

PROJECT STATEMENT PRE-REVIEW – DEPARTMENT ADMINISTATOR

- 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.

| UNT HEALTH Science center |
|--|
| Welcome to ECC |
| Welcome to the next big thing in time and effort reporting. At Huron Consulting University, we have deployed the web-based Employee Compensation Compliance® ("ECC") 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 who are required to review and certify their research effort can take comfort knowing that this new technology dramatically simplifies the process. |
| Password: |
| Login |
| |
| |

- 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

| | | | | | Enter Search Criteria | ٩ | Hello, Stevie Wonder |
|--|---|--|---|------------|---------------------------|----|----------------------|
| | Home Confirm | Manage | Reports | Adr | ninistration Links | | |
| ome Page About | | | | | | | |
| Work List for Stevie Wond | ler | | | | | | 0 |
| Welcome to the Employee Compensati certification tasks that require your attent outstanding statements. To view and res | on Compliance® ("ECC") effort ion - whether it is certifying state blve the specific task, select the l | reporting system. The tabs ments, processing statemen ink in the task description. | below list all of the e ts, or following up or | ffort 1 | | | |
| Statements Awaiting Certification | (0) C Associated Ce | rtifiers (127) 🕄 | Associated | Projects (| (27) | | |
| Statement Owner | Department | Period | Due Date | Туре | Status | PI | |
| Allen, Michael | 302800-Microbiology,Immu | nology&Gene Fall 2018 | 12/31/2019 | Base | 8 Ready for Certification | • | |
| | | Spring 2019 | 12/31/2019 | Base | In Progress | • | |
| | | Summer 2019 | 01/31/2020 | Base | In Progress | • | |
| | | Fall 2019 | 03/16/2020 | Base | In Progress | • | |
| Ambers, Angela | 302800-Microbiology,Immu | nology&Gene Fall 2018 | 12/31/2019 | Base | 8 Ready for Certification | • | |
| Basu, Alakananda | 302800-Microbiology,Immu | nology&Gene Fall 2018 | 12/31/2019 | Base | 8 Ready for Certification | • | |
| | | | | | | | |

huronconsultinggroup.com



- 4. 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'.
- 5. 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.

| waiting Certific | ation | Associ | ated Certifiers | (127) 🕄 | | Associated | Projects (27) | | | |
|------------------|------------|--------------------|-----------------|-------------|-----------|----------------|-----------------------|---------------|----------------------|-------|
| gator | Project | Title | Account Num | ber | Account I | Number | Sponsor Name | Period | Status | Staff |
| | HIV-1 Infe | ection and Latency | RF00014-5R01D |)A043162-04 | RF00014 | | NIDA: National Instit | all 2018 | Ready for Pre Review | • |
| | HIV-1 Infe | ection and Latency | RF00014-5R01D |)A043162-04 | RF00014 | | NIDA: National Instit | Fall 2019 | Building | • |
| | HIV-1 Infe | ection and Latency | RF00014-5R01D |)A043162-04 | Clic | k here to sort | : National Instit | Spring 2019 | Building | • |
| | HIV-1 Infe | ection and Latency | RF00014-5R01D | A043162-04 | RF00014 | | NIDA: National Instit | Summer 2019 | Building | • |
| | Neuronal | Survival, HIV-1 an | RN0121-R01NS | 048837 NCE | RN0121 | _ | NINDS: Neurologica | Fall 2018 | Ready for Pre Review | • |
| | Neuronal | Survival, HIV-1 an | RN0121-R01NS | 048837 NCE | RN0121 | - | NINDS: Neurologica | IFall 2019 | Building | • |
| | Neuronal | Survival, HIV-1 an | RN0121-R01NS | 048837 NCE | RN0121 | | NINDS: Neurologica | I Spring 2019 | Building | • |

6. 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 | | . ● |
| Karoli, Tim | National Space Biom. | 3048990006 | 3048990006 | Training Sponsor | Project Q | 😢 Ready for Confirm | . ● |



7. 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.

| Karoli, Tim - 99887705 | | <u>^</u> | 3048990008 - Endocardium Formatio | n During Heart Development |
|--------------------------|--|----------|-----------------------------------|---|
| Ready for Confirmation * | C <u>e</u> | וו | Project Information | |
| Dre Daviewad | | | Department: | Hurontraining - Huron Training Department |
| Pre Reviewed | | - 11 | Fund Description : | 10 204 National Cancer Institute |
| ✓ Ready for Pre Review ★ | 2 | | Activity Description: | 0220 Ind & Project Research |
| 3048990005 | Inhibition of Translation Initi Project Q3 | | Subactivity Description : | D02 Organized Research - Medical Center |
| 3048990006 | National Space Biomedical Project Q3 | | Account Funding Dates: | 09/01/2012 to 08/31/2013 |
| 204000007 | Decembration Mind Decembration | - | Sponsor Award Number: | 5R01GM090317-11 |
| | · · · · · · · · · · · · · · · · · · · | | | |

- 8. Review the Project Statement for accuracy. Ensure that the effort percentage displayed matches the effort for the employees listed.
 - a. Click the <u>s</u> icon to view the payroll report for the individual if there are concerns about the effort percentage.
 - b. 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.

| Work List | | |) | | | | | | |
|---------------------------------|-------------------------------------|----------------|--------|----------------------|-----------------|--------------------|-----------------------|-----------------|----------|
| | | | ළු ^ | 3048990008 | - Endocardium F | ormation During He | eart Development | | |
| 3048990005 | Inhibition of Translation Initi Pro | ject Q3 | | Project Inform | nation | | | | |
| 3048990006 | National Space Biomedical Pro | ject Q3 | 18 | Departm Project T | Pro | oject Payroll Summ | ary - Project Q3 2017 | close | ^ |
| 3048990007 | Research Network on Mind Pro | ject Q3 | | Fund De | Tim Karoli - 99 | 887705 | | | |
| 3048990008 | Endocardium Formation DuPro | ject Q3 | | Activity [| Desis of Marris | 501100 | 7-4-14 | T -4-10/ | |
| ► Building ★ | | | (Pn | Subactiv Account | 1000567891-H | luron Univer | \$26,000.00 | 24% | |
| | | | | Sponsor | 3048990005-li | nhibition in C | \$13,000.00 | 12% | |
| | | | | | 3048990006-N | lational Spa | \$13,000.00 | 12% | |
| Project Statement for 304899000 | 8: Endocardium Formation Durir | ng Heart De | evelop | men; Effort | 3048990007-F | Research Net | \$31,000.00 | 28% | |
| | | | | | 3048990008-E | Endocardium | \$26,000.00 | 24% | |
| Employee | Department | Object Code | Pa | ayroll \$ | Total: | | \$109,000.00 | 100.00% | er >r |
| 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 | ຈບ.ບບ | \$∠0,000.00 | 2170 | | 7 |
| Get Help | | | | | | Pr | e Review | Save Horr | e |
| Notes O | | | | | | | | | |
| | | | | | | | | | |

c. 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.

| e d | | | Prevent Certification | | On Hold: Override Status | | | | |
|---------|-------------------------|----------|-----------------------|------------|--------------------------|----------|---------|---------|---------------|
| Employe | View Associated Reports | partment | Object Code | Payroll \$ | Cost Share \$ | Total \$ | Total % | Confirm | Hover Over |
| | | | | | | | | | |

UNT HEALTH SCIENCE CENTER

9. 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.

| Pre Reviewed | • | 3048990005 - Inhibition in Cancer The | гару |
|--------------|--|---|---|
| | ★ 2 | Project Information Department: | Hurontesting - Huron Testing Department |
| 3048990005 | Inhibition of Translation Initi Project Q3 | Project Title: | Inhibition of Translation Initiation in Cancer |
| 3048990006 | National Space BiomedicalProject Q3 | Fund Description : Activity Description: | 10.204 National Cancer Institute 0220 Ind & Project Research |
| 3048990007 | Research Network on Mind Project Q3 | Subactivity Description : | D02 Organized Research - Medical Center |
| 3048990008 | Endocardium Formation DuProject Q3 | Account Funding Dates: Sponsor Award Number: | 07/01/2017 to 12/31/2017 5R01GM090317-08 |
| € | • | 11 | |

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

| uronal Survival, HIV-1 and Astrocyte-TIMF | Status: Ready for Pre F | Review | | | | | |
|---|-------------------------|-------------|---------------|-------------|------------|---------|---------------|
| | | | | | | Over | ide Status |
| Department | Object Code | Payroll \$ | Cost Share \$ | Total \$ | Total % | Confirm | Hover Over |
| Pharmacology&Neuroscience - 302700 | 0000 | \$10,200.00 | \$0.00 | \$10,200.00 | 34% | | \$ |
| | | | | | Pre Review | Save | Home |

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