

I'm a Certifier with only One Effort Statement (Base or Supplemental)...

# Certifiers with Base Effort

Most often Certifiers will access Effort Statements from an email link opening the effort statement directly.

Home

Certify

Administration

Links

Duke

ECRT

Effort Certification and Reporting Technology

Welcome, CERTIFIER STEVENSON

Sign Out

[-] Effort Statement Instructions

Work List

Statements Requiring Certification

STEVENS, CERTIFIER W987000003 - DUKE UNIVERSITY ECRT SAM...

FOLLEY, CERTIFIER L987000003 - DUKE UNIVERSITY ECRT SAM...

In Progress

Recently Completed

STEVENS, CERTIFIER W - 820004

Statement Owner

Effort Statements

Needing certification

Base3/31/2017Not Certified

In progress

Historical

STEVENS, CERTIFIER W - 820004 (Duke Annual)

Base Effort Period: 07/01/2015 to 06/30/2016

Due Date: 3/31/2017

Status: Not Certified

INFO - Check all certify checkboxes to show the certify button.

GL Accounts [-]	Payroll Dollars	Cost Share Dollars	Weighted Payroll Avg	Weighted Cost Share Avg	Computed Effort	Certified Effort	Certify?
Sponsored							
2031234 ECRT TRAINING GRANT							
2031234-603600 SPONSORED RESEARCH-T	\$60,000.00	\$0.00	87.0%	0.0%	87.0%	87.0%	<input checked="" type="checkbox"/>
Award Total:	\$60,000.00	\$0.00	87.0%	0.0%	87.0%	87.0%	
Sponsored Total:	\$60,000.00	\$0.00	87.0%	0.0%	87.0%	87.0%	
Non Sponsored							
1576543 ECRT ADMINISTRATIVE UNIV							
1576543-600000 ADMINISTRATIVE EFFOR	\$9,000.00	\$0.00	13.0%	0.0%	13.0%	13.0%	<input checked="" type="checkbox"/>
Award Total:	\$9,000.00	\$0.00	13.0%	0.0%	13.0%	13.0%	
Non Sponsored Total:	\$9,000.00	\$0.00	13.0%	0.0%	13.0%	13.0%	
Grand Total:	\$69,000.00	\$0.00	100.0%	0.0%	100.0%	100.0%	<input checked="" type="checkbox"/>

Get Help

Notes

Attachments

Certify

Save

After reviewing effort, select the check box associated with the "Grand Total" to confirm review.

Select "Certify" once all effort is reviewed and confirmed.

*Note: If you believe effort is incorrect, contact your Effort Coordinator.*

2

# Certifiers with Base Effort (cont.)

Attestation

Certification Attestation Effort 07/01/2015 - 06/30/2016

Due Date: 3/31/2017

Covered Individual: CERTIFIER WADE - 820005  
Title: ASSISTANT PROFESSOR - TRACK 4  
Org Code: 50000103 - 9870000003 - DUKE UNIVERSITY ECRT  
Email: CERTIFIER.WADE@DUKE.EDU  
Status: Not Certified

Effort Coordinator: GWENDOLYN K HALL-DIFABIO  
Period of Performance: 07/01/2015 to 06/30/2016

I certify that this effort statement represents a reasonable estimate of my actual effort expended during the period reported.

I Agree

Cancel

Complete the attestation by selecting "I Agree".

Secure | https://ecrtst.oit.duke.edu/ecrt/viewEffortCard.action?certifierId=8a0873ec59093c550159187c6677002b&effortCardId=8a0873ec5918a2be015918f4ac3b005a&show=mine&origin=wheel

Duke

ECRT  
Effort Certification and Reporting Technology

Welcome, CERTIFIER STEVENSON | Sign Out

Home

Certify

Administration

Links

[+] Effort Statement Instructions

Work List

Statements Requiring Certification

STEVENSON, CERTIFIER W 9870000003 - DUKE UNIVERSITY ECRT SAM...

FOLLEY, CERTIFIER L 9870000003 - DUKE UNIVERSITY ECRT SAM...

In Progress

STEVENSON, CERTIFIER W - 820004

Statement Owner

Effort Statements

Needing certification

In progress

Base 3/31/2017

Certified, Not Reviewed/Processed

Historical

Confirm statement has moved to the next step of the process.

*Note: If you only have Supplemental Effort, follow the same process. Your statement will just be for your Supplemental Effort.*

I'm a Certifier with both Base and  
Supplemental Effort Statements...

# Certifiers with Base and Supplemental Effort

Most often Certifiers will access Effort Statements from an email link opening the effort statement directly.

**Work List**

Statements Requiring Certification

O'NEILL, CERTIFIER S 9970000003 - DUKE UNIVERSITY ECRT SAMPLE ORG UNIT

In Progress

Recently Completed

O'NEILL, CERTIFIER S - 820002

Statement Owner

Effort Statements

Needing certification

Base 3/31/2017

Supplemental 3/31/2017

In progress

Historical

O'NEILL, CERTIFIER S - 820002 (Duke Annual) Base Effort Period: 07/01/2015 to 06/30/2016 Due Date: 3/31/2017 Status: Not Certified

INFO - Check all certify checkboxes to show the certify button.

GL Accounts [-]	Payroll Dollars	Cost Share Dollars	Weighted Payroll Avg	Weighted Cost Share Avg	Computed Effort	Certified Effort	Certify?
<b>Base</b>							
Sponsored							
3021234 ECRT MEDICAL TRAINING GRANT							
3021234-001300 INSTRUCTION - TENURE							
Award Total:	\$18,000.00	\$0.00	100.0%	0.0%	100.0%	100.0%	<input type="checkbox"/>
Sponsored Total:	\$18,000.00	\$0.00	100.0%	0.0%	100.0%	100.0%	<input type="checkbox"/>
Grand Total:	\$18,000.00	\$0.00	100.0%	0.0%	100.0%	100.0%	<input type="checkbox"/>

Get Help

Notes

Attachments

Transactions

Activity Log

O'NEILL, CERTIFIER S - 820002 (Duke Annual) Supplemental Effort Period: 07/01/2015 to 06/30/2016 Due Date: 3/31/2017 Status: Not Certified

INFO - Check all certify checkboxes to show the certify button.

GL Accounts [-]	Payroll Dollars	Cost Share Dollars	Weighted Payroll Avg	Weighted Cost Share Avg	Computed Effort	Certified Effort	Certify?
<b>Supplemental</b>							
Sponsored							
3021234 ECRT MEDICAL TRAINING GRANT							
3021234-001300 INSTRUCTION - TENURE							
Award Total:	\$3,000.00	\$0.00	100.0%	0.0%	100.0%	100.0%	<input type="checkbox"/>
Sponsored Total:	\$3,000.00	\$0.00	100.0%	0.0%	100.0%	100.0%	<input type="checkbox"/>
Grand Total:	\$3,000.00	\$0.00	100.0%	0.0%	100.0%	100.0%	<input type="checkbox"/>

Get Help

Certify

Save

Certify Checked

Notice – two statements are available and highlighted. If only one is highlighted, you are only seeing the highlighted statement. Use the “shift key” and select the line not highlighted to highlight both.

Review and confirm by selecting the box, all effort on both statements.

*Note: If you believe effort is incorrect, contact your Effort Coordinator.*

Select “Certify Checked” to certify both base and supplemental effort once all effort is reviewed and confirmed.

# Certifiers with Base and Supplemental Effort (cont.)

Attestation

Covered Individual	Statement Type	Period of Performance	Certified Lines
CERTIFIER S O'NEILL - 820002	Base	07/01/2015 to 06/30/2016	You have certified all lines to which you currently have access.
CERTIFIER S O'NEILL - 820002	Supplemental	07/01/2015 to 06/30/2016	You have certified all lines to which you currently have access.

You've confirmed both effort statements if both are listed in the attestation.

I certify that this effort statement represents a reasonable estimate of my actual effort expended during the period reported.

I Agree

Cancel

Complete the attestation by selecting "I Agree".

Duke

ECRT  
Effort Certification and Reporting Technology

HomeCertifyAdministrationLinks

Welcome, CERTIFIER O'NEILL | Sign Out

[-] Effort Statement Instructions

Work List

Statements Requiring Certification

ONEILL, CERTIFIER S9870000003 - DUKE UNIVERSITY ECRT SAM...

In Progress

O'NEILL, CERTIFIER S - 820002

Statement Owner

Effort Statements

Needing certification

In progress

Base3/31/2017Certified, Not Reviewed/Processed

Supplemental3/31/2017Certified, Not Reviewed/Processed

Historical

Confirm statements have moved to the next step of the process.

I'm a Certifier with Total  
Professional Effort (TPE)...

# Certifiers with Total Professional Effort (TPE)

Most often Certifiers will access TPE from an email link. The TPE confirmation screen will display first and once TPE is confirmed you will move to your effort statement(s).

Duke University Total Professional Effort  
Fiscal Year 2016

Covered Individual:  
Title:  
Department:  
Email:  
Status:

CERTIFIER WADE - 820005  
ASSISTANT PROFESSOR - TRACK 4  
9870000003 - DUKE UNIVERSITY ECRT SAMPLE ORG UNIT  
CERTIFIER.WADE@DUKE.EDU  
Planned

Location:  
Appointment:  
Effort Coordinator:  
Period:

DDXX  
ACTIVE  
GWENDOLYN K HALL-DIFABIO - 24129  
07/01/2015 to 06/30/2016

View Period: 07/01/2015 to 06/30/2016 ▾

Current TPE

Entity	Current Duke Annual %	Average Duke Annual %
PDC	85.0	85.0 %
University	15.0	15.0 %
VA	0.0	0.0 %
Total	100.0%	100.0

Effective Start Date 02/10/2017

Effective End Date [mm/dd/yyyy]

Metadata

Historical TPE for 07/01/2015 to 06/30/2016

Effective Start Date	Effective End Date	PDC	University	VA
07/01/2015	12/31/9999	85.0	15.0	0.0

During the annual effort certification period (August - September), you must confirm your Total Professional Effort before certifying your annual effort.

- Press the **Confirm and Carry Forward** button if the TPE data above is accurate for the previous fiscal year and will remain the same for the current fiscal year.
- Press the **Confirm and Change** button if the TPE data above is accurate for the previous fiscal year but has changed for the current fiscal year.

You can also create, change or update your TPE distribution any time during the year.

- Press the **Change Effective Date** button if you would like to enter TPE data for a new date range.
- Press the **Update** button if you would like to change TPE data for an existing date range. To use the update button the effective start and end dates must match an existing TPE record.
- In both scenarios, enter the effective start and end dates prior to pushing the Update/Change Effective Date button.

Press the **Home/Close/Finish** button if you would like to leave without making any changes.

Confirm and Carry Forward

Confirm and Change

Change Effective Date

Update

TPE Audit

Effective Start Date	Effective End Date	PDC	University	VA
				0.0

Home Page

Select appropriate action based on change that is being made.

Detailed instructions of required actions are listed here. If you are unsure of the date range to use, contact your Effort Coordinator.

Once TPE is confirmed, select home to return to your effort statement(s). You will need to go to the "Pending Certification" section to open statement(s).



I'm a Certifier with Effort  
Supporting DUHS (ES-DUHS)

# Certifiers with Effort Supporting DUHS (ES-DUHS)

Most often Certifiers will access ES-DUHS from an email link. It can also be accessed from your effort statement. Note: ES-DUHS cannot be confirmed until all other effort statement(s) have been processed.

Effort Supporting DUHS

Due Date: 12/02/2016 Past Due

Covered Individual: CERTIFIER A GEER - 820001  
Title: ACTIVE  
Org Code: 9870000003 - DUKE UNIVERSITY ECRT SAMPLE ORG UNIT  
Email: CERTIFIER.GEER@DUKE.EDU  
Status: Pending Review

Effort Coordinator: GWENDOLYN K HALL-DIFABIO - 24129  
Reporting Period: 07/01/2015 to 06/30/2016

Re-send Effort Supporting DUHS Reminder  
Re-send effort statement DUHS Reminder

	Quarter 1 FY2016		Quarter 2 FY2016		Quarter 3 FY2016		Quarter 4 FY2016		Year End Average	
	%	hrs	%	hrs	%	hrs	%	hrs		
Average Weekly Hours for Effort Supporting DUHS		0.0		0.0		0.0		0.0		
Residency Supervision and Training										
- Duke Hospital	100.0	0.0	100.0	0.0	100.0	0.0	100.0	0.0		
- Duke Regional Hospital	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		
- Duke Raleigh Hospital	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		
- LabCo	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		
Inservice Education and Hospital Allied Health Programs										
- Duke Hospital	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		
- Duke Regional Hospital	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		
- Duke Raleigh Hospital	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		
- LabCo	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		
Committees and Administration										
- Duke Hospital	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		
- Duke Regional Hospital	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		
- Duke Raleigh Hospital	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		
- LabCo	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		
- PRMO	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		
Other										
- Duke Hospital	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
- Duke Regional Hospital	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
- Duke Health Raleigh Hospital	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
- LabCo	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
- PRMO	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Grand Total:	100.0	0.0	100.0	0.0	100.0	0.0	100.0	0.0	100.0	0.0

Review ES-DUHS to confirm accuracy. Effort Coordinators typically pre-populate data. If you feel changes are necessary, contact your Effort Coordinator before taking action.

Need Assistance

Save to Complete Later

Confirm Reporting Period

Confirm

Select “Confirm Reporting Period” when confirming quarterly period and select “Confirm” for annual certification.