

I'm a Certifier with only One Effort Statement (Base or Supplemental)...

Certifiers with Base Effort

Most often Certifiers will access Effort Statements from an email link opening the effort statement directly.

The screenshot displays the ECRT web application interface. At the top, there is a navigation bar with 'Duke' and 'ECRT Effort Certification and Reporting Technology' on the left, and 'Welcome, CERTIFIER STEVENSON | Sign Out |' on the right. Below the navigation bar, there are tabs for 'Home', 'Certify', 'Administration', and 'Links'. The main content area is titled 'Effort Statement Instructions' and shows a 'Work List' on the left with 'Statements Requiring Certification' and 'In Progress' sections. The main area displays the effort statement for 'STEVENSON, CERTIFIER W - 820004'. A callout box points to the 'Certify' button at the bottom right of the table, stating: 'After reviewing effort, select the check box associated with the "Grand Total" to confirm review.' Another callout box points to the 'Certify' button, stating: 'Select "Certify" once all effort is reviewed and confirmed.'

GL Accounts [-]	Payroll Dollars	Cost Share Dollars	Weighted Payroll Avg	Weighted Cost Share Avg	Computed Effort	Certified Effort	Certify?
Sponsored							
2031234 ECRT TRAINING GRANT							
2031234-603600 SPONSORED RESEARCH-T	\$60,000.00	\$0.00	87.0%	0.0%	87.0%	87.0%	<input checked="" type="checkbox"/>
<i>Award Total:</i>	\$60,000.00	\$0.00	87.0%	0.0%	87.0%	87.0%	
Sponsored Total:							
Non Sponsored							
1576543 ECRT ADMINISTRATIVE UNIV							
1576543-600000 ADMINISTRATIVE EFFOR	\$9,000.00	\$0.00	13.0%	0.0%	13.0%	13.0%	<input checked="" type="checkbox"/>
<i>Award Total:</i>	\$9,000.00	\$0.00	13.0%	0.0%	13.0%	13.0%	
Non Sponsored Total:							
Grand Total:	\$69,000.00	\$0.00	100.0%	0.0%	100.0%	100.0%	<input checked="" type="checkbox"/>

Note: If you believe effort is incorrect, contact your Effort Coordinator.

Certifiers with Base Effort (cont.)

The screenshot displays the 'Attestation' section of the ECRT system. The main heading is 'Certification Attestation Effort 07/01/2015 - 06/30/2016' with a 'Due Date: 3/31/2017'. The user information includes: Covered Individual: CERTIFIER WADE - 820005, Title: ASSISTANT PROFESSOR - TRACK 4, Org Code: 50000103 - 9870000003 - DUKE UNIVERSITY ECRT, Email: CERTIFIER.WADE@DUKE.EDU, Status: Not Certified. The Effort Coordinator is GWENDOLYN K HALL-DIFABIO and the Period of Performance is 07/01/2015 to 06/30/2016. A text box contains the statement: 'I certify that this effort statement represents a reasonable estimate of my actual effort expended during the period reported.' Below this are 'I Agree' and 'Cancel' buttons. A callout box points to the 'I Agree' button with the text: 'Complete the attestation by selecting "I Agree".'

The bottom portion of the screenshot shows the 'Work List' section. It contains two panels. The left panel, 'Statements Requiring Certification', lists 'STEVENSON, CERTIFIER W' and 'FOLLEY, CERTIFIER L'. The right panel, 'STEVENSON, CERTIFIER W - 820004', shows a tree view with 'Effort Statements' expanded to 'Base' (3/31/2017), which is marked as 'Certified, Not Reviewed/Processed'. A callout box points to this status with the text: 'Confirm statement has moved to the next step of the process.'

Note: If you only have Supplemental Effort, follow the same process. Your statement will just be for your Supplemental Effort.

I'm a Certifier with both Base and Supplemental Effort Statements...

Certifiers with Base and Supplemental Effort

Most often Certifiers will access Effort Statements from an email link opening the effort statement directly.

Base

GL Accounts [-]	Payroll Dollars	Cost Share Dollars	Weighted Payroll Avg	Weighted Cost Share Avg	Computed Effort	Certified Effort	Certify?
Sponsored							
3021234 ECRT MEDICAL TRAINING GRANT							
3021234-001300 INSTRUCTION - TENURE	\$18,000.00	\$0.00	100.0%	0.0%	100.0%	<input type="checkbox"/> 100.0%	<input checked="" type="checkbox"/>
Sponsored Total:	\$18,000.00	\$0.00	100.0%	0.0%	100.0%	100.0%	<input checked="" type="checkbox"/>
Grand Total:	\$18,000.00	\$0.00	100.0%	0.0%	100.0%	100.0%	<input checked="" type="checkbox"/>

Supplemental

GL Accounts [-]	Payroll Dollars	Cost Share Dollars	Weighted Payroll Avg	Weighted Cost Share Avg	Computed Effort	Certified Effort	Certify?
Sponsored							
3021234 ECRT MEDICAL TRAINING GRANT							
3021234-001300 INSTRUCTION - TENURE	\$3,000.00	\$0.00	100.0%	0.0%	100.0%	<input type="checkbox"/> 100.0%	<input checked="" type="checkbox"/>
Sponsored Total:	\$3,000.00	\$0.00	100.0%	0.0%	100.0%	100.0%	<input checked="" type="checkbox"/>
Grand Total:	\$3,000.00	\$0.00	100.0%	0.0%	100.0%	100.0%	<input checked="" type="checkbox"/>

Notice – two statements are available and highlighted. If only one is highlighted, you are only seeing the highlighted statement. Use the “shift key” and select the line not highlighted to highlight both.

Review and confirm by selecting the box, all effort on both statements.

Select “Certify Checked” to certify both base and supplemental effort once all effort is reviewed and confirmed.

Note: If you believe effort is incorrect, contact your Effort Coordinator.

Certifiers with Base and Supplemental Effort (cont.)

Attestation

Covered Individual	Statement Type	Period of Performance	Certified Lines
CERTIFIER S O'NEILL - 820002	Base	07/01/2015 to 08/30/2016	You have certified all lines to which you currently have access.
CERTIFIER S O'NEILL - 820002	Supplemental	07/01/2015 to 08/30/2016	You have certified all lines to which you currently have access.

I certify that this effort statement represents a reasonable estimate of my actual effort expended during the period reported.

You've confirmed both effort statements if both are listed in the attestation.

Complete the attestation by selecting "I Agree".

Duke ECRT Effort Certification and Reporting Technology

Home Certify Administration Links

Welcome, CERTIFIER O'NEILL | Sign Out

[-] Effort Statement Instructions

Work List

- Statements Requiring Certification
- ONEILL, CERTIFIER S 9870000003 - DUKE UNIVERSITY ECRT SAM...
- In Progress

O'NEILL, CERTIFIER S - 820002

- Statement Owner
- Effort Statements
- Needing certification
- In progress
- Base 3/31/2017 Certified, Not Reviewed/Processed
- Supplemental 3/31/2017 Certified, Not Reviewed/Processed
- Historical

Confirm statements have moved to the next step of the process.

I'm a Certifier with Total
Professional Effort (TPE)...

Certifiers with Total Professional Effort (TPE)

Most often Certifiers will access TPE from an email link. The TPE confirmation screen will display first and once TPE is confirmed you will move to your effort statement(s).

Duke University Total Professional Effort Fiscal Year 2016

Covered Individual: CERTIFIER WADE - 820005 Location: DDXX
 Title: ASSISTANT PROFESSOR - TRACK 4 Appointment: ACTIVE
 Department: 9870000003 - DUKE UNIVERSITY ECRT SAMPLE ORG UNIT Effort Coordinator: GWENDOLYN K HALL-DIFABIO - 24129
 Email: CERTIFIER.WADE@DUKE.EDU Period: 07/01/2015 to 06/30/2016
 Status: Planned

View Period: 07/01/2015 to 06/30/2016 ▼

Current TPE

Entity	Current Duke Annual %	Average Duke Annual %
PDC	85.0	85.0 %
University	15.0	15.0 %
VA	0.0	0.0 %
Total	100.0%	100.0

Effective Start Date: 02/10/2017 Effective End Date: [mm/dd/yyyy]

Metadata

Historical TPE for 07/01/2015 to 06/30/2016

Effective Start Date	Effective End Date	PDC	University	VA
07/01/2015	12/31/9999	85.0	15.0	0.0

During the annual effort certification period (August - September), you must confirm your Total Professional Effort before certifying your annual effort.

- Press the **Confirm and Carry Forward** button if the TPE data above is accurate for the previous fiscal year and will remain the same for the current fiscal year.
- Press the **Confirm and Change** button if the TPE data above is accurate for the previous fiscal year but has changed for the current fiscal year.

You can also create, change or update your TPE distribution any time during the year.

- Press the **Change Effective Date** button if you would like to enter TPE data for a new date range.
- Press the **Update** button if you would like to change TPE data for an existing date range. To use the update button the effective start and end dates must match an existing TPE record.
- In both scenarios, enter the effective start and end dates prior to pushing the Update/Change Effective Date button.

Press the **Home/Close/Finish** button if you would like to leave without making any changes.

Detailed instructions of required actions are listed here. If you are unsure of the date range to use, contact your Effort Coordinator.

TPE Audit

Effective Start Date	Effective End Date	PDC	University	VA
				0.0

Select appropriate action based on change that is being made.

Once TPE is confirmed, select home to return to your effort statement(s). You will need to go to the "Pending Certification" section to open statement(s).

I'm a Certifier with Effort Supporting DUHS (ES-DUHS)

Certifiers with Effort Supporting DUHS (ES-DUHS)

Most often Certifiers will access ES-DUHS from an email link. It can also be accessed from your effort statement. Note: ES-DUHS cannot be confirmed until all other effort statement(s) have been processed.

Effort Supporting DUHS

Due Date: 12/02/2016 Past Due

Covered Individual: CERTIFIER A GEER - 820001
 Title: ACTIVE
 Org Code: 9870000003 - DUKE UNIVERSITY ECRT SAMPLE ORG UNIT
 Email: CERTIFIER.GEER@DUKE.EDU
 Status: Pending Review

Effort Coordinator: GWENDOLYN K HALL-DIFABIO - 24129
 Reporting Period: 07/01/2015 to 06/30/2016

Re-send Effort Supporting DUHS Reminder

	Quarter 1 FY2016		Quarter 2 FY2016		Quarter 3 FY2016		Quarter 4 FY2016		Year End Average	
	%	hrs	%	hrs	%	hrs	%	hrs		
Average Weekly Hours for Effort Supporting DUHS		0.6		0.6		0.6		0.6		
Residency Supervision and Training										
- Duke Hospital	100.0	0.6	100.0	0.6	100.0	0.6	100.0	0.6		
- Duke Regional Hospital	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		
- Duke Raleigh Hospital	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		
- LabCo	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		
Inservice Education and Hospital Allied Health Programs										
- Duke Hospital	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		
- Duke Regional Hospital	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		
- Duke Raleigh Hospital	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		
- LabCo	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		
Committees and Administration										
- Duke Hospital	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		
- Duke Regional Hospital	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		
- Duke Raleigh Hospital	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		
- LabCo	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		
- PRMO	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		
Other										
- Duke Hospital	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
- Duke Regional Hospital	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
- Duke Health Raleigh Hospital	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
- LabCo	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
- PRMO	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Grand Total:	100.0	0.6	100.0	0.6	100.0	0.6	100.0	0.6	100.0	0.6

Review ES-DUHS to confirm accuracy. Effort Coordinators typically pre-populate data. If you feel changes are necessary, contact your Effort Coordinator before taking action.

Select "Confirm Reporting Period" when confirming quarterly period and select "Confirm" for annual certification.