

PROJECT STATEMENT CERTIFICATION- PI/FACULTY

- 1. Access UNT Dallas' Employee Compensation Compliance (ECC) System for your certification through the email you received or by going directly to the ECC System environment at https://untsystem.huronecc.com/ecc/.
- 2. Log into the application through SSO and using your UNT Dallas username/password, and click 'Continue'.

 Log into the application through SSO and using your l 'Continue'. 	UNT Dallas username/password, and click
UNIVERSITY OF NORTH TEXAS AT DALLAS	Enter Search Criteria Q Hello, Janet Burto
Welcome to Huron's Employee Compensation Compliance® ("ECC") system. The ECC system is desi Guidance Subpart E §200.430., NIH Salary Limitation on Grants, and other agency policies that govern an award are reasonable based on work performed. UNT Dallas Research Policy 13.006 ?Time & Effor public=true&siteid=10	igned to help institutions comply with the provisions of Uniform the need to provide confirmation that salaries/wages charged to rt Reporting? can be found at https://untsystem.policytech.com/?
Continue	

- 3. You are viewing the Home Page. The Home Page will display your Worklist. The Worklist displays two sections:
 - a. Project Statements
 - b. Associated Project Statements

JNT DALLAS					Enter Search Criteria	Q Hello, Rena Nathans
	Home Certify Ma	nage Reports	Links			
Home Page About						
Work List for Rena Nathans						9
Welcome to Huron's Employee Compensation	on Compliance application. The tab(s) below contain	various tasks that requi	ire your attention.			
Statements Awaiting Certific	ation (1)					
Project Statements Top of Page Associated Project Statements Project Title	Account Number	Sponsor	Period	Due Date	Status	Staff
GD0000096_Narayan	PP10000-PO#sB000560162/B000776465	University of Mass	achusetts FALL 2022	5/31/2023	Ready for Certification	•
Associated Project Statemer	nts					
Project Title	Account Number	Sponsor	Period	Due Date	Status	Staff
There are no Project statements associated	with you					

4. Per UNT Dallas' policy, you are required to certify all Project Statements you are the responsible PI for.

HURON



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

JINI DALLAS				Enter Search Criteria	Q Hello, Rena Nathans 🕶
	Home Certify Ma	anage Reports Links			
Home Page About					
Work List for Rena Natha	ans				8
Welcome to Huron's Employee Compen	sation Compliance application. The tab(s) below contain	n various tasks that require your attention.			
Statements Awaiting Cer	rtification (1)				
Project Statements					
Top of Page Associated Project Statements Project Title	Account Number	Sponsor Period	Due Date	Status	Staff
	Account Number PP10000-PO#s8000560162/8000776465	Sponsor Period University of Massachusetts FALL 2022	Due Date 5/31/2023	Status	Staff
Project Title GD0000096_Narayan Associated Project Statem Tag of Page Page Statemens	PP10000-PO#s8000560162/B000776465	University of Massachusetts FALL 2022	5/31/2023	Ready for Certification	•
Project Title GD0000096_Narayan Associated Project Statem	PP10000-PO#s8000560162/8000776465				Staff • Staff

- 6. The Project Statement you selected on the Home Page will be displayed.
- 7. To view all Project statements at one time, click the Select All icon $\ ^{@}$

W	ork List					
-	Nathans, Rena - 10850514	4		PP10000 - WIPRO Science Education	Fellowship	
	 Ready for Certification 	k	62	Project Information		
	PP10000	GD0000096_Narayan	FALL 2022	Award PI:	10850514 Narayan,Ratna	
-				Department:	518000 - School of Education	- 11
	Pre Reviewed			Project Title:	GD0000096_Narayan	- 11
_				Prime Award Number:		
	Building			Short Title:	GD0000096_Narayan	- 11
_	Banang			Account Funding Dates:	03/01/2017 to 08/31/2023	
				Sponsor Award Number:	PO#sB000560162/B000776465	
l				JL		•
) P	roject Statement for PP100	000: GD0000096_Narayan (FALL 2	022)	; Effort from 9/1/2022 to 12/31/202	2, due date 5/31/2023; Status: Ready for Certificatio	×



- 8. The Project Statement lists all UNT Dallas Faculty and non-faculty employees that were paid from the Projects for which you are a PI.
 - a. The statement displays the individual's total payroll, and any applicable salary-over-thecap (SOC) or cost share dollars, for the reporting period.
 - b. To view an employee's 100% payroll distribution, click the *icon* in the Details column.
 - c. Review the Project Statement(s), review all accounts, ensure that all non-faculty employees are listed and that the payroll dollars 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 your administrator about any issues you may be having.

Work List								
Nathans, Rena - 10850514			PP10000 - WIPRC	Science Education	Fellowship			
 Ready for Certification 1 		එ	Project Informatio	n				
PP10000	GD0000096_Narayan FALL	. 2022	Award PI: Department: Project Title:	<u>Pro</u>		mary - FALL 2022	close	
Pre Reviewed			Prime Award	Rena Nathans - 10	850514			
Building			Short Title: Account Fund	Project Name PP10000-WIPRO	Science	Total \$ \$875.90	Total % 12%	
			Sponsor Awai	518200-Teacher E	ducation	\$6,131.30	88%	-
Project Statement for PP10000: G	D0000096_Narayan (FALL 2022)		; Effort from	Total:		\$7,007.20	100.00%	
INFO - Check at least one certify	checkbox to show the certify buttor	1.						
Employee	Department	Posi Number	Payroll \$					ons
the late of the	School of Education - 518000	00011	\$1,776.67					-
and the second	Teacher Education&Admin - 5182	0000	\$875.90	\$0.00	\$875.9U	12%		
Get Help				Click to vie	w 100% payro	oll distribution	ave Hom	e
Notes 🖸								



9. If you wish to save your progress reviewing each line of the statement, select each line you wish to save and click the 'Save' button to return to complete the certification processs at a later time.

ertity payroll for the period si	nown above, verify the payroll and cost	share dollars. The	en click each of the	checkboxes and press	the Certify button.			
rk List								
lathans, Rena - 10850514			PP10000 - WI	PRO Science Educati	on Fellowship			
Ready for Certification ★			Project Information	ation				
PP10000			Award PI:		1085	0514 Narayan,Ratna	a	
			Departmer	nt:	5180	00 - School of Educa	ation	
Pre Reviewed			Project Titl	e:	GD00	000096_Narayan		
				rd Number:				
Building			Short Title:			000096_Narayan		
0			11	unding Dates:		1/2017 to 08/31/2023		
			Sponsor A	ward Number:	PO#s	sB000560162/B0007	76465	
			Sponsor A	ward Number:	PO#6	sB000560162/B0007	76465	
ect Statement for PP1000	0: GD0000096_Narayan (FALL 2022)			ward Number: pm 9/1/2022 to 12/31/				tio
								tio
	0: GD0000096_Narayan (FALL 2022) ertify checkbox to show the certify b							tio
FO - Check at least one co								tio
FO - Check at least one co								
루O - Check at least one co [2	ertify checkbox to show the certify b	utton. Posi	; Effort fre	om 9/1/2022 to 12/31/	2022, due date 5/31/	'2023; Status: Read	dy for Certificat Certify?	Ac
FO - Check at least one co	ertify checkbox to show the certify b Department	utton. Posi Number 00011	; Effort fro	om 9/1/2022 to 12/31/ Cost Share \$	2022, due date 5/31/ Total \$	2023; Status: Reac Total %	dy for Certificat Certify?	tio Ac

10. If you wish to partially certify certain lines of the statements that you have reviewed, select only lines you wish to certify and click the 'Certify' button to return to complete the entire certification process at a later time. The statement will remain on your Worklist until you have certified every line of the statement.

ork List								
Nathans, Rena - 10850514			PP10000 - W	PRO Science Educati	on Fellowship			
✓ Ready for Certification ★			Project Inform	nation				
PP10000	GD0000096_Narayan	FALL 2022	Award PI:		10850	0514 Narayan,Rat	na	
			Departme	Department:		00 - School of Edu	ication	
			Project Tit		GD00	00096_Narayan		
Pre Reviewed								
Pre Reviewed				ard Number:				
Pre Reviewed Building			Short Title):		00096_Narayan		
			Short Title Account F	e: Funding Dates:	03/01	/2017 to 08/31/20		
			Short Title Account F):	03/01			
Building			Short Title Account F Sponsor A	e: Funding Dates: Award Number:	03/01 PO#s	/2017 to 08/31/20: B000560162/B000	0776465	
Building	00: GD0000096_Narayan (FALL 2022)		Short Title Account F Sponsor A	e: Funding Dates:	03/01 PO#s	/2017 to 08/31/20: B000560162/B000	0776465	tio
Building	00: GD0000096_Narayan (FALL 2022) :ertify checkbox to show the certify b		Short Title Account F Sponsor A	e: Funding Dates: Award Number:	03/01 PO#s	/2017 to 08/31/20: B000560162/B000	0776465	tio
Building oject Statement for PP1000 IFO - Check at least one c			Short Title Account F Sponsor A	e: Funding Dates: Award Number:	03/01 PO#s	/2017 to 08/31/20: B000560162/B000	0776465	tio
Building oject Statement for PP1000 IFO - Check at least one c	ertify checkbox to show the certify b		Short Title Account F Sponsor A ; Effort fr	e: Funding Dates: Iward Number: Form 9/1/2022 to 12/31/	03/01 PO#s 2022, due date 5/31/2	/2017 to 08/31/20: B000560162/B000 2023; Status: Re:	0776465	
Building oject Statement for PP1000 IFO - Check at least one c		outton.	Short Title Account F Sponsor A	e: Funding Dates: Award Number:	03/01 PO#s	/2017 to 08/31/20: B000560162/B000	ady for Certificat	tio Ac
Building oject Statement for PP1000 IFO - Check at least one c	ertify checkbox to show the certify b	putton. Posi	Short Title Account F Sponsor A ; Effort fr	e: Funding Dates: Award Number: From 9/1/2022 to 12/31/	03/01 PO#s 2022, due date 5/31/2	/2017 to 08/31/20: B000560162/B000 2023; Status: Re:	ady for Certificat	



- 11. To certify the entire Project Statement:
 - a. Select the individual check boxes under the 'Certify' column or select the green star 💽, which is a 'check all'.
 - b. Select the 'Certify' button which has now appeared.

Project Statem	ents Instructions							
certify payroll for the period sh	hown above, verify the payroll and cost sh	are dollars. Th	en click each of the	checkboxes and press	the Certify button.			
ork List								
Nathans, Rena - 10850514			PP10000 - WI	PRO Science Educati	on Fellowship			
✓ Ready for Certification ★			Project Inform	ation				
PP10000	GD0000096_Narayan FA	LL 2022	Award PI:		1085	50514 Narayan,Ratr	а	
			Departme			000 - School of Educ	ation	
Pre Reviewed			Project Tit		GD0	000096_Narayan		
				ard Number:				
Building			Short Title			000096_Narayan	2	
				unding Dates: ward Number:		1/2017 to 08/31/202 sB000560162/B000		
				ward Number.	10#	30000000102/0000	110405	
oject Statement for PP1000	00: GD0000096_Narayan (FALL 2022)		; Effort fr	om 9/1/2022 to 12/31/	2022, due date 5/31	/2023; Status: Rea	dy for Certifica	itio 👔
NFO - Check at least one ce	ertify checkbox to show the certify butt	on.						
Employee	Department	Posi Number	Payroll \$	Cost Share \$	Total \$	Total %	Certify?	Actions
-	School of Education - 518000	00011	\$1,776.67	\$0.00	\$1,776.67	100%		\$
	Teacher Education&Admin - 5182.	0000	\$875.90	\$0.00	\$875.90	12%		\$
Get Help						Certify	Save	Home
lotes O					-		-	

12. Review the attestation statement and select 'I Agree' to complete the certification.

Attestation	
Activity Number Tit	tle: Studies on being a Scientist
Activity Number	3048990001 - Studies on being a Scientist
Period:	Project Q4 2017
Certifier:	Kelley, Mike - 99887703
Personnel Being	Addington, Leigh - 99887712 Hurley, Lesa - 99887709 Stoll, Karena - 99887711 Ting, Kari - 99887708
performed in the	y charged and effort certified this period reasonably reflect the work e designated period, and that I have sufficient technical knowledge position that provides me with suitable means of verification that the ned.
	Cancel I Agree



- 13. 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.