

Introduction to the Effort Reporting Electronic Tool

The Research Foundation for SUNY implemented an online effort reporting tool—Effort Certification and Reporting Technology (**ecrt**)—to be used starting with spring 2013 (academic year campuses) or January 1 – June 30, 2013 (half-year campuses) effort statements.

This document includes information about navigating the tool, understanding the electronic effort statement, and tools available to comprehend the data used to create the effort statement.

Internet Explorer Compatibility

Recommended browsers are listed below in the order of best user experience:

1. The latest version of Firefox.
2. The latest version of Google Chrome.
3. The latest version of Safari for Mac computers and most mobile devices.
4. Internet Explorer 9.

If Internet Explorer is used it is best to run it in Compatibility View:

- Click the **Compatibility View** icon on the address bar located at the top of your browser window:



If this icon is not visible go to **Tools > Compatibility View** and check the box next to **Display all websites in Compatibility View**.

Background

1. You will receive an e-mail from **ecrt** indicating that you have an effort statement requiring certification.
2. Click the link at the bottom of the e-mail.
3. Once you are logged in the **ecrt** Work List page opens—this is the **ecrt** home page.

Work List: The ecrt Home Page

The **Work List** is the first page all users see when they log in to **ecrt**. The primary method of navigating within **ecrt** is to use the tabs across the top of the screen (indicated by the red box below):

a

- **Home** – Returns the user to the **Work List** from anywhere in the application.
- **Certify** – Allows the user to access the **My Statements** page, where all of the effort statements listed on the **Work List** may be certified.
- **Reports** – Takes the user to the **Reports** page, where all reports that the user has the right to view may be run.
- **Administration** – For use by effort reporting administrators *only*.
- **Links** – These links are identical to those displayed in the blue box on the left side of the page.

Work List for Kimberly Hopkins

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 (3)

Statement Owner	Department	Due Date	Type	Status	PI
Hopkins, Kimberly - 93398	7986 - 600 Computer Science and Engineering	8/31/2012	Base	Ready to be Certified	
		11/16/2012	Base	Building, Not Ready for Certification	
Akers, Brian - 85775	7986 - 600 Computer Science and Engineering	8/31/2012	Base	Ready to be Certified	

The **Work List** displays a tab named **Statements Awaiting Certification**:

b

- The **Statement Owner** column lists the names of the individuals whose effort statements are available to review and certify. This list will include the PI and any individuals whose effort the PI has to certify.
- The **Department** column lists each individual's department in the format of a four- or five-digit department code number, the three-digit campus location code, and the department name.
- The **Due Date** column lists the date each effort certification needs to be completed.
- The **Type** column displays a default effort statement type of base.
- The **Status** column displays the current status of the effort statements listed such as "Ready to be Certified" or "Building, Not Ready for Certification."
- If a PI has other individuals whose effort he or she certifies the **PI** column displays a radio button after those individuals' names. Click the button to display the awards (or accounts) that the individual performed activities for during the effort reporting period of performance.

Access an Effort Statement

From the **Work List** an effort statement may be accessed in one of three ways. To view an effort statement:

- a. Navigate to **Certify** on the menu bar and select **My Statements**.
- b. Click the **Statements Awaiting Certification** tab and click your name under the **Statement Owner** column.
- c. Click on an individual effort statement icon on the right side of the screen under the **Status** column.

The screenshot displays the SUNY RF Research Foundation for SUNY interface. At the top, the SUNY RF logo is on the left, and the text 'Research Foundation for SUNY' and 'Welcome, Kimberly Hopkins | Sign Out' is on the right. Below the logo is a navigation bar with 'Home', 'Certify' (highlighted with a red box and letter 'a'), 'Reports', 'Administration', and 'Links'. On the left side, there is a sidebar menu with sections: 'PI Training' (with sub-items like 'Introduction to the Effort Reporting Electronic Tool', 'Certify My Effort', etc.), 'PI Reference Documents' (with sub-items like 'PI Glossary of Terms', 'PI Effort Statement Statuses'), and 'Reference Material' (with sub-item 'RF Effort Reporting'). The main content area is titled 'Work List for Kimberly Hopkins'. It includes a welcome message and a circular diagram labeled 'The Effort Lifecycle'. Below this is a tab labeled 'Statements Awaiting Certification (3)'. A table follows with columns: 'Statement Owner', 'Department', 'Due Date Type', 'Status', and 'PI'. The first row is highlighted and contains: 'Hopkins, Kimberly - 93398' (with a red box and letter 'b'), '7986 - 600 Computer Science and Engineering', '8/31/2012 Base', 'Ready to be Certified' (with a red box and letter 'c'), and a red circle icon. The second row contains: 'Akers, Brian - 85775', '7986 - 600 Computer Science and Engineering', '8/31/2012 Base', 'Ready to be Certified', and a red circle icon. The third row contains: 'Building, Not Ready for Certification' and a red circle icon.

Statement Owner	Department	Due Date Type	Status	PI
Hopkins, Kimberly - 93398	7986 - 600 Computer Science and Engineering	8/31/2012 Base	Ready to be Certified	
		11/16/2012Base	Building, Not Ready for Certification	
Akers, Brian - 85775	7986 - 600 Computer Science and Engineering	8/31/2012 Base	Ready to be Certified	

The ecrt Effort Statement

The effort statement is divided into four sections:

- a. The **Statement Information** section
- b. The **Work List** section
- c. The **Detail** section
- d. The **Notes and Attachments** section

The screenshot shows two side-by-side windows. The left window, titled 'Work List', has a tab for 'Active' and lists two entries: 'Hopkins, Kimberly' and 'Akers, Brian', both associated with '600 Computer Science and Engineering'. A red circle with the letter 'b' is overlaid on this window. The right window shows the expanded view for 'Hopkins, Kimberly', with a 'Statement Owner' section and an 'Effort Statements' section containing 'Needing certification', 'Base' (with date 8/31/2012 and status 'Ready to be Certified'), 'In progress', and 'Historical'. A red circle with the letter 'a' is overlaid on this window.

a The **Statement information** section displays information about the PI and his or her effort statements. Click the right-facing arrow to expand the **Statement Owner** information:

The screenshot shows the 'Statement Owner' section for 'Hopkins, Kimberly'. It is enclosed in a red rectangular box. The information displayed is: Title: Principal Investigator, Department: 600 Computer Science and Engineering, Effort Coordinator: Charles Marks, and Email: kimberly.hopkins@rfsunytraini. Below this, the 'Effort Statements' section is visible, showing 'Needing certification' with a sub-entry 'Base' dated 8/31/2012 and status 'Ready to be Certified'.

This area displays the individual's title, department, the campus effort reporting administrator who will respond to questions and e-mail address.

The **Effort Statements** section includes three subsections:

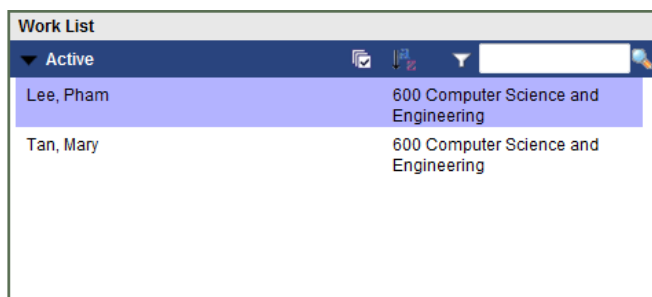
1. Statements Needing Certification
 - a. This area displays effort statements that need to be certified. Any statement that is **Ready to be Certified** will be displayed first.
 - b. Base is the default effort statement type.
 - c. The displayed date is the date by which the effort statement must be certified.
 - d. The icon followed by text indicates the status of the effort statement.
2. Statements that are In Progress
 - a. This area displays effort statements that are currently in a building status.
 - b. This is the current period of performance and an effort statement is being created based on the individual's salary expenditures (charging instructions).
3. Historical Statements
 - a. This area displays effort statements that were previously certified.
 - b. Click the line for the statement you wish to view.
 - c. Press **Ctrl** on the keyboard and click with the mouse to select multiple statements.



Click the right-facing arrow to expand these sections. You may need to use the scroll bar to scroll down and view all statements.

b

The **Work List** section is a condensed version of the Work List from the **ecrt** home page. Individuals responsible for certifying effort of their staff will see the names of that staff listed in this section under their name.



Click an individual's name to view their effort statement information. Click your name in the **Work List** section to return to your effort statement information.

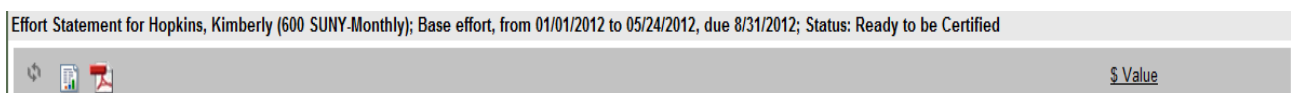
c

The third section is the effort statement **Detail**.

An effort statement includes salary expenditures charged to the following awards:

- Sponsored awards
 - Federal
 - Federal flow-through
 - Cost share awards for federal and federal flow-through awards
 - Nonfederal
- Nonsponsored awards
 - Voluntary uncommitted cost share awards
 - Other institutional activities
 - Other types of nonsponsored awards

The top portion of the effort statement detail lists the individual's name, campus name and employee type, the effort reporting period of performance, the effort certification due date and the effort statement status. The term "base" refers to the default effort statement type.



Below this information are tools that are available:

- A refresh icon
- A reports icon that allows you to run a report such as a payroll report directly from the effort statement
- A PDF icon if you want to export a PDF version of the effort statement
- A \$ Value link that converts the effort percentages to dollar amounts

Below the tools are six columns. The effort statement column names might vary based on the names selected by your campus. For Example:

- Awards
- Salary Charges, Reimbursed Effort or Direct Charged Salary RF/IFR
- Cost Share Charges or Unreimbursed (Cost Shared) Effort
- Total Charges or Total Effort
- Certified Effort
- Certify

Awards [-]	Salary Charges	Cost Share Charges	Total Charges	Certified Effort	Certify
Sponsored - Federal/Federal Flow-through					
75666 Advanced Behavior Recognition in Crowd Environment - Continuation					
75666 Advanced Behavior Recognition in Crowd Environment - Continuation	45.36%	0.00%	45.36%	\$ 45.36%	<input type="checkbox"/>
66566 Cost Share to Award 75666 Project 1081071	0.00%	36.02%	36.02%	\$ 36.02%	<input type="checkbox"/>
<i>Award Total:</i>	45.36%	36.02%	81.38%	81.38%	
Sponsored - Federal/Federal Flow-through Total:	45.36%	36.02%	81.38%	81.38%	
Sponsored - Non Federal					
97487 CAREER: G*: A Parallel System for Efficiently Processing Large Graphs					
97487 CAREER: G*: A Parallel System for Efficiently Processing Large Graphs	5.01%	0.00%	5.01%	\$ 5.01%	<input type="checkbox"/>
<i>Award Total:</i>	5.01%	0.00%	5.01%	5.01%	
Sponsored - Non Federal Total:	5.01%	0.00%	5.01%	5.01%	
Non Sponsored					
000260 600 Other Institutional Activities	13.61%	0.00%	13.61%	\$ 13.61%	<input type="checkbox"/>
Non Sponsored Total:	13.61%	0.00%	13.61%	13.61%	
Grand Total:	63.98%	36.02%	100.00%	100.00%	All None

The **Awards** column lists the sponsored and nonsponsored awards an individual had salary expenditures charged to during the effort reporting period of performance.

- The **Sponsored – Federal/Federal Flow-through** section includes the individual’s federal and federal flow-through awards. The effort statement displays a main heading that lists the award number and name. There is the potential for two indented subheadings under each award heading:
 - One with the identical award number and name for salary expenditures that are directly charged to the sponsor.
 - A second one for a cost share award if the PI committed to cost sharing effort. In the above sample effort statement the PI committed to cost sharing on one award and the cost share award is indicated by a red box.
- The **Sponsored – Non Federal** section includes the individual’s awards that are not federally sponsored, e.g., an award from a private corporation. Awards in this section will follow the main heading and indented subheading set up as described above.
- The **Non Sponsored** section includes any voluntary uncommitted cost sharing awards and an award for the PI’s other institutional activity.

To view the amount of effort that was committed to each award roll your mouse over the main award heading. A pop-up window will open with the commitment information and the PI name and e-mail address.

Click the indented subheading lines that are blue hyperlinks to view the **Award Summary** page. This page includes information about the award including the individuals with effort on the award.

The **Salary Charges** column displays the percentage of salary that was directly charged to the sponsor for the corresponding award during the period of performance.

The **Cost Share Charges** column displays the percentage of salary that was cost shared—not reimbursed by the sponsor—for the corresponding award during the period of performance.

The **Total Charges** column displays the sum of the percentage in the **Salary Charges** column plus the percentage in the **Cost Share Charges** column.

The **Certified Effort** column is automatically populated with the percentages from the **Total Charges** column.

The **Certify** column contains checkboxes that need to be checked to certify the effort statement. You have the option to click the **All** link at the bottom of the statement to check all the boxes or click each box individually.

Each column is subtotaled by award and by section—sponsored and nonsponsored. The columns are also totaled at the bottom. The figures will display as a decimal to the nearest hundredth or will be rounded to a whole number depending on your campus configuration. The total for the **Certified Effort** column should be within the tolerable range of 98.00 – 102.00 (hundredths campuses) or 98 – 102 (whole number campuses).



The **Notes and Attachments** section of the effort statement includes the following:

- **Get Help:** Click this button to send an e-mail to your effort reporting administrator if you have questions about the effort statement.
- **Close:** Click this button to close the effort statement without certifying it.
- **Certify:** Click this button to certify the effort statement.



The **Notes** and **Attachments** sections, located below the buttons, allow users to attach supporting documentation or notes to an effort statement.

Actions Available from the Effort Statement

View Summary Award Information

Click the indented subheading lines that are blue hyperlinks to view the **Award Summary** page. This page includes information about the award including the individuals with effort on the award:

Award Summary

Award Name: Advanced Behavior Recognition in Crowd Environment - Continuation
Award Number: 75666
Award Type: Federal
Award Amount: \$744,191.00
Award Sponsor Name: NIH
Award Sponsor Number: NIH1
Award Sponsor Project Number: D09HP14669
Award PI: Kimberly Hopkins - 93398 (Primary Effort Coordinator: [Charles Marks - 42494](#))
Award Owner: N/A
Start to End Date: 07/01/2009 to 06/30/2012
Exception Award:
Cost Sharing Requirement:
K-Award:

Associated Department

Department Code	Department Name
7986	600 Computer Science and Engineering

Covered Individuals associated with this Award

2 items found, displaying all items.

Certifier Name	Department
Hopkins, Kimberly - 93398	600 Computer Science and Engineering
Modlin, Tara - 86899	600 Computer Science and Engineering 600 Computer Science and Engineering

2 items found, displaying all items.

Run Reports

You may run reports directly from an effort statement to view more information about the data used to build the effort statement for the period of performance you are viewing.

1. Click the **Reports** icon (indicated by the red box below).
2. Click the name of the report you want to run.
3. The report will open in a new Web browser.

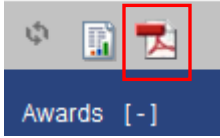
The “Payroll Report” displays detailed salary distributions by award and pay period for the effort reporting period of performance.



Export a PDF Copy of the Effort Statement

To export and save a hard copy of the effort statement:

1. Click the **PDF Reports** icon:

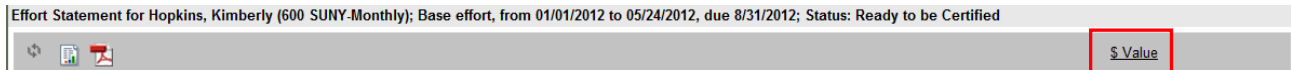


2. The **File Download** pop-up window opens.
3. Click **Open**.
4. The PDF version of the effort statement will open.

View Dollar Amounts

To view the dollar amounts instead of the percentages displayed in the effort statement columns:

1. Click the **\$ Value** link in the header above the column names:



2. The percentages will convert to dollar amounts:

				% Value	
Awards [-]	Salary Charges	Cost Share Charges	Total Charges	Certified Effort	Certify
Sponsored - Federal/Federal Flow-through					
75666 Advanced Behavior Recognition in Crowd Environment - Continuation	\$ 63190.60	\$ 0.00	\$ 63190.60	45.36%	<input type="checkbox"/>
75666 Advanced Behavior Recognition in Crowd Environment - Continuation	\$ 0.00	\$ 50188.46	\$ 50188.46	36.02%	<input type="checkbox"/>
66566 Cost Share to Award 75666 Project 1081071					
<i>Award Total:</i>	<i>\$63190.60</i>	<i>\$50188.46</i>	<i>\$113379.06</i>	<i>81.38%</i>	
Sponsored - Federal/Federal Flow-through Total:	\$63190.60	\$50188.46	\$113379.06	81.38%	
Sponsored - Non Federal					
97487 CAREER: G*: A Parallel System for Efficiently Processing Large Graphs	\$ 6978.71	\$ 0.00	\$ 6978.71	5.01%	<input type="checkbox"/>
97487 CAREER: G*: A Parallel System for Efficiently Processing Large Graphs					
<i>Award Total:</i>	<i>\$6978.71</i>	<i>\$0.00</i>	<i>\$6978.71</i>	<i>5.01%</i>	
Sponsored - Non Federal Total:	\$6978.71	\$0.00	\$6978.71	5.01%	
Non Sponsored					
000260 600 Other Institutional Activities	\$ 18960.08	\$ 0.00	\$ 18960.08	13.61%	<input type="checkbox"/>
Non Sponsored Total:	\$18960.08	\$0.00	\$18960.08	13.61%	
Grand Total:	\$89129.39	\$50188.46	\$139317.85	100.00%	All None

3. Click the **% Value** link to return to the percentage view.

Note: The effort statement must be in the percentage view before it can be certified.

Reports

The **Reports** page may be accessed in one of two ways:

- Click the **Reports** tab at the top of the screen.
- Click the **Reports** icon above the **Awards** section on an effort statement.



The **Reports** page has three boxes that you will use to select the report that you want to run:

- Category:** ecrt organizes reports into categories. Your first step in running a report is to select a category.
- Reports:** After you select a category the list of reports available in that category appears in the middle box. Select a report and the report description will appear in the right box and report parameters or the **Run Report** button appear below.
- Description:** The right box provides a description of the report selected.

