Quick Steps for Certifying a Proxy Effort Statement

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

3. Click ‘Continue’ to proceed to the Home Screen
4. When a Proxy relationship has been established, Effort Statements in need of certification will appear on the ‘Statements Awaiting Certification’ tab with a blue figure icon to the right of the statement owner’s name. Click on the statement owner’s name, the due date, or the status of the Proxy to access 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 statements in the work list, then more than one can be selected at a time by holding the ‘CTRL’ button and selecting statements of using the white ‘Select All’ icon.

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. When the correct Effort Statement is selected, review the Effort Statement to verify that payroll and/or cost share charges are reasonable and applicable to the activities performed. There will be a note that you are setup as a proxy certifier for this statement.

8. Click the ‘Select veryone in this work list’ icon to see all of the effort statements simultaneously.
9. Click ‘Check All’ at the bottom to automatically check the certify box for the lines of all the effort statements.

10. Click ‘Certify Checked’ to certify all the effort statements simultaneously.
11. Read the certification attestation statement and click ‘I Agree’ to complete the certification. All the certifiers will be listed on the attestation statement.