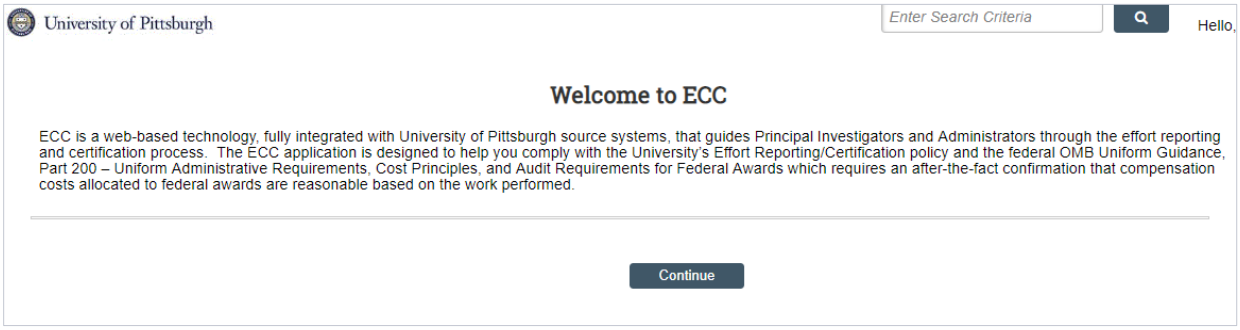
Q: How do I login to ECC?
A: Login to My.Pitt.edu. Using the search box in the upper right-hand corner of the page, search for **ECC**. The link for **ECC** will be displayed in the Search Results and the ECC icon will be identified by the vendor logo as follows:

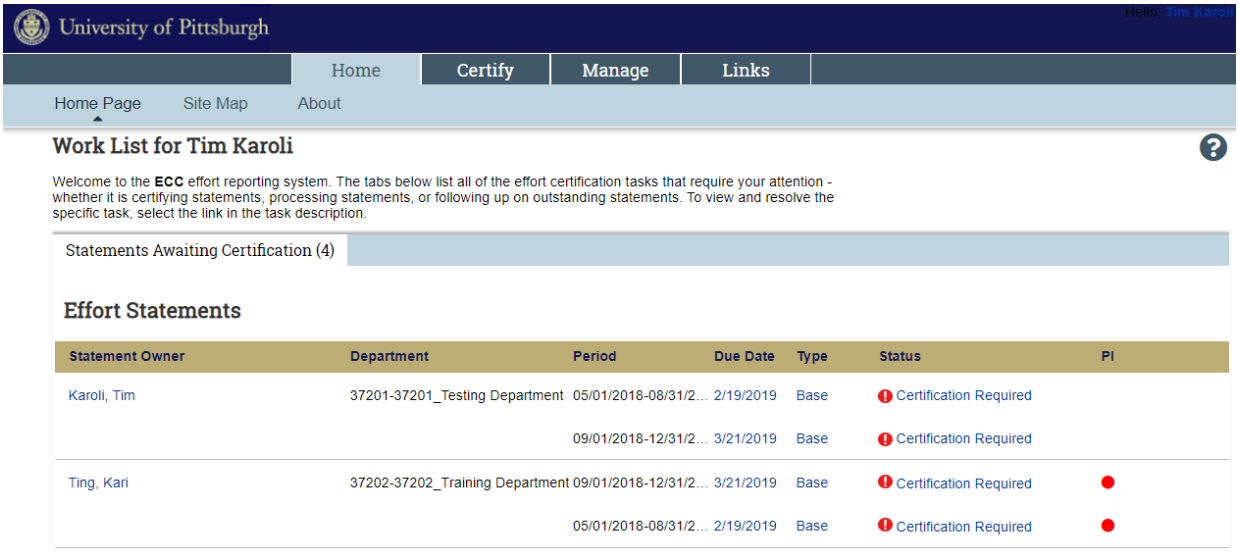
You will see the ECC welcome screen. Click 'Continue' to navigate to your ECC Home page.



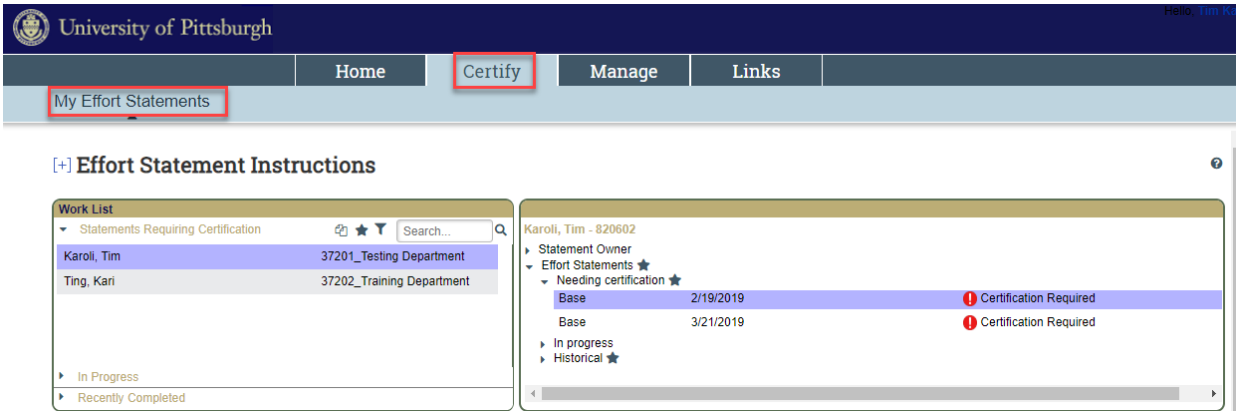
University of Pittsburgh

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:



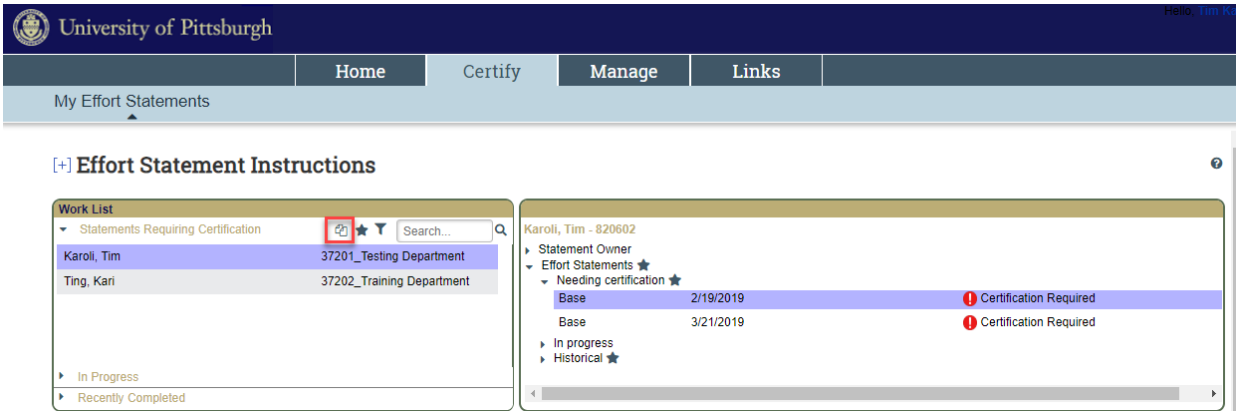
Navigate to your effort statement by clicking the 'Certify' tab, then 'My Effort Statements', those same individuals will show up in your Work List as in the screen shot below:



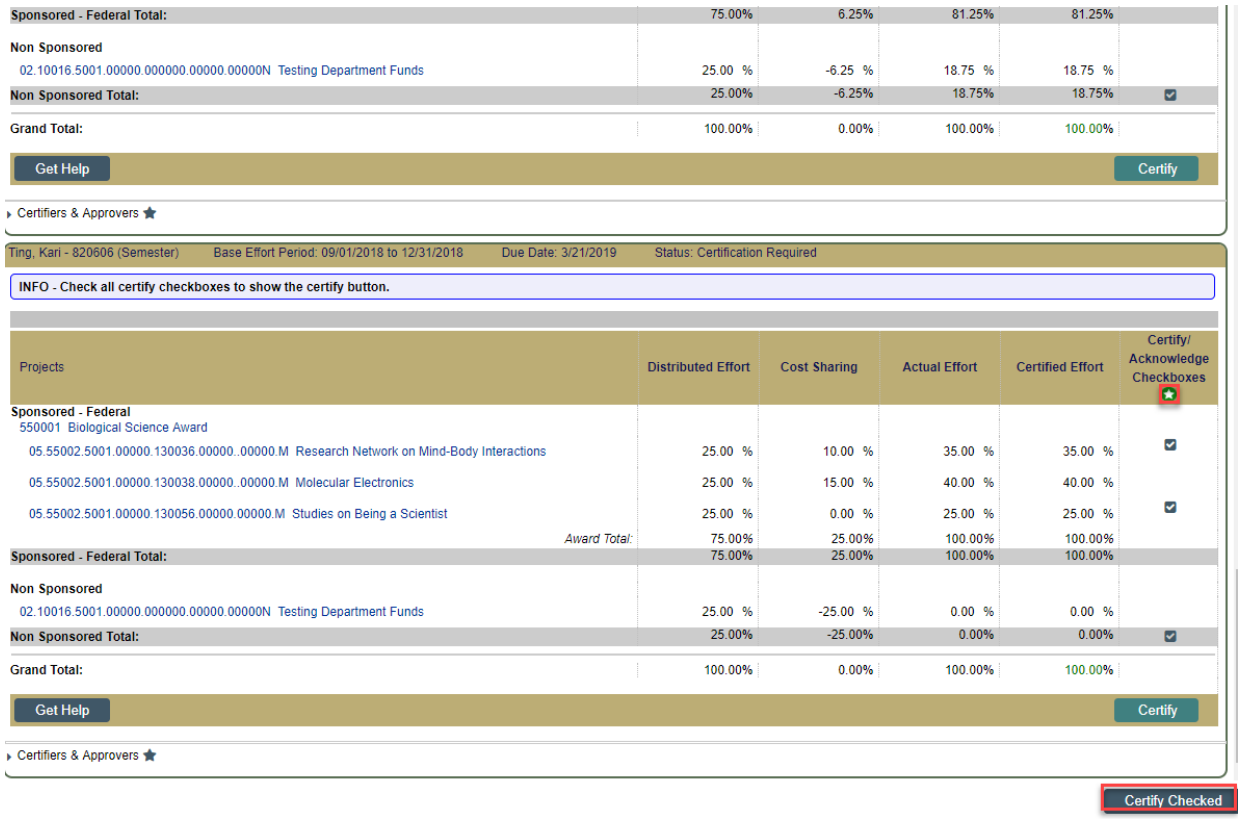
If there are no longer any individuals listed in your Statements Awaiting Certification tab, you are done. Your name will always be present in your Work List in order for you to access your historical statements. All other names will be moved from the active section of the Work List, when certified,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

University of Pittsburgh

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.



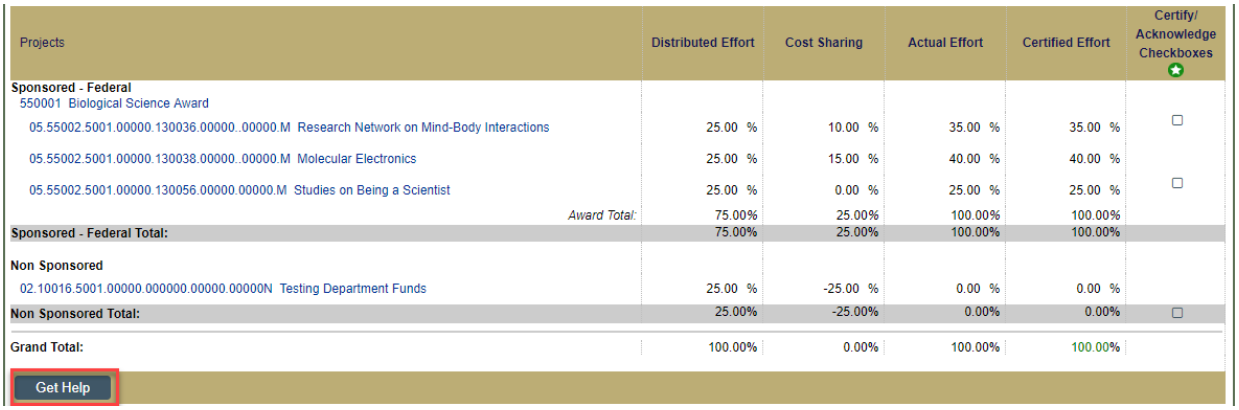
As you scroll to the bottom of the current statement, the next statement on the work list will automatically load, up to 10 statements. Check **all boxes** on each statement by either checking the individual boxes, or by clicking the green star at the top of the Certify/Acknowledge column of each statement.



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.

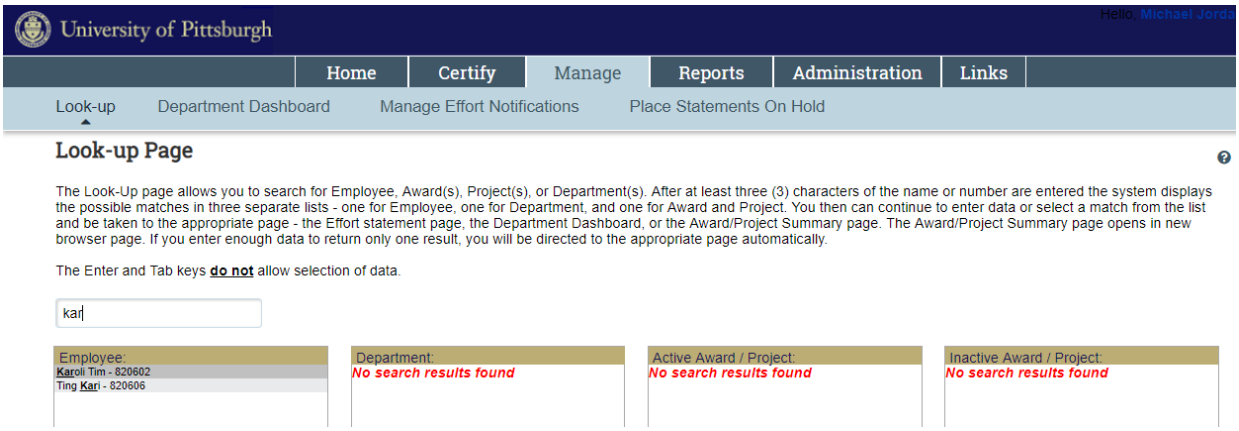
The attestation page will be presented listing each of the statements, confirming whether all boxes were checked. When you click the "**I Agree**' button, all statements for which all boxes were checked will be certified. It is important that you do not exit the system or close your browser until the 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
Sponsored - Federal					
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 %	☐
05.55002.5001.00000.130038.00000..00000.M Molecular Electronics	25.00 %	15.00 %	40.00 %	40.00 %	
05.55002.5001.00000.130056.00000.00000.M Studies on Being a Scientist	25.00 %	0.00 %	25.00 %	25.00 %	☐
Award Total:	75.00%	25.00%	100.00%	100.00%	
Sponsored - Federal Total:	75.00%	25.00%	100.00%	100.00%	
Non Sponsored					
02.10016.5001.00000.000000.00000.00000N Testing Department Funds	25.00 %	-25.00 %	0.00 %	0.00 %	
Non Sponsored Total:	25.00%	-25.00%	0.00%	0.00%	☐
Grand Total:	100.00%	0.00%	100.00%	100.00%	

Get Help

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.

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.