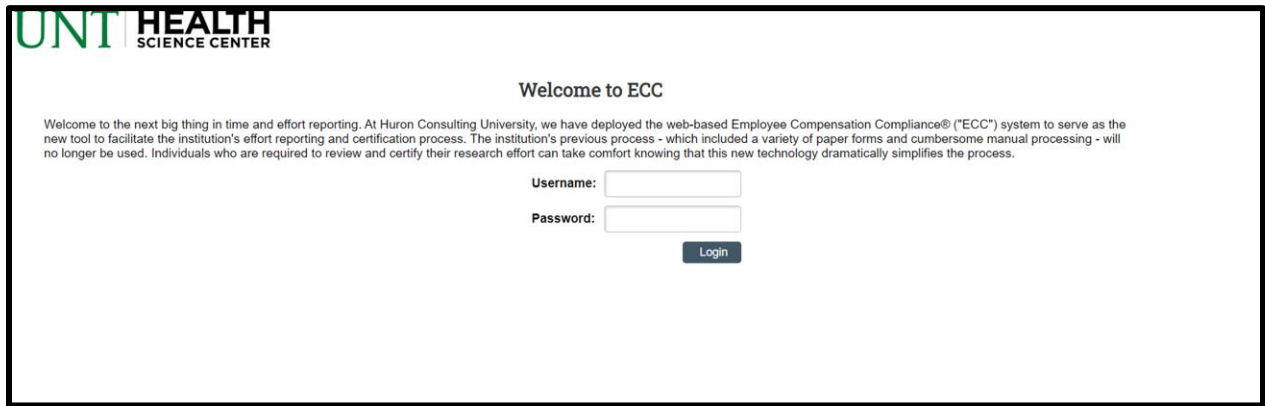
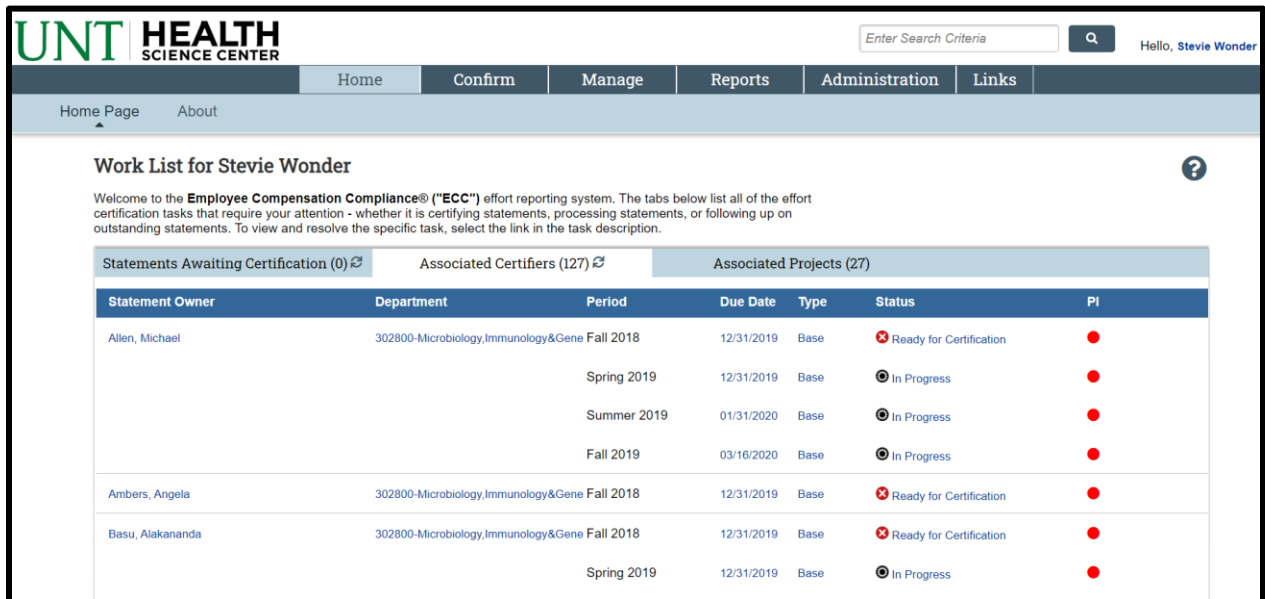


PROJECT STATEMENT PRE-REVIEW – DEPARTMENT ADMINISTRATOR

1. Access ECC for your certification pre-review through the email you received or by going directly to the ECC environment at <https://unthsc.huronecc.com/ecc/>.
2. Log into the application with your UNTHSC username/password.



3. You are viewing the home page. The home page will display your worklist. The worklist displays three sections:
 - a. Statement Awaiting Certification
 - b. Associated Certifiers
 - c. Associated Projects




- The goal is to Pre-Review all project statements for all of your 'Associated Projects' for which your faculty serve as the PI (listed under the 'Associated Projects' tab, or by navigating to 'Certify' menu option -> 'My Project Statements'.
- From the Home page, click on the tab named 'Associated Projects'. Click on the 'Period' tab to Sort for most recent accounts that are upcoming for the next certification period.



Principal Investigator	Project Title	Account Number	Account Number	Sponsor Name	Period	Status	Staff
	HIV-1 Infection and Latency...	RF00014-5R01DA043162-04	RF00014	NIDA: National Instit...	Fall 2018	Ready for Pre Review	●
	HIV-1 Infection and Latency...	RF00014-5R01DA043162-04	RF00014	NIDA: National Instit...	Fall 2019	Building	●
	HIV-1 Infection and Latency...	RF00014-5R01DA043162-04	RF00014	NIDA: National Instit...	Spring 2019	Building	●
	HIV-1 Infection and Latency...	RF00014-5R01DA043162-04	RF00014	NIDA: National Instit...	Summer 2019	Building	●
	Neuronal Survival, HIV-1 an...	RN0121-R01NS048837 NCE	RN0121	NINDS: Neurological...	Fall 2018	Ready for Pre Review	●
	Neuronal Survival, HIV-1 an...	RN0121-R01NS048837 NCE	RN0121	NINDS: Neurological...	Fall 2019	Building	●
	Neuronal Survival, HIV-1 an...	RN0121-R01NS048837 NCE	RN0121	NINDS: Neurological...	Spring 2019	Building	●

- Click any link for the Project Statement you wish to review and begin the pre-review process.

Principal Investigator	Project Title	Account Number	Account Number	Sponsor Name	Period	Status	Staff
Karoli, Tim	Endocardium Formati...	3048990008	3048990008	Training Sponsor	Project Q...	Ready for Confirm...	●
Karoli, Tim	Endocardium Formati...	3048990008	3048990008	Training Sponsor	Project Q...	Ready for Pre Rev...	●
Karoli, Tim	Inhibition of Translati...	3048990005	3048990005	Training Sponsor	Project Q...	Ready for Pre Rev...	●
Karoli, Tim	National Space Biom...	3048990006	3048990006	Training Sponsor	Project Q...	Ready for Confirm...	●
Karoli, Tim	National Space Biom...	3048990006	3048990006	Training Sponsor	Project Q...	Ready for Pre Rev...	●
Karoli, Tim	National Space Biom...	3048990006	3048990006	Training Sponsor	Project Q...	Ready for Confirm...	●

- On the Project statement, you are presented with the account information for the project you selected including all staff members that were paid on that project during the period of performance.

To view all projects for a given PI click the  icon highlighted below.

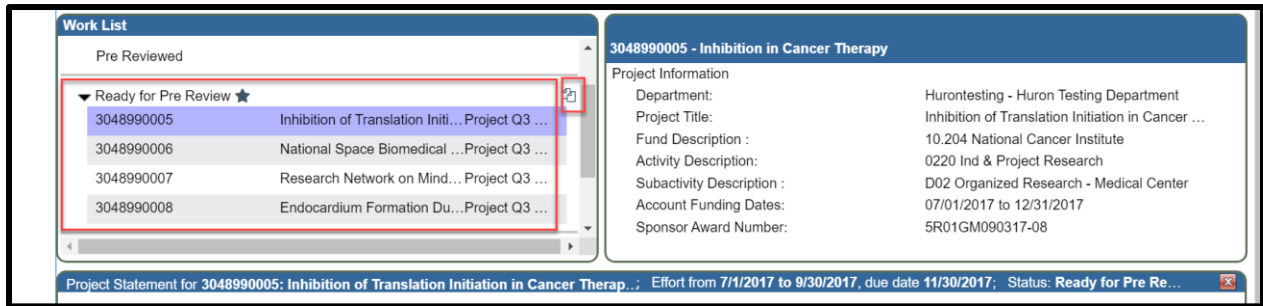
- Review the Project Statement for accuracy. Ensure that the effort percentage displayed matches the effort for the employees listed.
 - Click the  icon to view the payroll report for the individual if there are concerns about the effort percentage.
 - To view all other projects that an employee was paid from during the Period of Performance, click the  icon to view 100% of their paid effort.

Employee	Department	Object Code	Payroll \$
Edgington, Bennett - 99887720	Huron Testing Department - H...	6010	\$6,600.00
Heims, Irish - 99887721	Huron Testing Department - H...	6150	\$1,820.00
Karoli, Tim - 99887705	Huron Testing Department - H...	6010	\$26,000.00

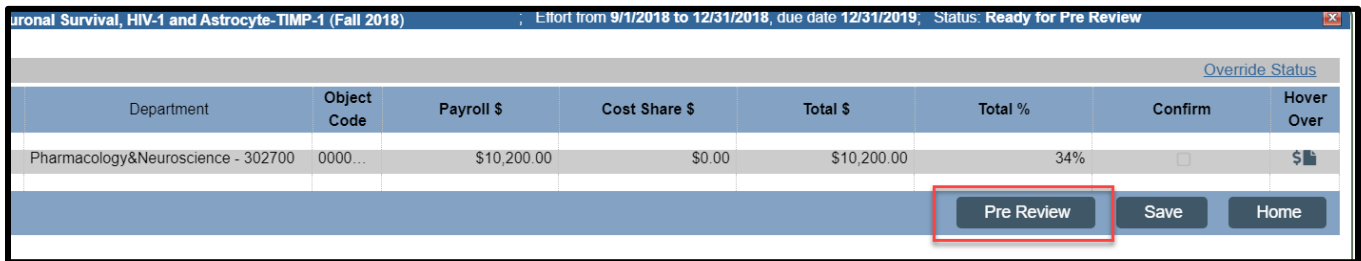
Project Name	Total \$	Total %
1000567891-Huron Univer...	\$26,000.00	24%
3048990005-Inhibition in C...	\$13,000.00	12%
3048990006-National Spa...	\$13,000.00	12%
3048990007-Research Net...	\$31,000.00	28%
3048990008-Endocardium...	\$26,000.00	24%
Total:	\$109,000.00	100.00%

- If the Project Statement looks incorrect or needs additional staff members added, use the 'on hold' check box to place the Project Statement on hold and prevent it from being released to the faculty member until a cost transfer has been completed.

- Review the Project Statements for all your PI's to ensure accuracy. Project Certifications will be released to the faculty approximately 15 days after the start of the Pre-Review Period.



- If the Project Statement looks accurate, click the 'Pre Review' button in order for Pre-Review to be complete for your faculty member.



- Click the 'Home' menu bar option at the top of the application to move on to your next faculty member.