PROJECT STATEMENT CERTIFICATION- FACULTY

1. Access ECC for your certification 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. Effort Statements
   b. Associated Project Statements
   c. Associated Delegated Project Statements
4. Per UNTHSC’s policy, you are required to certify your Effort Statements and your Project Statements.

5. To access your Project Statements for certification, click on any link associated to the line under Associated Project Statements.

6. The Project Statement you selected on the home page will be displayed.
   a. To view all project statements at one time, click the Select All icon.
7. The Project Statement lists all UNTHSC employees that were paid from the accounts for which you are a PI.
   a. The statement displays the individual’s effort percentage as a portion of their 100% payroll for the period of performance
   b. To view an employee’s 100% labor distribution, click the icon in the Hover Over column
   c. Review the Project Statement(s), review all accounts, ensure that all employees are listed and that the effort percentages are accurate
      i. Your department administrator has already reviewed your Project Statement and it should be accurate. If you have questions about your Project Statement, you can click the ‘Get Help’ button to email the administrator about any issues you may be having

8. To certify the Project Statement
   a. Select the individual check boxes under the ‘Confirm’ column or select the green star, which is a ‘check all’
   b. Select the ‘Certify’ button which has now appeared
9. Review the attestation statement and select ‘I Agree’ to complete the certification.

10. Your Project Statement is complete and has been removed from your worklist.
    a. You will need to do this for each one of your Project Statements