

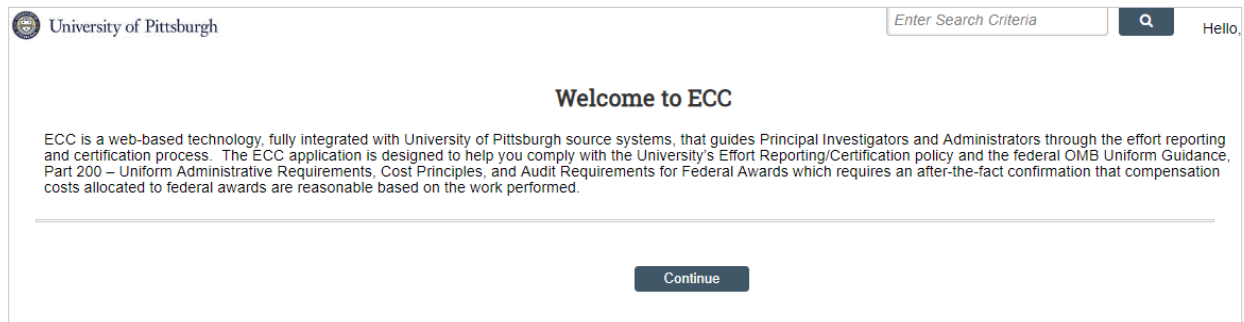


### Q: How do I login to ECC?

A: Login to [My.Pitt.edu](http://My.Pitt.edu). Using the search box in the upper right-hand corner of the page, search for **ECC**. The link for **ECC** will be displayed in the Search Results and the ECC icon will be identified by the vendor logo as follows:




You will see the ECC welcome screen. Click 'Continue' to navigate to your ECC Home page.



**Q: How do I know which statement(s) I need to certify?**

A: The statements you need to certify will be listed in the email reminders you receive from ECC. You will also see the same individuals in your Statements Awaiting Certification tab, shown below:



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Home Certify Manage Links

Home Page Site Map About

**Work List for Tim Karoli**

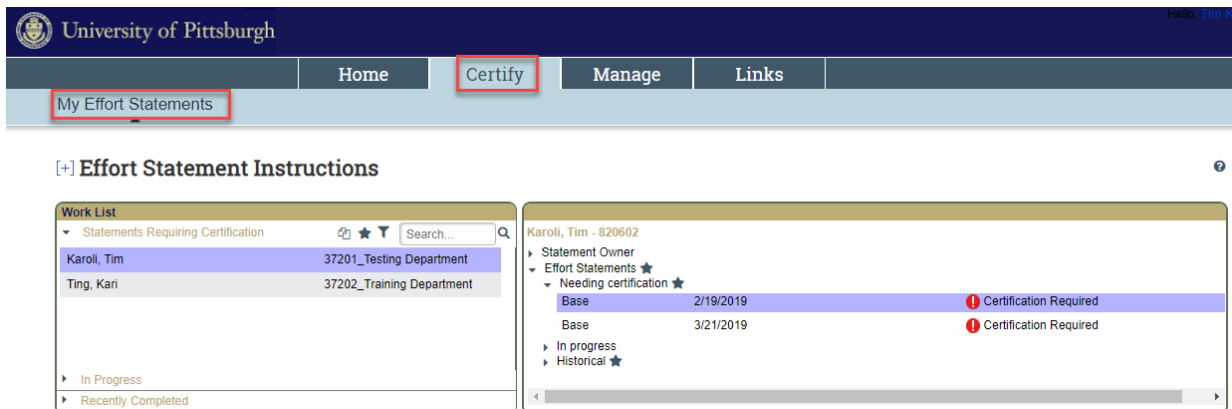
Welcome to the **ECC** effort reporting system. The tabs below list all of the effort certification tasks that require your attention - whether it is certifying statements, processing statements, or following up on outstanding statements. To view and resolve the specific task, select the link in the task description.

Statements Awaiting Certification (4)

**Effort Statements**

Statement Owner	Department	Period	Due Date	Type	Status	PI
Karoli, Tim	37201-37201_Testing Department	05/01/2018-08/31/2...	2/19/2019	Base	❗ Certification Required	
		09/01/2018-12/31/2...	3/21/2019	Base	❗ Certification Required	
Ting, Kari	37202-37202_Training Department	09/01/2018-12/31/2...	3/21/2019	Base	❗ Certification Required	●
		05/01/2018-08/31/2...	2/19/2019	Base	❗ Certification Required	●

Navigate to your effort statement by clicking the 'Certify' tab, then 'My Effort Statements', those same individuals will show up in your Work List as in the screen shot below:



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Home **Certify** Manage Links

My Effort Statements

**Effort Statement Instructions**

**Work List**


- Statements Requiring Certification
  - Karoli, Tim 37201\_Testing Department
  - Ting, Kari 37202\_Training Department
- In Progress
- Recently Completed

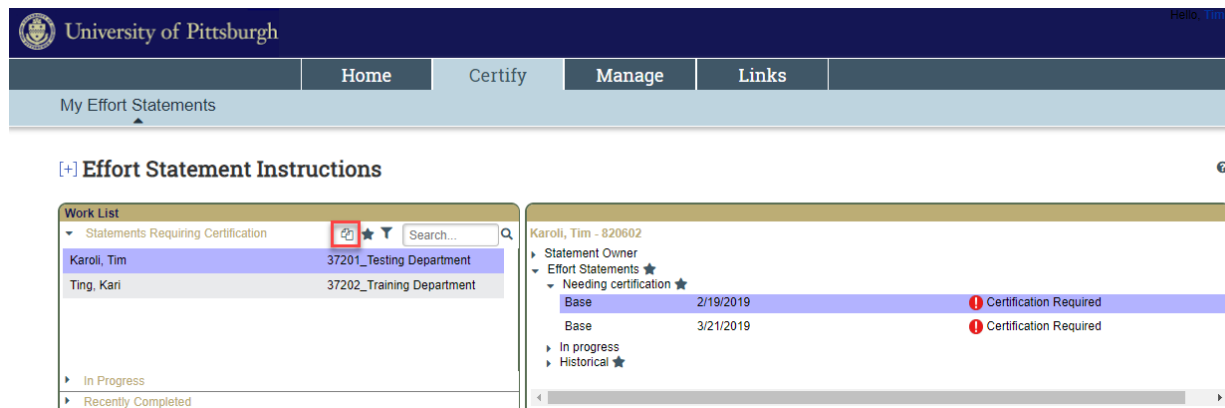
Karoli, Tim - 820602

- Statement Owner
- Effort Statements
  - Needing certification
    - Base 2/19/2019 ❗ Certification Required
    - Base 3/21/2019 ❗ Certification Required
  - In progress
  - Historical

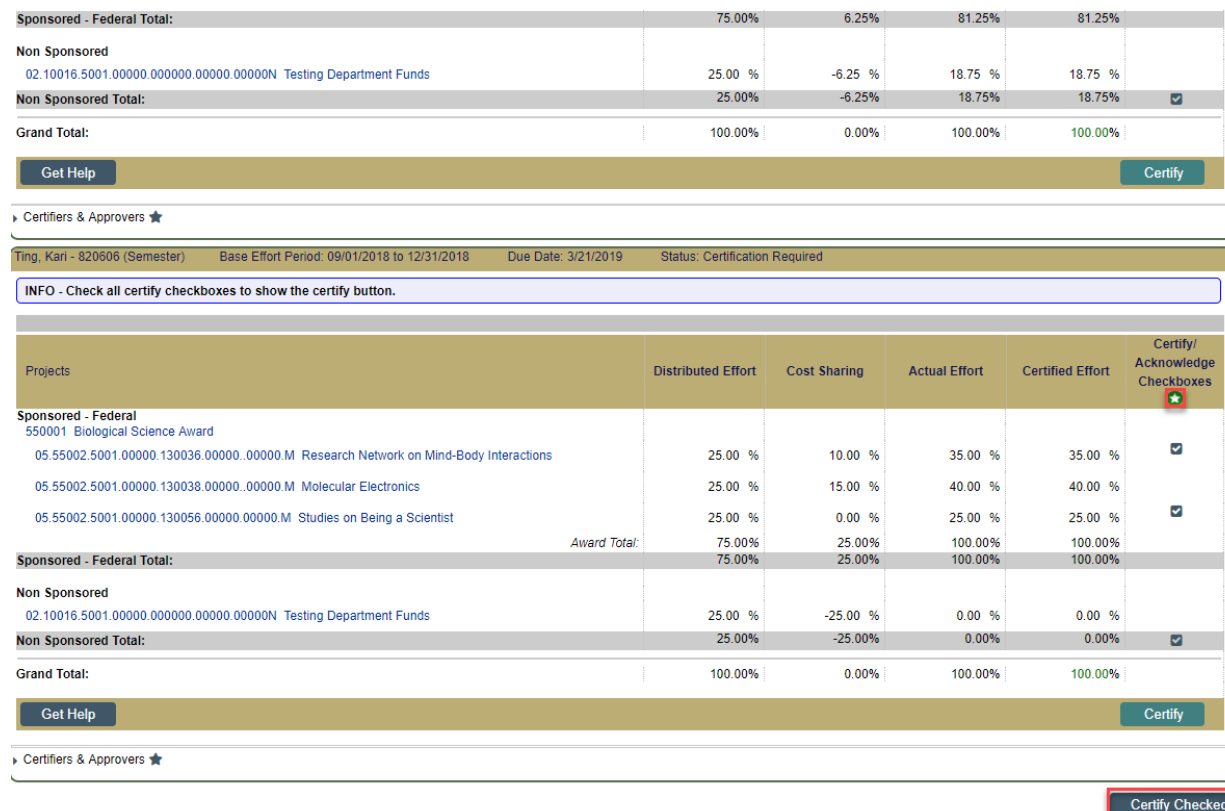
If there are no longer any individuals listed in your Statements Awaiting Certification tab, you are done. Your name will always be present in your Work List in order for you to access your historical statements. All other names will be moved from the active section of the Work List, when certified, into the Recently Completed section.

**Q: Can I certify everyone in my Work List, including myself, at the same time?**

A: Yes, you can load up to 10 effort statements in your Work List at the same time for certification. Click the Select All icon  in the Work List.



As you scroll to the bottom of the current statement, the next statement on the work list will automatically load, up to 10 statements. Check **all boxes** on each statement by either checking the individual boxes, or by clicking the green star at the top of the Certify/Acknowledge column of each statement.



Projects	Distributed Effort	Cost Sharing	Actual Effort	Certified Effort	Certify/Acknowledge Checkboxes
<b>Sponsored - Federal</b>					
550001 Biological Science Award					
05.55002.5001.00000.130036.00000.00000.M Research Network on Mind-Body Interactions	25.00 %	10.00 %	35.00 %	35.00 %	<input checked="" type="checkbox"/>
05.55002.5001.00000.130038.00000.00000.M Molecular Electronics	25.00 %	15.00 %	40.00 %	40.00 %	<input checked="" type="checkbox"/>
05.55002.5001.00000.130056.00000.00000.M Studies on Being a Scientist	25.00 %	0.00 %	25.00 %	25.00 %	<input checked="" type="checkbox"/>
<b>Award Total:</b>	<b>75.00%</b>	<b>25.00%</b>	<b>100.00%</b>	<b>100.00%</b>	
<b>Sponsored - Federal Total:</b>					
	<b>75.00%</b>	<b>25.00%</b>	<b>100.00%</b>	<b>100.00%</b>	
<b>Non Sponsored</b>					
02.10016.5001.00000.000000.00000.00000N Testing Department Funds	25.00 %	-25.00 %	0.00 %	0.00 %	<input checked="" type="checkbox"/>
<b>Non Sponsored Total:</b>	<b>25.00%</b>	<b>-25.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<input checked="" type="checkbox"/>
<b>Grand Total:</b>	<b>100.00%</b>	<b>0.00%</b>	<b>100.00%</b>	<b>100.00%</b>	

Click the '**Certify Checked**' button (highlighted in red in the above screenshot) following the last statement presented to certify all statements displayed. If you check the '**Certify**' button on any individual statement, only that statement will be certified.

The attestation page will be presented listing each of the statements, confirming whether all boxes were checked. When you click the "**I Agree**" button, all statements for which all boxes were checked will be certified. It is important that you do not exit the system or close your browser until the certifications are recorded and ECC returns you to your work list. Statements certified will drop off the work list and you may click the select all icon to view/certify the next 10 statements.

**Q: If I have questions, whom should I contact?**


A: You can receive help in a couple of ways. Every effort statement has a Get Help button that opens an email to your Primary Effort Coordinator. This would be appropriate if you have questions regarding effort percentages on this effort statement or don't recognize the name of the person for whom you are being asked to certify.

Projects	Distributed Effort	Cost Sharing	Actual Effort	Certified Effort	Certify/ Acknowledge Checkboxes
<b>Sponsored - Federal</b>					
550001 Biological Science Award					
05.55002.5001.00000.130036.00000.00000.M Research Network on Mind-Body Interactions	25.00 %	10.00 %	35.00 %	35.00 %	<input type="checkbox"/>
05.55002.5001.00000.130038.00000.00000.M Molecular Electronics	25.00 %	15.00 %	40.00 %	40.00 %	<input type="checkbox"/>
05.55002.5001.00000.130056.00000.00000.M Studies on Being a Scientist	25.00 %	0.00 %	25.00 %	25.00 %	<input type="checkbox"/>
<i>Award Total:</i>	75.00%	25.00%	100.00%	100.00%	
<b>Sponsored - Federal Total:</b>					
	75.00%	25.00%	100.00%	100.00%	
<b>Non Sponsored</b>					
02.10016.5001.00000.000000.00000.00000N Testing Department Funds	25.00 %	-25.00 %	0.00 %	0.00 %	<input type="checkbox"/>
<b>Non Sponsored Total:</b>					
	25.00%	-25.00%	0.00%	0.00%	<input type="checkbox"/>
<b>Grand Total:</b>					
	100.00%	0.00%	100.00%	100.00%	
<b>Get Help</b>					

Any question of a system, policy or compliance nature can be submitted to the Financial Compliance for Research department by emailing [sparhelp@cfo.pitt.edu](mailto:sparhelp@cfo.pitt.edu).

**Q: I am typing data in a search box and pressing enter, why is nothing happening?**

A: When entering data into certain fields, such as department or PI name, the system is equipped with “smart keys” which generate suggested values when at least 3 characters are entered. The more characters you enter the more specific your search results will be. After typing in your search criteria, please allow a few seconds for the system to identify your data. Once the data box returns a value, click on the appropriate selection then click the Submit button.


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Hello, [Michael Jordan](#)

	Home	Certify	Manage	Reports	Administration	Links
Look-up	Department Dashboard	Manage Effort Notifications	Place Statements On Hold			

### Look-up Page ?

The Look-Up page allows you to search for Employee, Award(s), Project(s), or Department(s). After at least three (3) characters of the name or number are entered the system displays the possible matches in three separate lists - one for Employee, one for Department, and one for Award and Project. You then can continue to enter data or select a match from the list and be taken to the appropriate page - the Effort statement page, the Department Dashboard, or the Award/Project Summary page. The Award/Project Summary page opens in new browser page. If you enter enough data to return only one result, you will be directed to the appropriate page automatically.

The Enter and Tab keys **do not** allow selection of data.

<b>Employee:</b> Karoli Tim - 820602 Ting Kari - 820606	<b>Department:</b> <i>No search results found</i>	<b>Active Award / Project:</b> <i>No search results found</i>	<b>Inactive Award / Project:</b> <i>No search results found</i>
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