

## College of Arts & Humanities Time & Effort Reporting Procedures

The Office of Management and Budget (OMB) Circular A-21, Cost Principles for Educational Institutions, requires universities to certify employee effort expended on sponsored contracts and grants. UCF has adopted the "after-the-fact" activity reporting system to document and certify the distribution of personnel effort expended on sponsored contracts and grants as outlined in the circular. The policy is found at [http://www.research.ucf.edu/Compliance/Policies/GD\\_T07\\_Effort\\_Reporting.pdf](http://www.research.ucf.edu/Compliance/Policies/GD_T07_Effort_Reporting.pdf).

UCF employees (faculty, adjuncts, USPS, and OPS personnel) that have an active grant, perform services on, or contribute effort toward a sponsored contract or grant through ORC or the Research Foundation must certify 100% of their full-time equivalency effort. The only exception is for employees paid on a Dual Compensation Form.

- Faculty, adjuncts, A&P and USPS employees must certify their own effort.
- PIs must certify for their contracted grade students.
- Hourly OPS are certified by submitting copies of timecards. These can be faxed to the CAH Research Office at 407-823-5156.

By applying for a grant, a PI is making a commitment of effort to their research projects. This effort must be documented per Federal regulatory requirements. Time and effort must be reported even if the PI is not being paid from the grant or if the PI did not work on the grant during the certification period.

More information regarding effort certification can be found on the ORC FAQ's page at [http://www.research.ucf.edu/Compliance/faq\\_effort.html](http://www.research.ucf.edu/Compliance/faq_effort.html)

### ECRT

UCF uses an online time & effort certification process called ECRT. The login page is found at <http://ecrt.research.ucf.edu/ecrt/initLogin.do>. Login with your ARGIS password or follow the steps to have your login information emailed to you.

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**EFFORT CERTIFICATION & REPORTING TECHNOLOGY**

**Welcome to ECRT**

At University of Central Florida, we have deployed the web-based ECRT system to serve as the new tool to facilitate the institution's effort reporting and certification process. The institution's previous process - which included a variety of paper forms and cumbersome manual processing - will no longer be used. Individuals that are required to review and certify their research effort can take comfort knowing that this new technology dramatically simplifies the process.

ECRT is a web-based technology that intuitively guides certifiers and administrators through the various facets of the effort reporting and certification process on a periodic basis. The ECRT system uses a guided process to walk you through the steps that you will need to complete your effort certification. Our institution's process will be simplified and standardized as a result of this technology... keeping the process simple for you, the end user.

The ECRT system is designed to help you comply with the provisions of UCF's effort reporting policies, federal policy OMB Circular A-21 section J.10., NIH Salary Limitation on Grants, and other relevant agency policies that govern the need to provide certification of an individual's effort pursuant to his/her sponsored and non-sponsored programs. Faculty and staff are required to complete and submit an Effort Certification Statement for review and approval by a user's respective deadline.

So, log in and get started. You will be certified before you know it!

ECRT authenticates using ARGIS log-in information. To look up your ARGIS username and password, please click here: [ARGIS Authentication](#) or [email ORC Compliance](#).

Username:

Password:

Login

There is a short video tutorial available in ECRT once you log in. ORC also offers training on an individual or departmental basis. Contact [ECRT@mail.ucf.edu](mailto:ECRT@mail.ucf.edu) or the CAH Research Office for assistance.

The screenshot shows the ECRT Home Page. At the top, there is a header for the University of Central Florida Research & Commercialization Effort Certification & Reporting Technology. Below the header is a navigation bar with links for Home, Effort Administration, Effort Data & Workflow, Effort Certification, and Logout. On the left side, there is a sidebar menu with sections for Policy & Guidance, ECRT Training & Self-Help, and Contact Information. The main content area displays the 'Home Page' title and a paragraph explaining the effort lifecycle. A central diagram titled 'The Effort Lifecycle' is shown, consisting of a circular ring divided into three segments: Administration, Data & Workflow, and Certification. To the right of the diagram are links for 'Manage Effort Tasks', 'Manage Department', 'Add Commitments', and 'View Reports'. Below the diagram, there is a 'Certify My Effort' link, which is circled in red. Below the 'Certify My Effort' link are sub-links for 'View My Historical Effort', 'Effort Recertification', and 'Certify My Department'. A 'Change My Email' link is located to the left of the diagram.

Click here to view video

Click here to certify effort

1. Verify that you are in the correct certification period.

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**EFFORT CERTIFICATION & REPORTING TECHNOLOGY**

Home    Effort Administration    Effort Data & Workflow    Effort Certification    Logout

Hello Kristin Wetherbee

**Certify My Effort**

Policy & Guidance  
» UCF Effort Policy  
» OMB Circulars  
ECRT Training & Self-Help  
» Frequently Asked Questions (FAQ)  
» How to Certify Your Effort (Video)  
» How to Certify Your Researcher's Effort (Video)  
» ECRT User Manual - NEW

Contact Information  
» ORC Compliance Homepage  
» Contact ORC Compliance

Covered Individual:  
Title: [Redacted]  
Department: [Redacted]  
Email: [Redacted]

Location:  
Appointment: [Redacted]  
Effort Coordinator: [Redacted]  
Certification Period: [Redacted]

View Period: 08/11/2006 to 12/28/2006

To certify your effort, type the percent of effort that you worked on each activity during the certification period in the box provided. Then click each of the certify checkboxes and press the Certify button. Your certification statement needs to be certified and then approved for processing by your effort coordinator. Finally, all certification data must be entered as an integer value (i.e. 10)

Grant	Payroll	Cost Share	Computed Effort	Certified	Certify
<b>Sponsored</b>					
1046479 Kerouac In Florida: Where the Road Ends				0	<input type="checkbox"/>
09108001 Kerouac In Florida: Where the Road Ends	1.17	0.00	1.17	0	<input type="checkbox"/>
<b>Award Sub Totals:</b>	<b>1.17</b>	<b>0.00</b>	<b>1.17</b>	<b>0</b>	
<b>Sponsored Totals:</b>	<b>1.17</b>	<b>0.00</b>	<b>1.17</b>	<b>0</b>	
<b>Non Sponsored</b>					
23232219 PHIL-PAYROLL EAST DTNA 9	98.83	0.00	98.83	0	<input type="checkbox"/>
<b>Non Sponsored Totals:</b>	<b>98.83</b>	<b>0.00</b>	<b>98.83</b>	<b>0</b>	
<b>Grand Totals:</b>	<b>100.00</b>	<b>0.00</b>	<b>100.00</b>	<b>0</b>	<b>All None</b>

Attach file: [Browse...]  
Current file: N/A

Use the text field below to enter an Effort note. (4000 character max.)

[Save Effort Note]

Effort Note History  
 History

Save    **Certify**    Cancel

2. Enter effort worked on all projects and departments under "Certified" as a whole number (no decimals). Computed effort is calculated based on payroll data and may not reflect actual effort worked. Effort must total 100.

3. Make sure ALL boxes under "Certify" are checked. Record will only save and not certify if any boxes are left unchecked.

4. If needed, enter a note to ORC or the ECRT processor in the text field. For example, if effort worked/certified is greater than the computed effort a cost transfer box can appear. If payroll charges are correct at the computed effort you can enter a note that no cost transfer is needed.

5. Click "Certify" and proceed to step 6.

6. The screen will refresh. Scroll up to the top and click "I Agree" to save the record or changes will be lost.

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**EFFORT CERTIFICATION & REPORTING TECHNOLOGY**

Home | Effort Administration | Effort Data & Workflow | Effort Certification | Logout

Hello Kristin Wetherbee

**Certify My Effort**

Effort Card PDF Version

I certify that the information contained below is a true and accurate representation of my professional effort during the period listed. I certify that any salary direct-charged, transferred, cost-shared, or otherwise committed towards any externally funded project was for the benefit of that project, and consistent with proposal and award requirements. I further certify that I have first-hand knowledge of all effort certified herein.

Covered Individual:  
Title:  
Department:  
Email:

Location:  
Appointment:  
Effort Coordinator:  
Certification Period:

7. To verify that your record was certified go back into "Certify My Effort" (see page 2). If the record is still available proceed through the steps again.

8. Your certification will route to the CAH Research Office for review and further processing. We will contact you if we have any questions.

If you have any questions or need assistance please contact Kristin Wetherbee at [kristin@mail.ucf.edu](mailto:kristin@mail.ucf.edu) or 407-823-0908 or ORC at [ecrt@mail.ucf.edu](mailto:ecrt@mail.ucf.edu).

#### Common certification problems:

- Certifying the incorrect certification period. Verify that the dates and year are correct. You typically certify for the semester prior to the current term.
- Not checking all of the boxes under "Certify." This will cause the record to be saved but not certified.
- PIs certifying for co-PIs. Co-PIs must certify their own time.
- Forgetting to certify for contracted GRAs.
- Certifying hourly OPS. Timecards must be submitted for hourly employees. These should be copied, scanned or faxed to Kristin in the CAH Research Office at [kristin@mail.ucf.edu](mailto:kristin@mail.ucf.edu) or faxed to 407-823-5156.