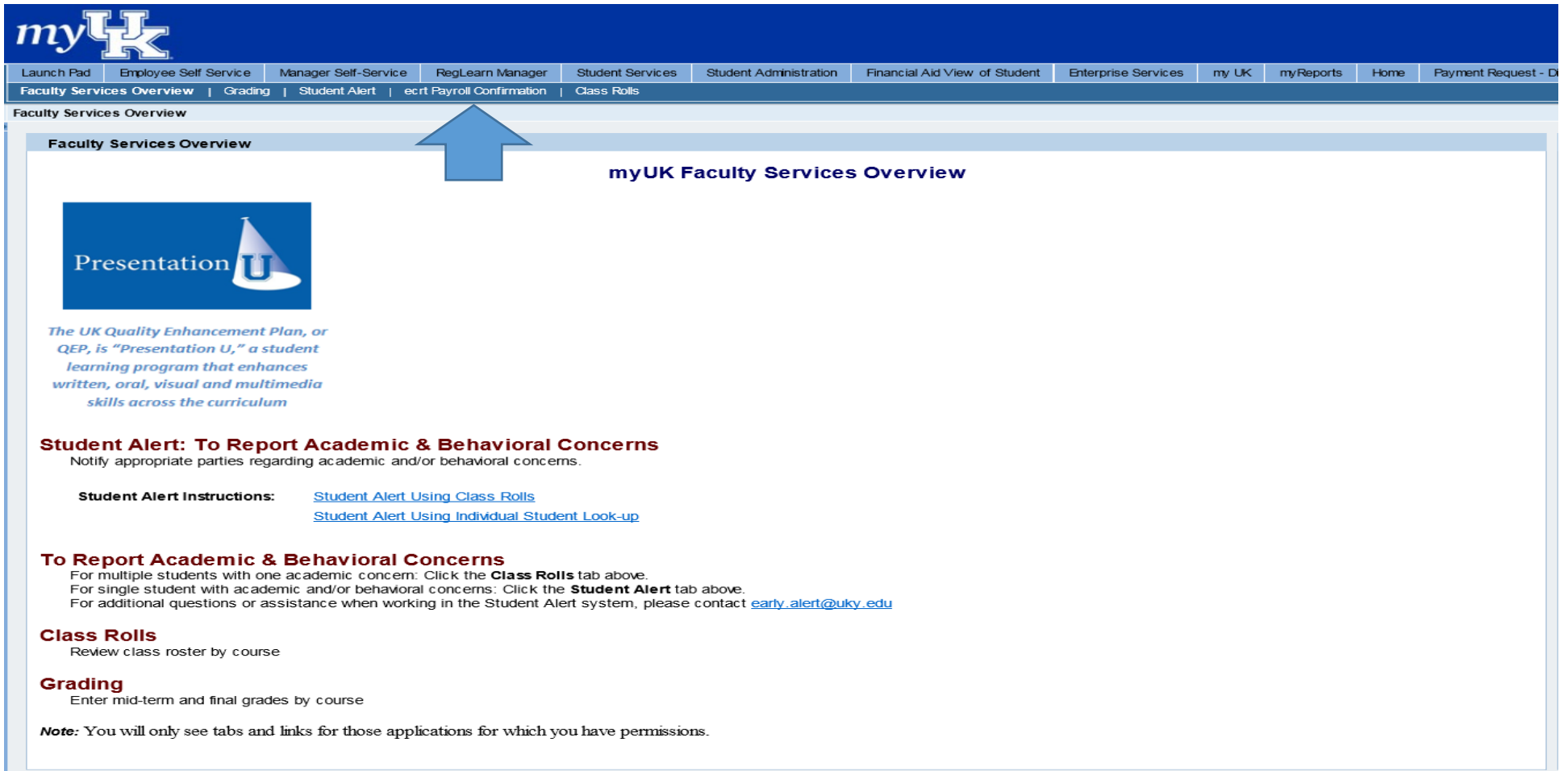


Looking up a Non-Federal Project

This guide is intended to show Principal Investigators (PI) how to access project statements for non-federally funded sponsored projects. Formal confirmation is not required for these projects.

For best results, do not use internet explorer to access the URL. Instead we recommend that you select Chrome or Firefox as your browser.

1. Log in to the myUK portal page. At the top of the page select either the Enterprise Services tab or the Faculty Services tab. Next select the ecrt Payroll Confirmation subtab (blue arrow).



myUK

Launch Pad | Employee Self Service | Manager Self-Service | RegLearn Manager | Student Services | Student Administration | Financial Aid View of Student | Enterprise Services | my UK | myReports | Home | Payment Request - D

Faculty Services Overview | Grading | Student Alert | ecrt Payroll Confirmation | Class Rolls

Faculty Services Overview

Faculty Services Overview

myUK Faculty Services Overview

Presentation U

The UK Quality Enhancement Plan, or QEP, is "Presentation U," a student learning program that enhances written, oral, visual and multimedia skills across the curriculum

Student Alert: To Report Academic & Behavioral Concerns
Notify appropriate parties regarding academic and/or behavioral concerns.

Student Alert Instructions: [Student Alert Using Class Rolls](#)
[Student Alert Using Individual Student Look-up](#)

To Report Academic & Behavioral Concerns
For multiple students with one academic concern: Click the **Class Rolls** tab above.
For single student with academic and/or behavioral concerns: Click the **Student Alert** tab above.
For additional questions or assistance when working in the Student Alert system, please contact early_alert@uky.edu

Class Rolls
Review class roster by course

Grading
Enter mid-term and final grades by course

Note: You will only see tabs and links for those applications for which you have permissions.

- After clicking the tab above (ECRT Payroll Confirmation), a welcome screen will appear. Click on the ECRT Payroll Confirmation (blue arrow) link to be routed to the software.

The screenshot shows a navigation menu at the top with various tabs including 'Launch Pad', 'Employee Self Service', 'Manager Self-Service', 'RegLearn Manager', 'Student Services', 'Student Administration', 'Financial Aid View of Student', 'Enterprise Services', 'my UK', 'myReports', 'Home', 'Payment Request - Display', 'Approver', 'Faculty Services', and 'SLCM Validators'. Below the menu, a notice is displayed: 'Notice: Principal Investigators' dated 2/27/2017. The notice states that the confirmation period has not yet opened and that Principal Investigators should be notified by email once it does. Below the notice, there are two links: 'ECRT Payroll Confirmation' with a blue arrow pointing up, and 'Research Financial Services'. The 'ECRT Payroll Confirmation' link is highlighted with a blue box.

- From the ECRT Welcome page, press the continue button (blue box) to navigate into the system.

The screenshot shows the ECRT Welcome page. At the top left is the UK logo. At the top right, it says 'Welcome, Mike Kelley | Sign Out |'. The main heading is 'Welcome to ECRT'. Below the heading, there is a paragraph of text: 'Welcome to the next big thing in time and effort reporting... Effort Certification and Reporting Technology (ECRT) At Huron Consulting University, we have deployed the web-based ECRT system to serve as the new tool to facilitate the institution's effort reporting and certification process. The institution's previous process - which included a variety of paper forms and cumbersome manual processing - will no longer be used. Individuals that are required to review and certify their research effort can take comfort knowing that this new technology dramatically simplifies the process. ECRT is a web-based technology that intuitively guides certifiers and administrators through the various facets of the effort reporting and certification process on a periodic basis. The ECRT system uses a guided process to walk you through the steps that you will need to complete your effort certification. Our institution's process will be simplified and standardized as a result of this technology ... keeping the process simple for you, the end user. The ECRT system is designed to help you comply with the provisions of this institution's effort reporting policies, federal policy OMB Circular A-21 section J.10., NIH Salary Limitation on Grants, and other relevant agency policies that govern the need to provide certification of an individual's effort pursuant to his/her sponsored and non-sponsored programs. Faculty and staff are required to complete and submit an Effort Certification Statement for review and approval by a user's respective deadline. So, log in and get started. You will be certified before you know it!'. At the bottom center, there is a blue button labeled 'Continue'.

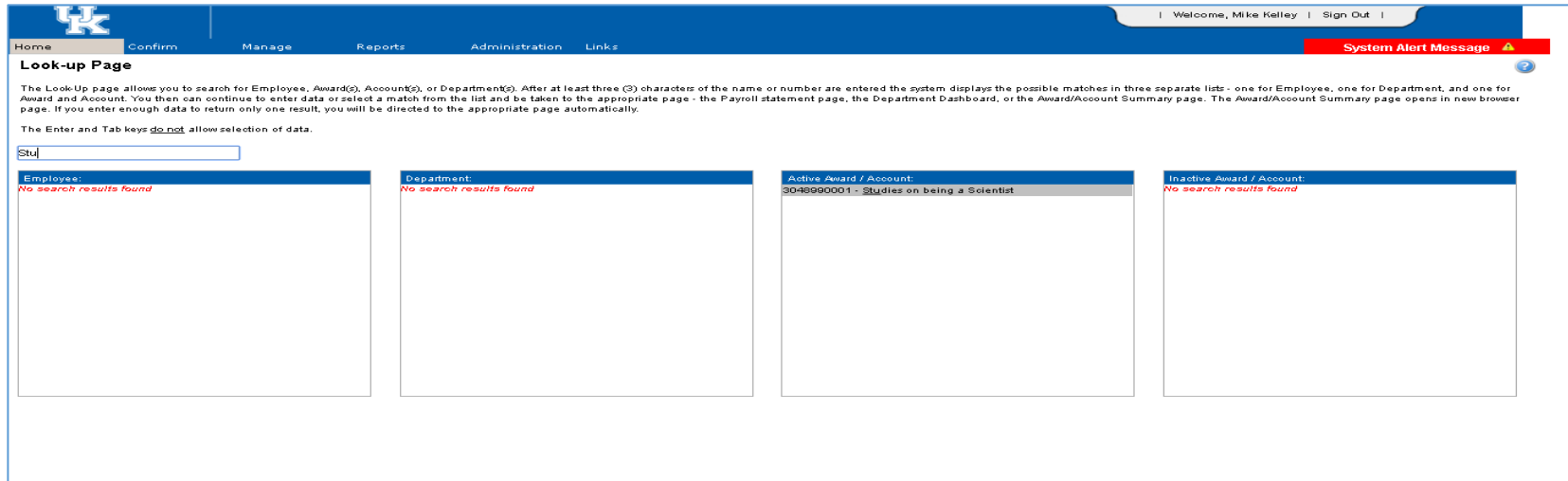
4. The opening screen will default to the homepage where the worklist is located. To look up a non-federal project, the PI can use the search box in the upper right of the screen (indicated by the green circle). Begin typing the project number if known. This will take you to the Account Summary page for the project.

The screenshot shows the ecr! system interface for user Mike Kelley. At the top right, there is a search box labeled "Enter Search Criteria" which is circled in green. Below the search box is a navigation bar with tabs: Home, Confirm, Manage, Reports, Administration, and Links. A red banner on the right side of the navigation bar contains the text "System Alert Message" with a warning icon. The main content area is titled "Work List for Mike Kelley" and includes a welcome message. Below the welcome message, there are two sections: "Statements Awaiting Confirmation" and "Quarterly Project Confirmations". Both sections have a table header with columns: Project Title, Project Number, Sponsor, Period, Due Date, Status, and Staff. The "Statements Awaiting Confirmation" section shows "(0)" items. The "Quarterly Project Confirmations" section shows "There are no Project statements associated with you".

5. If the project number is not known, the Look-up feature found under the Manage tab (green arrow) on the menu bar is available.

The screenshot shows the ecr! system interface for user Tim Karoli. The navigation bar has tabs: Home, Confirm, Manage, Reports, Administration, and Links. A dropdown menu is open under the "Manage" tab, showing options: Manage, Reports, Administration, and Look-up. A green arrow points to the "Look-up" option. The main content area is titled "Work List for Tim Karoli" and includes a welcome message. The text "completing the review and confirmation of payroll expenses on sponsored projects. The various tabs below are meant to assist you" is visible in the background.

6. Once on the Look-up page, the project can be searched by typing in the first 3 letters of the title of the project. This will produce a list of projects containing the same unique combination of letters. Select the project to review and the system will route the user to the Account Summary page.



Look-up Page

The Look-Up page allows you to search for Employee, Award(s), Account(s), or Department(s). After at least three (3) characters of the name or number are entered the system displays the possible matches in three separate lists - one for Employee, one for Department, and one for Award and Account. You then can continue to enter data or select a match from the list and be taken to the appropriate page - the Payroll statement page, the Department Dashboard, or the Award/Account Summary page. The Award/Account Summary page opens in new browser page. If you enter enough data to return only one result, you will be directed to the appropriate page automatically.

The Enter and Tab keys do not allow selection of data.

Stu

Employee:	Department:	Active Award / Account:	Inactive Award / Account:
No search results found	No search results found	3048990001 - Studies on being a Scientist	No search results found

CONTINUED ON NEXT PAGE




7. The Account Summary Page includes a variety of information about the project. Select the statement to review by clicking on any of the status icons under “Project Confirmation Status” OR by clicking on a selected reporting quarter under “Period”.

Account Summary

Account Name:	Protons and Neutrons	Exception Account:	<input type="checkbox"/>
Account Nickname:	Protons and Neutrons	Cost Sharing Requirement:	<input type="checkbox"/>
Account Number:	3048990010	Start to End Date:	01/01/2015 to 07/31/2017
Account Type:	AG Agreement	Account PI:	Tim Karoli - 99887705 (Primary Effort Coordinator: Michael Jordan - mjordan1)
Account Manager:	Michael Jordan - mjordan1 (PEC)		show more >>

Associated Project Statements

3 items found, displaying all items.

Period	Project Confirmation Status
FY17 Quarter 3	 In Progress
FY17 Quarter 2	 Ready for Pre Review
FY17 Quarter 1	 Ready for Confirmation

3 items found, displaying all items.

[Excel](#) | [XML](#) | [PDF](#) | [RTF](#)

Account Relationships

Nothing found to display.

Covered Individuals associated with this Account

2 items found, displaying all items.

Name	Department
Gillison, A , Lachelle - 99887722	UK Testing Department
Karoli, Tim - 99887705	UK Testing Department

2 items found, displaying all items.

Quarterly Project Confirmations Instructions

Work List

- ▼ Karoli, Tim - 99887705
 - Ready for Confirmation ★
 - Pre Reviewed
- ▼ Ready for Pre Review ★
 - 3048990003 Molecular Electronics FY17 Quarter 2
 - 3048990005 Effects of Space Training Programs FY17 Quarter 2
 - 3048990006 National Space Biomedical Research Inst... FY17 Quarter 2

3048990010 - Protons and Neutrons

Project Information

- CFDA Number: 99.999 Non-Federal
- Department: UKtesting - UK Testing Department
- Project Title: Protons and Neutrons
- Project Period: 01/01/2015 to 07/31/2017 (Fiscal Report Final 08/30/2017)
- Budget Period: 01/01/2015 to 12/31/2017
- Sponsor Name: Kentucky Beef Network
- Sponsor Award Number: 1394-200X4

Project Statement for 3048990010: Protons and Neutrons (FY17 Quarter 2). Payroll from 10/11/2016 to 12/31/2016, due date 5/5/2017. Status: Ready for Pre Review

Employee	Department	Direct Charge \$	Cost Share \$	Direct Charge %	Cost Share %
Gillison A, Lachelle - 99887722	UK Testing Department - UKtesting	\$100.00	\$0.00	50%	0%

Project Payroll Summary - FY17 Quarter 2

Project Name	Total Payroll \$	Total Payroll %
3048990009-Wildcat Fusion Th...	\$100.00	50%
3048990010-Protons and Neutr...	\$100.00	50%
Total:	\$200.00	100.00%

Get Help

- Notes
- Attachments
- Transactions ★
- Activity Log ★
- Email Log

8. On the project statement page there is a variety of information about the project.
- The box in the upper right corner of the page contains information specific to the sponsored project (green down arrow), which can also be found on the GMGRANTD tab in SAP.
 - For example, the Sponsor Award Number equates to the External Reference Number you see listed on the monthly PI reports.
 - Project Period indicates the entire length of the award period. For example, if your project is a 5 year award from NIH, the project period would reflect the entire 5 years, just as it does in SAP.
 - Budget Period may be shorter than project period. Again, using the example of a 5 year award from NIH, if you have only received incremental funding through the second year of the award, the budget would only reflect the 2 years for which we are authorized to incur expenses.
 - The main section of the page contains the detailed information associated with the project which needs to be reviewed and, if reasonable, confirmed. **PLEASE NOTE** – the percentage referenced next to the dollar amount represents the percent of total compensation the individual received during the reporting quarter. Supplemental pay, such as a summer research payment, will be included in the denominator of the percentage calculation. For a quick overview of all pay for the reporting quarter, click on the scroll icon (blue circle) in the Action column on the project statement. This will open a pop up window (blue arrow) that will show all cost objects that the person was charged to during the quarter.

9. Continue reviewing each statement as desired.

10. To log out of ecrt, click the Sign Out link in top right corner of web page.



11. Once logged out, the following message will appear. Please just close or X out of this page.

