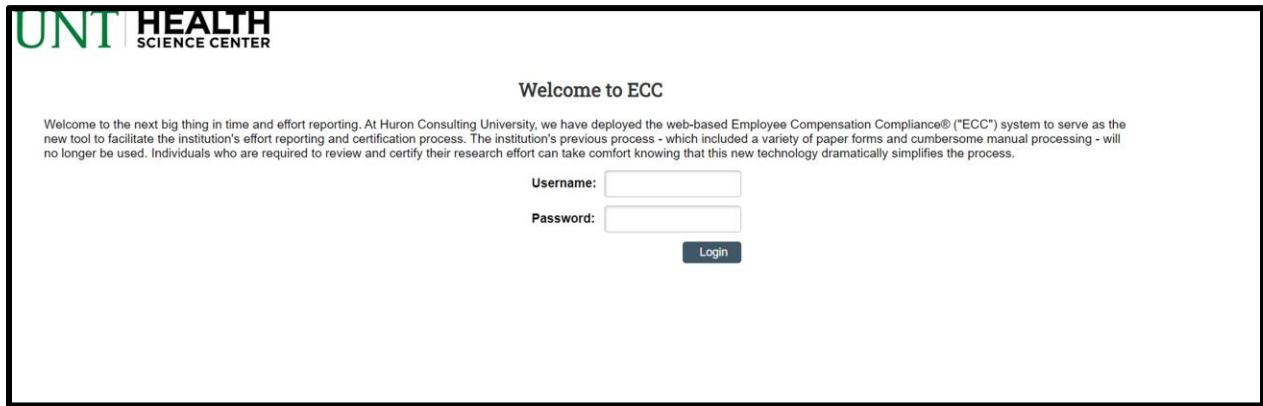
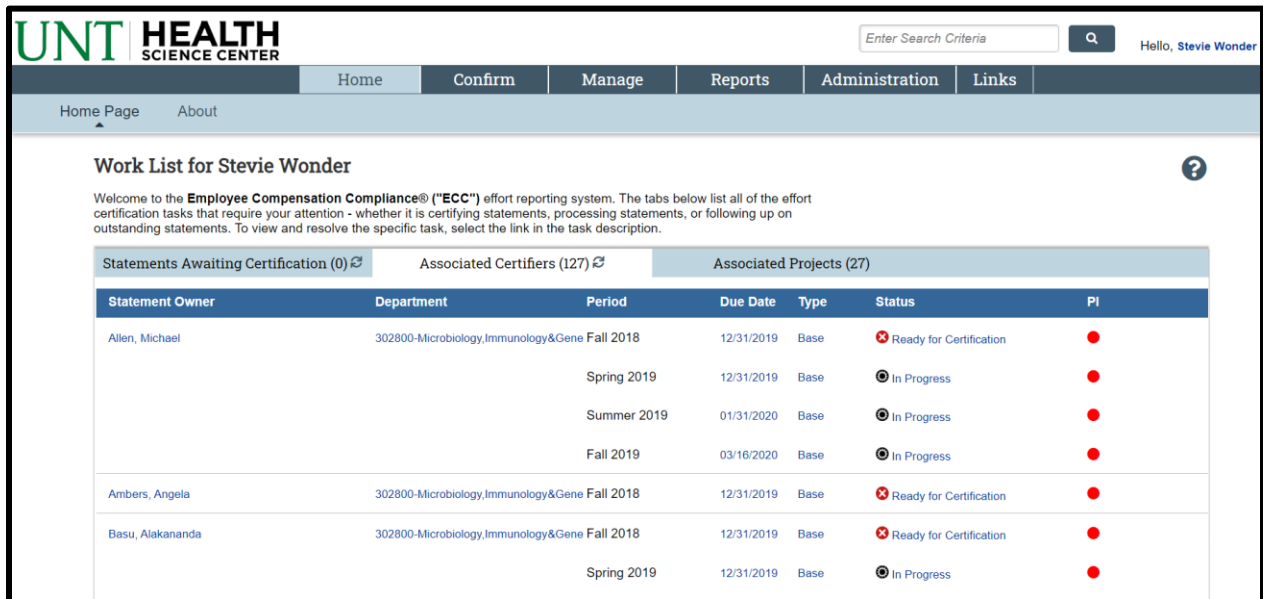


EFFORT STATEMENT PRE-REVIEW – DEPARTMENT ADMINISTRATOR

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. Statements Awaiting Certification
 - b. Associated Certifiers
 - c. Associated Projects



4. The goal is to Pre-Review all Effort Statements for all of your assigned faculty and labs (listed under the Associated Certifiers tab, or by navigating to 'Confirm' menu option -> 'My Effort Statements'.
5. From the Home page, click on any link to be directed to the Effort Statement to begin the pre-review process.

Give the specific task, select the link in the task description.

Associated Certifiers (116)		Associated Projects				
Department	Period	Due Date	Type	Status	PI	
303300-Biostatistics&Epidemiology	Fall 2018	12/31/2019	Base	Ready for Pre Review	●	
300690-Family Medicine	Fall 2018	12/31/2019	Base	Ready for Pre Review	●	
300690-Family Medicine	Fall 2018	12/31/2019	Base	Ready for Certification	●	
	Spring 2019	12/31/2019	Base	In Progress	●	
300690-Family Medicine	Fall 2018	12/31/2019	Base	Ready for Pre Review	●	
	Spring 2019	12/31/2019	Base	In Progress	●	
	Summer 2019	01/31/2020	Base	In Progress	●	
	Fall 2019	03/16/2020	Base	In Progress	●	
300690-Family Medicine	Fall 2018	12/31/2019	Base	Ready for Certification	●	

6. The Effort Statement
 - a. is split into two sections, Sponsored and Non-Sponsored
 - b. lists all Payroll, Committed Effort, and UNTHSC Paid Effort (cost share) for each account that has salary charges, as well as the Certified Effort

Accounts	Total Payroll \$	Committed Effort	Payroll	UNTHSC Paid Effort	Computed Effort	Certified Effort	Value	Certify?
Sponsored Projects								
RF30000 Soft-Robotic Glove for Cerebral Palsy Hand Rehabilitation (REHAB Glove)	\$9,024.70	17 %	8 %	0 %	8 %	\$ 8 %		<input type="checkbox"/>
RF30002 Soft-Robotic Glove for Cerebral Palsy Hand Rehabilitation (REHAB Glove)	\$0.00	2 %	0 %	0 %	0 %	\$ 0 %		<input type="checkbox"/>
RP20017 Effects of OMT on Gait Kinematics and Postural Control in Parkinson Disease	\$0.00	12 %	0 %	0 %	0 %	\$ 0 %		<input type="checkbox"/>
Sponsored Projects Total:	\$9,024.70	31%	8%	0%	8%	8%		
Non Sponsored								
300690 Family Medicine	\$99,315.30	0 %	92 %	0 %	92 %	\$ 92 %		<input type="checkbox"/>
Non Sponsored Total:	\$99,315.30	0%	92%	0%	92%	92%		
Grand Total:	\$108,340.00	31%	100%	0%	100%	100%		

7. On Effort Statement, review all sponsored accounts, payroll percentages and computed effort for inaccuracies.
 - a. Toggle to \$ or run the payroll report to view dollars associated to the effort statement
 - b. If the Effort Statement looks incorrect or needs additional accounts, use the 'on hold' check box to place the Effort Statement on hold and prevent it from being released to the faculty member until a cost transfer as been completed

Accounts	Total Payroll \$	Committed Effort	Payroll	UNTHSC Paid Effort	Computed Effort	Certified Effort	Effort Calc
Sponsored Projects							
RI10080 Evaluation of patient safety through a comparison of oral chemotherapy management from an in-house specialty pharmacy versus external specialty pharmacy	\$ 0.00	1 %	0 %	0 %	0 %	\$ 0 %	<input type="checkbox"/>
RP20006 The Osteopathic Approach to Chronic Pain Management: Assessing its Biopsychosocial Processes and Relationships to Clinical Outcomes	\$ 0.00	2 %	0 %	0 %	0 %	\$ 0 %	<input type="checkbox"/>
RP20028 The Osteopathic Approach to Chronic Pain Management: Assessing its Biopsychosocial Processes and Relationships to Clinical Outcomes	\$ 2,733.84	0 %	3 %	0 %	3 %	\$ 3 %	<input checked="" type="checkbox"/>
RP20051 The Effects of Lymphatic Pump Treatment on the Immune Response During Acute Pneumonia	\$ 2,186.96	0 %	2 %	0 %	2 %	\$ 2 %	<input checked="" type="checkbox"/>
Sponsored Projects Total:	\$4,920.80	21%	5%	0%	5%	5%	
Non Sponsored							
300600 Office of the Dean-TCOM	\$ 8,201.44	0 %	7 %	0 %	7 %	\$ 8 %	<input checked="" type="checkbox"/>
303000 SPH-Deans Office	\$ 52,488.96	0 %	48 %	0 %	48 %	\$ 48 %	<input checked="" type="checkbox"/>
330080 Institute for Patient Safety	\$ 43,740.80	0 %	40 %	0 %	40 %	\$ 40 %	<input checked="" type="checkbox"/>
Non Sponsored Total:	\$104,431.20	0%	95%	0%	95%	96%	
Grand Total:	\$109,352.00	21%	100%	0%	100%	101%	

8. If the individual has accounts that are subject to the salary cap, toggle the **? CAP** icon to view the required cost share amount.
 - a. This amount is derived from the individual's direct charge payroll as a portion of their overall salary for the period of performance.

Accounts	Total Payroll \$	Committed Effort	Payroll	UNTHSC Paid Effort	Computed Effort	Certified Effort	Effort Calc
Sponsored Projects							
RF0098 Human Microbiome Species and Genes for Human Identification ? CAP	\$ 347.52	0 %	0 %	0 %	0 %	\$ 0 %	<input type="checkbox"/>
RF40006 Genomic Sequencing Bioinformatics Platform for Forensic Analysis	\$ 2,896.62	4 %	1 %	0 %	1 %	\$ 1 %	<input type="checkbox"/>
RF40017 Proteos	\$ 0.00	20 %	0 %	0 %	0 %	\$ 0 %	<input type="checkbox"/>
RF70002 Application for Funding to Support the National Missing and Unidentified Persons System (NamUs) ? CAP	\$ 24,332.32	35 %	12 %	0 %	12 %	\$ 12 %	<input type="checkbox"/>
RF70003 NIJ FY16 DNA Capacity Enhancement and Bar Reduction Program ? CAP			1 %	0 %	1 %	\$ 1 %	<input type="checkbox"/>
RF70004 Typing Highly Degraded DNA Using Circularized Molecules and Target Enrichment ? CAP			1 %	0 %	1 %	\$ 1 %	<input type="checkbox"/>
RF70005 Evaluation and Implementation of High Throughput Second Generation Sequencing for Mitochondrial DNA Typing ? CAP			3 %	0 %	3 %	\$ 3 %	<input type="checkbox"/>
RF70009 Reducing Human Trafficking Through Forensic Identification ? CAP	\$ 50,001.00	50 %	25 %	0 %	25 %	\$ 25 %	<input type="checkbox"/>
RF70010 Typing Highly Degraded DNA Using Circularized Molecules and Target Enrichment (For: Rachel Wiley) ? CAP	\$ 0.00	2 %	0 %	0 %	0 %	\$ 0 %	<input type="checkbox"/>
RF70014 Development of a Mitochondrial Mixture Database and Interpretation Tool ? CAP	\$ 1,390.32	2 %	1 %	0 %	1 %	\$ 1 %	<input type="checkbox"/>

Sponsor name: NIJ: National Institute of Justice Sponsor type: FED

By Payroll Dollars

Salary Cap -- \$68,754.52

Salary for Effort Period -- \$200,004.00

Computed Effort -- 35.00%

Payroll -- 49.00%

Cost Share percent required -- 23.00% = (((\$200,004.00*12.00%)-\$68,754.52)-12.00%

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

Accounts	Total Payroll \$	Committed Effort	Payroll	UNTHSC Paid Effort	Computed Effort	Certified Effort	Certify?
Sponsored Projects							
RP10003 Development of a Mock Microbial Community for Microbial Forensic Technique Characterization Evaluation and Optimization	\$ 0.00	2 %	0 %	0 %	0 %	\$ 0 %	<input type="checkbox"/>
RP10004 Testing and Optimization of Microbiome Analysis Techniques in Forensically Relevant Samples	\$ 3,125.10	10 %	5 %	0 %	5 %	\$ 5 %	<input type="checkbox"/>
Sponsored Projects Total:	\$3,125.10	12%	5%	0%	5%	5%	
Non Sponsored							
302800 Microbiology,Immunology&Gene	\$ 59,376.90	0 %	95 %	0 %	95 %	\$ 95 %	<input type="checkbox"/>
Non Sponsored Total:	\$59,376.90	0%	95%	0%	95%	95%	
Grand Total:	\$62,502.00	12%	100%	0%	100%	100%	

Get Help
Pre Review

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