Quick Steps for Certifying Effort

1. Login to ecrt at https://ecrt.unc.edu
2. Use your Onyen/password

3. Click Continue to proceed to the Home Screen
4. Effort Statements requiring attention will appear in the ‘Statements Awaiting Certification’ tab of the Home page upon logging into eCRT. The Effort Statements can be accessed by clicking on any of the blue links attributed to the Effort Statement.

5. It is possible to navigate between Effort Statements by using the work list of the Effort Statement page. If there are multiple effort statements in the work list, then more than one can be selected at a time by holding the ‘CTRL’ button while clicking or using the white, ‘Select All’ button.

6. In the box to the right, statements are organized as ‘Needing Certification’, ‘In Progress’, and ‘Historical’. A star indicates Effort Statements of the relevant status exist for the statement owner.
7. Once all applicable Effort Statements are selected, review the Effort Statement to verify that payroll and/or cost share charges are reasonable and applicable to the activities performed.

8. To view any related reports, click on the icon in the header above the ‘Project ID’ column.

9. Click the check box for each line item in the ‘Certify?’ column or click the check box next to the 100% certified effort, then click ‘Certify’.
10. Read the certification attestation statement and click ‘I Agree’ to complete the certification.