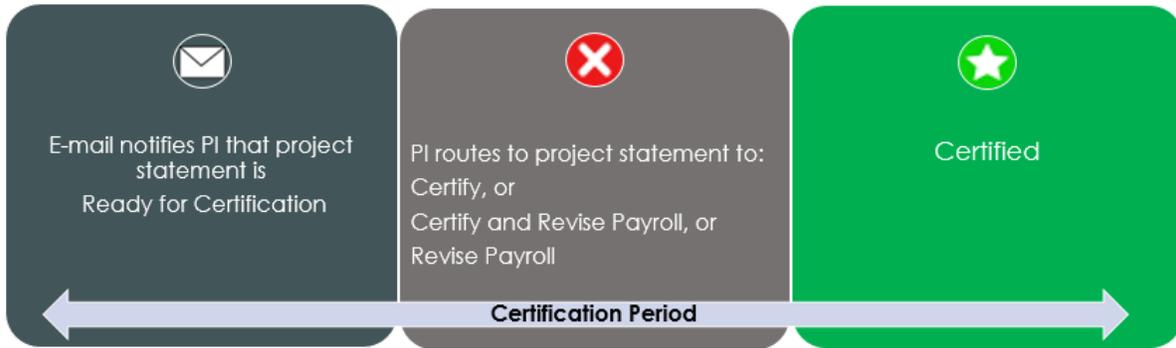
## *Welcome to ECRT*

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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## Understanding the Certification Process



## 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.

Project Title	Project Account	Sponsor	Period	Due Date	Status	Staff
CAREER: Flexibility, Constrains...	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	

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**.

**My Quarterly Project Statements Instructions**

To certify effort on this project, review the Payroll Percentage, Cost Share, and Certified Percentage for this project. If the information is not accurate, contact your department effort coordinator. If the information is accurate, click 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

**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

### Certify all payroll is accurately reflected on the Project Statement

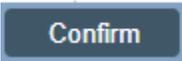
The Principal Investigator can certify the percentages shown on the project statement are accurate for all employees for the period by clicking the checkboxes in the Certify column.

Employee	Department	Object Code	Payroll Dollars	Payroll %	Cost Share Dollars	Cost Share %	Payroll + Cost Share Dollars	Payroll + Cost Share %	Certify	Revise Payroll	Action
Bojack, 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"/>	\$

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.*



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.

\*\* For any statements that can't be completely certified, see the full PI guide for revise payroll and partial certification steps. \*\*

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

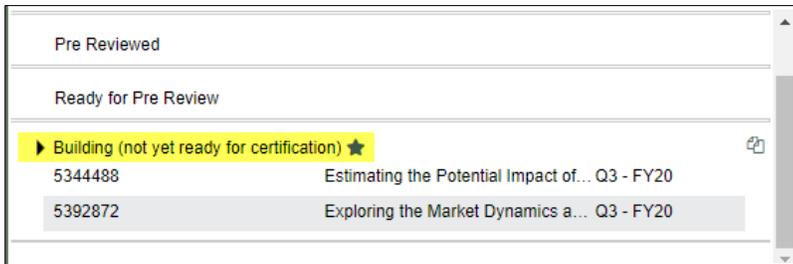
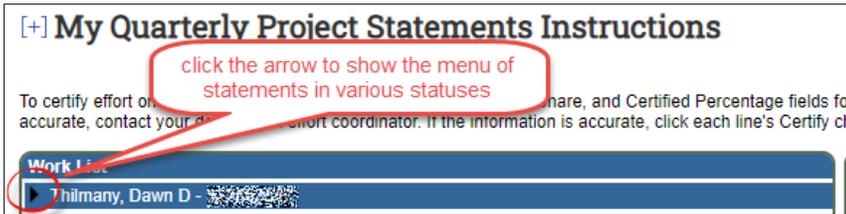


# Quick Guide Appendix A:

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.



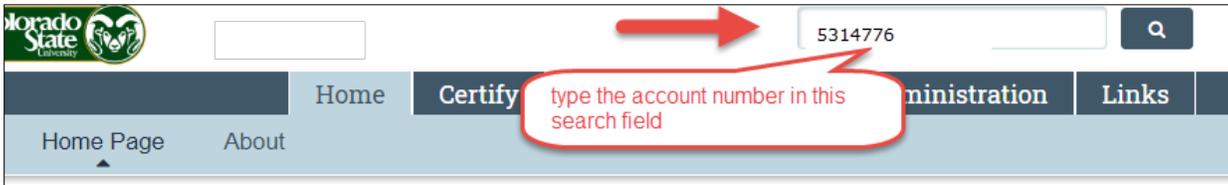
In this example, "Building" is the only section with statements.

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.



### 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:

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