

# TRAINING FOR EFFORT CERTIFIERS

## Overview

- Training for certifiers is mandatory.
- “Certifiers” are: faculty, academic staff, and project directors (PDs) with effort on sponsored projects. These individuals certify their own effort. PDs certify for graduate students and classified staff who work on their projects.
- ***We strongly recommend completing the training before certifying with the new ECRT system.***
- Each certifier must complete the training within ninety (90) days of the first date on which a statement is available for certifying in ECRT.
- For individuals who need to certify for the first period of January 1-June 30, 2007, training must be completed by January 30, 2008.
- Training is available through a web-based course.
- The materials is available for browsing or print. *However, simply reading the material does not satisfy the training requirement.*

## Web-based/on-line training

- One course is offered titled “*The Basics of Effort Reporting*”.
- The course is implemented in the CITI system. CITI is a service that offers compliance and ethics education for research educations. CITI is the same system that provides service for UW-Extension’s Human Subjects Protection training.
- You will log in with your UW-Extension NetID (firstname.lastname) and your NetID/Outlook password.
- The course will take approximately an hour. You can stop at any time and then resume where you left off.
- Step-by-step instructions for how to access the course will be provided

## Questions?

Send email to [ecrt-manager@uwex.edu](mailto:ecrt-manager@uwex.edu)