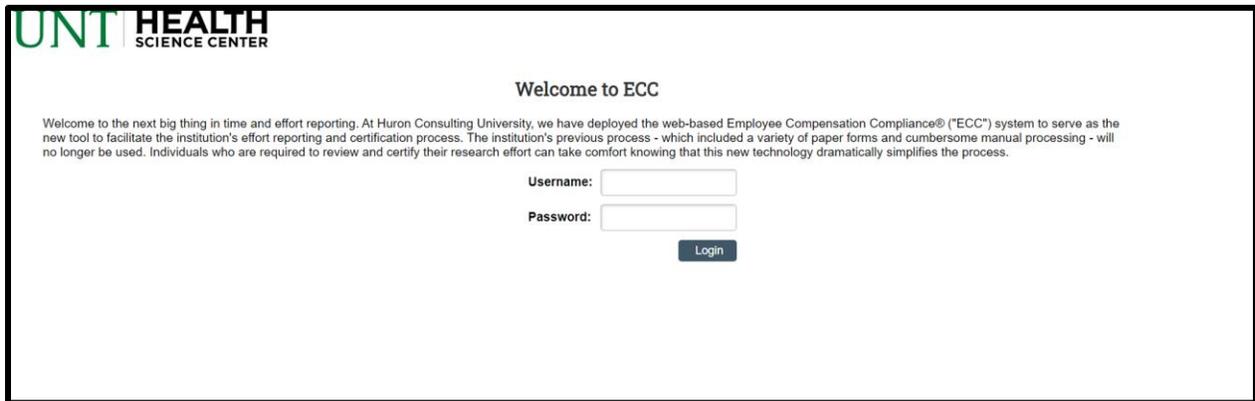
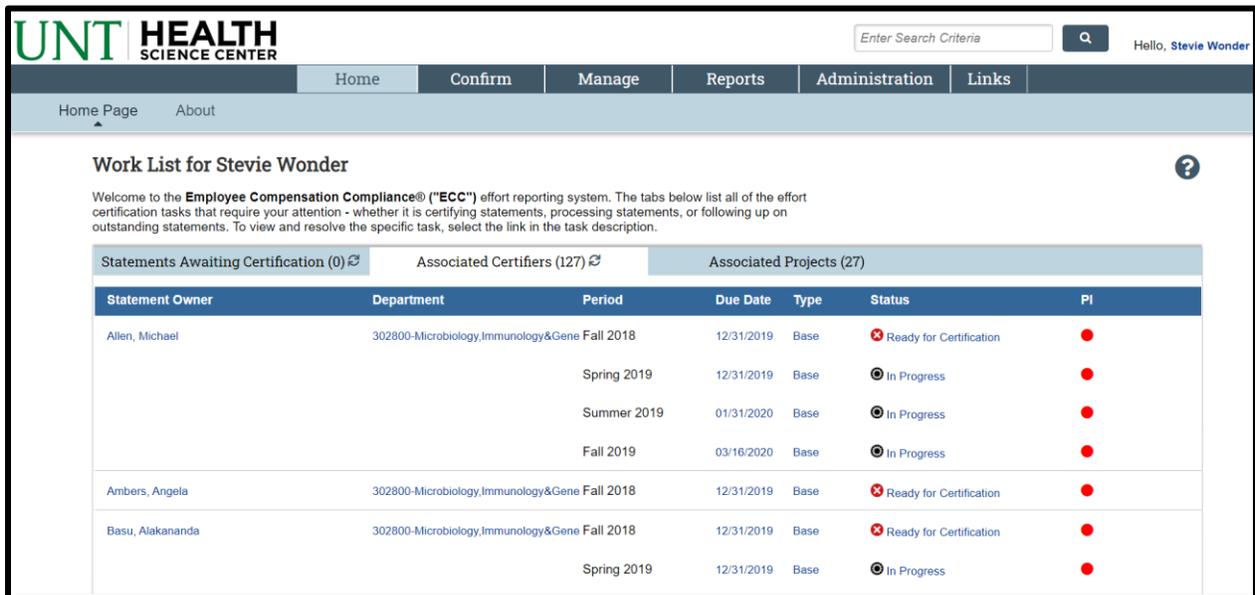


PROJECT STATEMENT PRE-REVIEW – DEPARTMENT ADMINISTRATOR

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 Institut... | Fall 2018 | Ready for Pre Review | ● |
| | HIV-1 Infection and Latency... | RF00014-5R01DA043162-04 | RF00014 | NIDA: National Institut... | Fall 2019 | Building | ● |
| | HIV-1 Infection and Latency... | RF00014-5R01DA043162-04 | RF00014 | NIDA: National Institut... | Spring 2019 | Building | ● |
| | HIV-1 Infection and Latency... | RF00014-5R01DA043162-04 | RF00014 | NIDA: National Institut... | 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... | ● |

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.

8. Review the Project Statement for accuracy. Ensure that the effort percentage displayed matches the effort for the employees listed.
 - a. Click the  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.

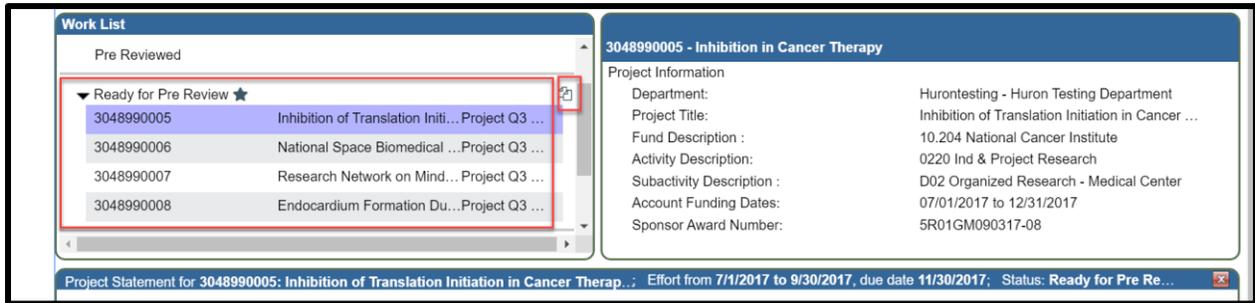
| Employee | Department | Object Code | Payroll \$ |
|-------------------------------|---------------------------------|-------------|-------------|
| Edgington, Bennett - 99887720 | Huron Testing Department - H... | 6010 | \$6,600.00 |
| Heims, Irish - 99887721 | Huron Testing Department - H... | 6150 | \$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% |

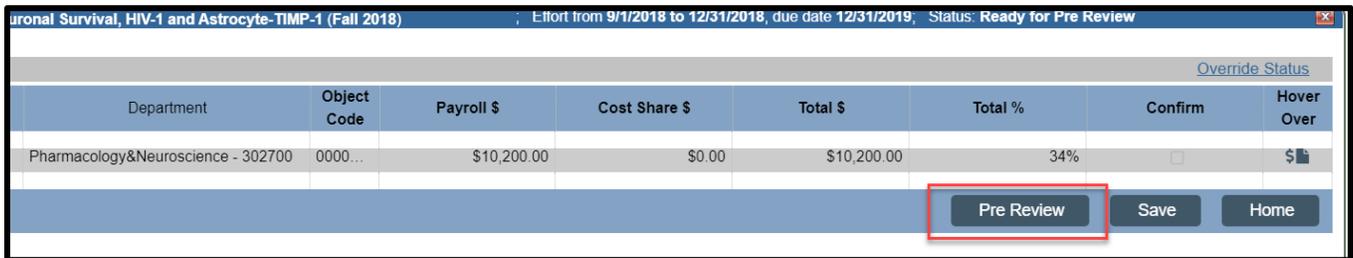
- c. If the Project Statement looks incorrect or needs additional staff members added, use the 'on hold' check box to place the Project Statement on hold and prevent it from being released to the faculty member until a cost transfer has been completed.

| Employee | Department | Object Code | Payroll \$ | Cost Share \$ | Total \$ | Total % | Confirm | Hover Over |
|----------|------------|-------------|------------|---------------|----------|---------|---------|------------|
|----------|------------|-------------|------------|---------------|----------|---------|---------|------------|

- 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.