How to Certify Effort Statements for your Staff

1. Click **Certify > My Statements**:

2. Your effort statement will open.
3. The individuals whose effort statements you need to certify are listed in the **Work List** box in the upper left corner:
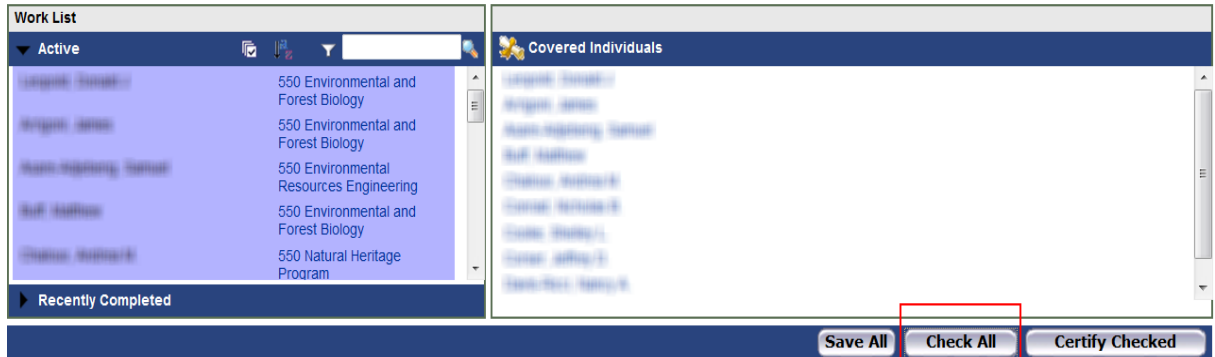

Effort Statement for Lee, Pham (600 SUNY-Monthly); Base effort, from 01/01/2012 to 05/24/2012, due 8/31/2012; Status: Ready to be Certified

Awards [-]	Salary Charges	Cost Share Charges	Total Charges	Certified Effort	Certify
Sponsored - Federal/Federal Flow-through					
42380 Roles of NFI Genes in Mouse Lung Development					
42380 Roles of NFI Genes in Mouse Lung Development	25.00%	0.00%	25.00%	25.00%	☐
Award Total:	25.00%	0.00%	25.00%	25.00%	
Sponsored - Federal/Federal Flow-through Total:	**25.00%**	**0.00%**	**25.00%**	**25.00%**	
Sponsored - Non Federal					
55104 Role of Nfix in neural stem cells and glioblastoma					
55104 Role of Nfix in neural stem cells and glioblastoma	25.00%	0.00%	25.00%	25.00%	☐
Award Total:	25.00%	0.00%	25.00%	25.00%	
58339 Western New York Stem Cell Culture and Analysis Center					

4. Select all the individuals listed in the **Work List** box in the upper left corner by clicking the checkmark icon ( ):

5. The effort statements for the individuals you selected appear below.
6. Click the **Check All** button:

7. Click the **Certify Checked** button.
   Note: This will check all of the checkboxes that appear in the **Certify** column for each individual's effort statement. You may see additional activity that does not have a checkbox. This indicates that another PI is responsible for certifying that portion of the individual's effort.
8. The **Attestation** window will open with the list of individuals whose effort statements you are certifying:

9. Read the attestation statement and click **I Agree** to affix your electronic signature to the effort statements for all individuals listed.
10. A pop-up window will appear with this message: "You have certified all checked activities for period [start and end dates of the effort reporting period of performance]. You will be sent back to the effort statement page when the process is complete. This can take up to 30 seconds to complete. Do not refresh this page."
11. Click **OK** to confirm.
12. The effort certification is now complete for all of the individuals whose effort statement you certified.
13. You can log off from **ecrt** by clicking **Sign Out** in the top right corner of the page