Quick-Start Guide to Certifying Effort with ECRT

1. Open your Web browser and go to: www.uwex.edu/business-services/extramural/effort/

2. Click the link that says: Effort Certification and Recording Technology (ECRT) system

3. On the Login Screen:
   - Choose "UW-Extension" in the Campus drop-down menu
   - Enter your NetID and Password
   - Click the Login button

4. On the ECRT Welcome Screen:
   - Click the Continue button

5. On the ECRT Home Page:
   - Click the link that says Certify/View My Effort (at the bottom of the screen, near the center)

6. View your Effort Statement.

7. Determine your effort distribution for the period.

8. Compare your effort distribution with the numbers in the Computed Effort column of the statement. For each sponsored project:
   - If your effort percentage for any sponsored project differs from the number in the Computed Effort column by five percentage points or more, enter your estimate of your actual effort percentage for that project in the Certified column.
   - Otherwise, enter the number from the Computed Effort column in the Certified column, rounding to the nearest integer (as shown on the next page)
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8. (Continued)

9. Enter a number in the **Certified** column for your non-sponsored effort, if you have any. The numbers in this column must total 100%.

10. Enter a **Note** to indicate any voluntary committed cost sharing to projects that don't appear in the **Sponsored** portion of your statement.

11. Click the checkbox on each line of your statement.

12. Click the **Certify** button.
13. Read the text that begins with the words I certify... – This is your confirmation that:
   ▪ Effort was devoted at a level that justifies the salary charges, if any
   ▪ You have suitable means of verifying the work that was performed

   ![I certify...](image)

14. Click the button that says I Agree

   ![Agree](image)

15. You're done! Log out or close your Web browser.