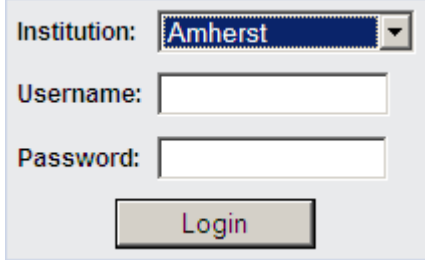
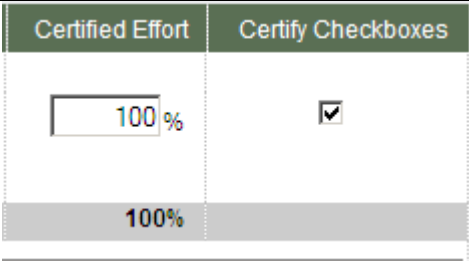




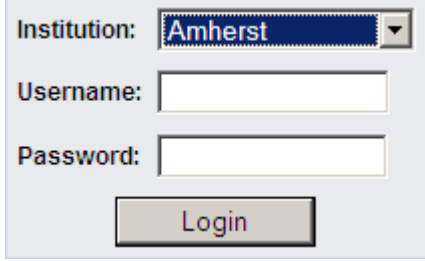
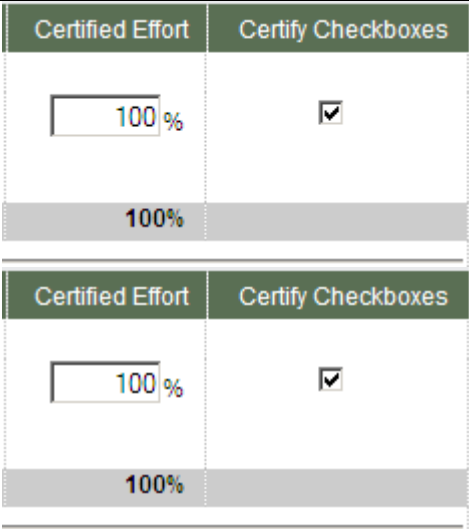


# Effort Certification – ECRT

## Quick Reference Guide

Steps to Certify PIs Annual Effort		
Step 1.	<a href="https://applications.umasscs.net/ecrt_pro d/">https://applications.umasscs.net/ecrt_pro d/</a>	Access ECRT Production Web Site; Cut and paste address into browser
Step 2.		<b>Login Instructions:</b> Select “Amherst” in Dropdown Box  Use your UMass NetID as Username and Password (This is the ID provided by OIT for access to UMail, Spire, PS HR).
Step 3.	<a href="#">Certify / View My Effort</a>	Start the effort certification process for the current period by clicking on the link to View/Certify My Effort.
Step 4.		The certifier reviews the effort percentages and adjusts as necessary. Check the Certify Checkboxes when complete.
Step 5.		Click “Certify”
Step 6.		Click “I Agree” to confirm certification
<b>PI Effort Certification is complete</b>		

# Effort Certification – ECRT

## Quick Reference Guide

Steps to Certify Research Staff's Annual Effort		
Step 1.	<a href="https://applications.umasscs.net/ecrt_prod/">https://applications.umasscs.net/ecrt_prod/</a>	Access ECRT Production Web Site; Cut and paste address into browser
Step 2.		<p><b>Login Instructions:</b> Select “Amherst” in Dropdown Box</p> <p>Use your UMass NetID as Username and Password (This is the ID provided by OIT for access to UMail, Spire, PS HR).</p>
Step 3.	<a href="#">Certify My Researcher - Group View</a>	Start the effort certification process for the current period by clicking on the link to Certify My Researcher – Group View.
Step 4.		<p>The effort certification group view presents effort cards for all of the PI's research staff. The PI will only be able to certify effort for the accounts that he is responsible for, all others will be grayed out.</p> <p>The certifier reviews the effort percentages for each staff member and adjusts as necessary. Check the Certify Checkboxes when complete.</p> <p>When a research staff member is certified, their card will no longer be visible.</p>
Step 5.		Click “Certify All”. This will certify effort for all individuals that have been checked off.
Step 6.		Click “I Agree” to confirm certification
<b>Research Staff's Effort Certification is complete</b>		