Certifying your effort using **ECRT**

UCF Research & Commercialization

ECRT PROCESS

Below, please find the quick and easy steps necessary to walk you through the effort certification process:

1. Go to https://ecrt.research.ucf.edu/ecrt/initLogin.action

2. Select ECRT
You will be directed to the UCF Login Page
ECRT features the Single Sign on function.
Login with your **NID** and password
Need help logging in?

Call the CS&T Service Desk: 407.823.5117

E-mail the CS&T Service Desk: servicedesk@ucf.edu

3. CERTIFY!

- ✓ Select Your Name from the **Work List** Screen
  *REVIEW your effort card for accuracy! (Example: Are all account listed?)
- ✓ Enter **actual effort** expended on the project in the "Certified Effort" input box
  (If certified effort is greater than computer effort, leave a note for documentation.)
- ✓ Select the "Certify Checkbox" for the line on which you entered effort
- ✓ Click **"Certify"**
- ✓ **Note: If you have any researchers to certify, their name(s) will appear on your Work List Screen.**

CERTIFICATION COMPLETE!

Contact Us:

Daniel Sierra
407.822.2015
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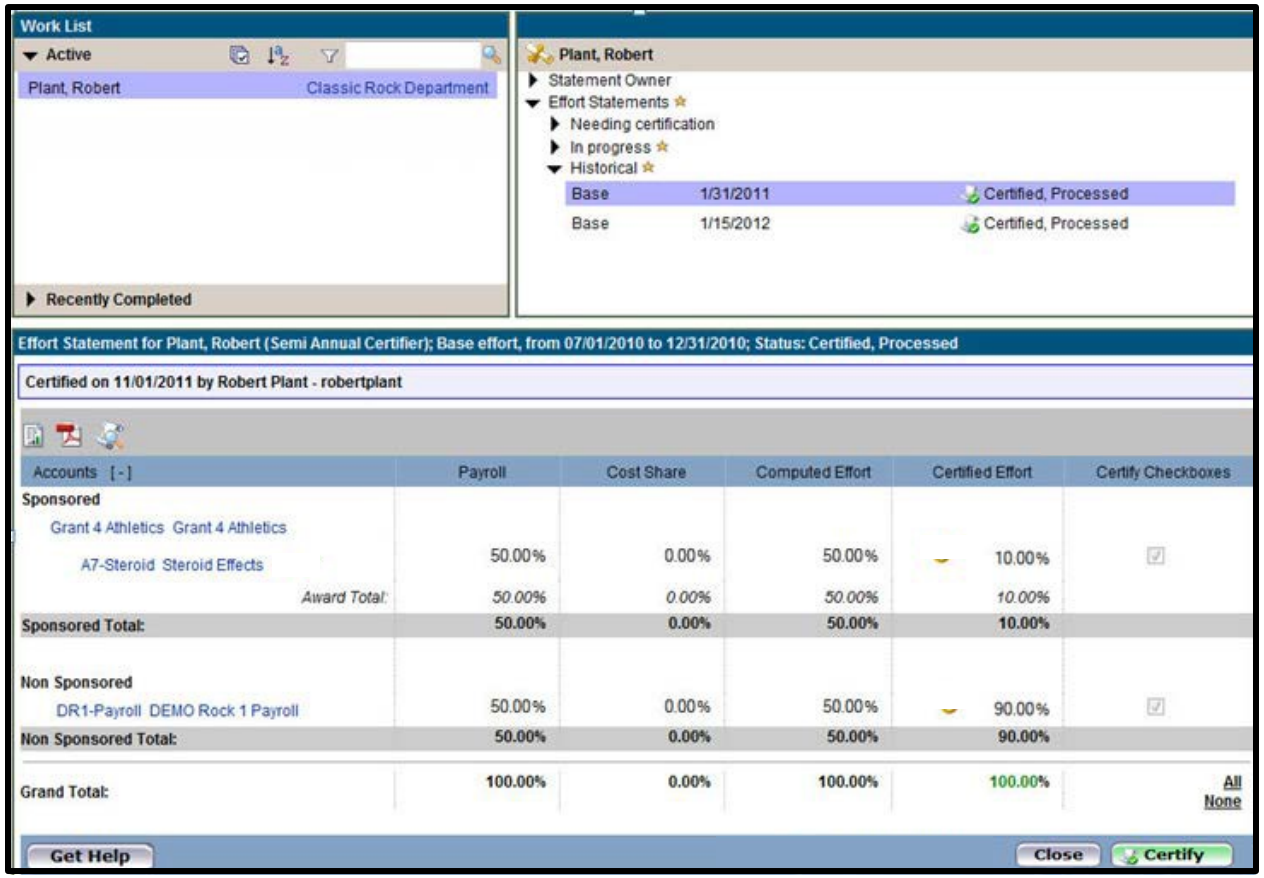
CERTIFY!

To begin the effort certification process from the Home Page, **select your name from the Work List screen.**



To certify a statement, begin by **reviewing the effort information displayed on the statement**.

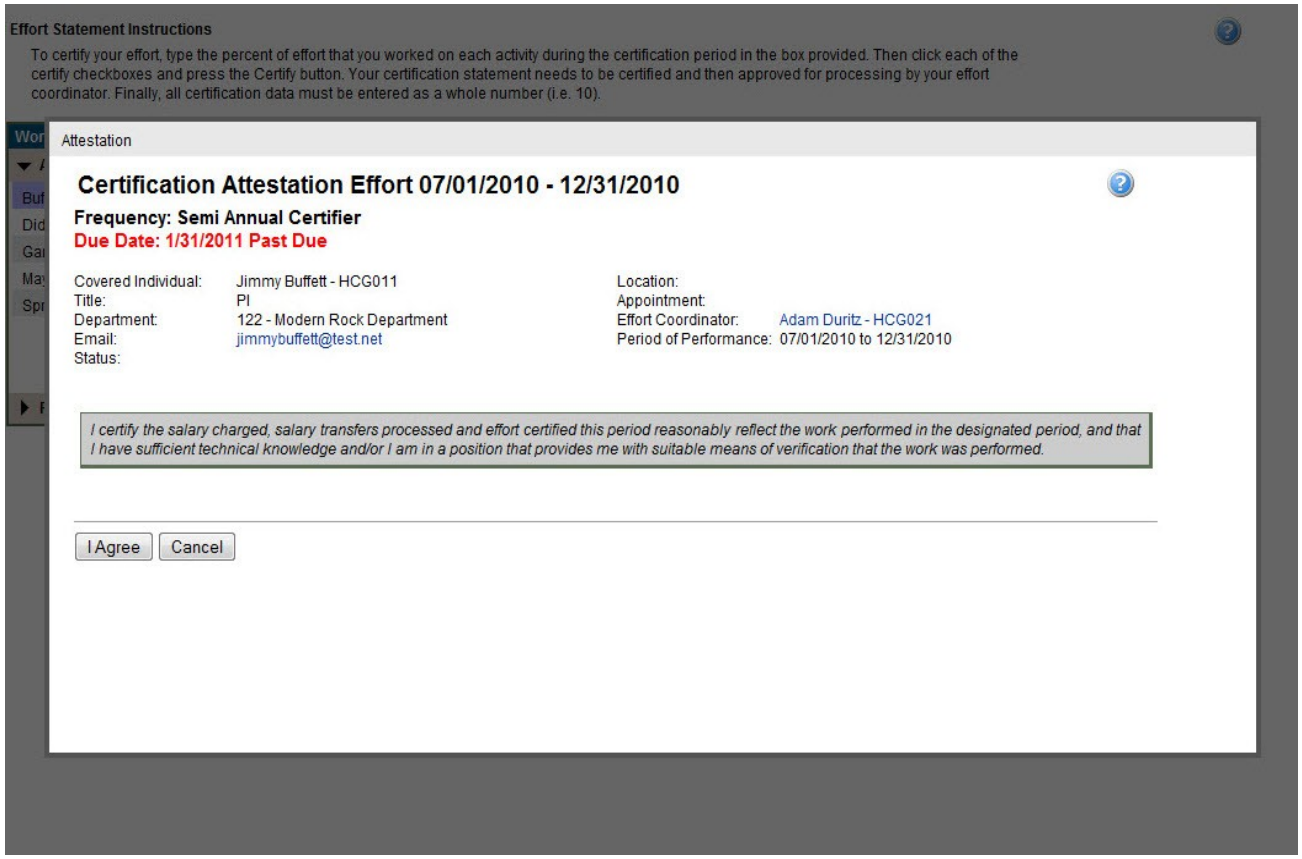
Use the Select All icon to view all statements in your Active List.

Enter the **actual effort** expended on the project in the Certified Effort input box.

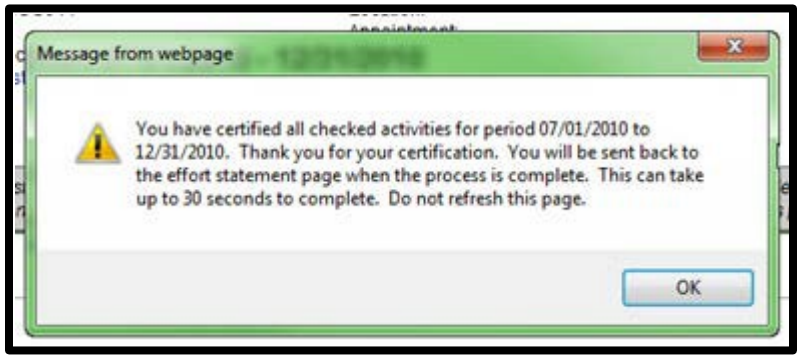
Once the effort is entered, mark the corresponding checkbox in the Certify Checkboxes column for the line on which the effort was entered.

The "Certify" icon will only appear when ALL boxes are checked.

This screen will appear…



After reviewing the attestation statement, select either the I Agree button or the Cancel button. If you select I Agree, a confirmation message appears:



After clicking "OK", your effort statement is complete and will be routed to your effort coordinator for review and processing.

Should you have any questions before, during or after the certification process, please contact us:

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407.882.2015
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Thank you!

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