

ECRT PROCESS

Below, please find the quick and easy steps necessary to walk you through the effort certification process:

1. Log into the Office of Research & Commercialization Compliance website at <http://www.research.ucf.edu/Compliance/>

2. Click



3. You will be directed to the UCF Login Page:

- ECRT features the Single Sign on function.
- Login with your **NID** and password
- Need help logging in?



Call the CS&T Service Desk: 407.823.5117



E-mail the CS&T Service Desk:
servicedesk@ucf.edu

UCF Federated Identity

Sign on:

PID:

Password:

Sign on

By signing on, you agree to the terms of the UCF Information Technologies and Resources Policy

- What is my PID?
- What is my PID Password?
- What is Federated Identity?

4. CERTIFY!

- ✓ Select Your Name from the **Work List** Screen
***REVIEW your effort card for accuracy! (Example: Are all account listed?)**
- ✓ Enter **actual effort** expended on the project in the "Certified Effort" input box
(If certified effort is greater than computer effort, leave a note for documentation.)
- ✓ Select the "Certify Checkbox" for the line on which you entered effort
- ✓ Click "**Certify**"
- ✓ **Note: If you have any researchers to certify, their name(s) will appear on your Work List Screen.**

Contact Us:

Daniel Sierra
407.822.2015
Daniel.Sierra@ucf.edu

Kathy Kuhns
407.823.0263
Kathy.Kuhns@ucf.edu

CERTIFICATION COMPLETE!