1. From the home screen, Certifiers will see two statements awaiting action if the Certifier has base and supplemental effort statements. Notice the Status indicator which changes throughout the certification process.

*Note:* If accessing via an email, the Effort Statements display.

2. Select the hyperlink in the Statement Owner column to open both the base and supplemental effort statements.

3. The top left section of the statement displays information about the Certifier.

*Note:* If the Certifier is a proxy for other Certifiers, all names will be listed here and the name highlighted in purple will be the name displayed.

*Note:* If both statements are not “purple”, select the “Shift” key and click on the statement that should be highlighted.
4. The top right section provides information about the statement owner (Certifier), the Effort Statement status as well as access to previous certified statements. Notice how both the base and supplemental statements are highlighted in purple.

5. Notice, both effort statements display. The top is base effort and the bottom is supplemental effort. Along the top of each statement, notice information about the certification and the status. A message box will display informational messages. The PDF icon accesses a PDF of the Effort Statement displayed below.

6. The GL Accounts lists all the Cost Objects and G/L Accounts from which the Certifier has been paid an Institutional Base Salary or a Supplemental Payment. The Sponsored Effort distribution will be listed first followed by Non Sponsored sources. Some Certifiers may also have a section for Other sources following the Non Sponsored group. Select the blue text to view contact information for the PI or person responsible for each source.
7. To certify each Effort Statement, the Certifier:

- **Confirms** the effort percentages in the outlined input fields in the **Certified Effort** column are correct. This field is pre-populated with the data in the **Weighted Payroll Avg** column.

  Note: Certifiers must contact their Effort Coordinators before making any changes to the values in the Certified Effort column.

  Note: ECRT will allow a variance of +/- 0.9%. Thus you can certify from 99.1% through 100.9%

- Selects the **Certify** checkboxes for each statement.

  Note: Select the individual line **Certify** boxes or the **Certify** box in the **Grand Total** row on both base and supplemental effort statements.
8. Once all rows have been reviewed and confirmed, the Certify button appears on both statements. Additionally Certify Checked appears below both statements. Select Certify Checked to certify both the base and the supplemental effort statements.

Note: ECRT requires a Primary Effort Coordinator be assigned to the BFR/department before allowing a statement to be certified. If a message indicating an Effort Coordinator is missing appears in the INFO section of the effort statement, please send an email to ecrt-support@duke.edu.
9. The Certifier reviews the messages and selects the I Agree button to legally attest to the certification.

10. Once the I Agree button is selected:
   - The certification process is complete for the Certifier and the Effort Statement displays. The status of both statements has changed to **Certified, Not Reviewed/Processed**.
   - The Certifier’s base and supplemental statements now appear in the Effort Coordinator’s Effort Tasks list as statements ready for processing.

   **Note:** Reference the Total Professional Effort (TPE) Guide for Effort Coordinators and the Effort Supporting DUHS (ES-DUHS) Guide for Effort Coordinators for information on processing those types of Effort Statements.