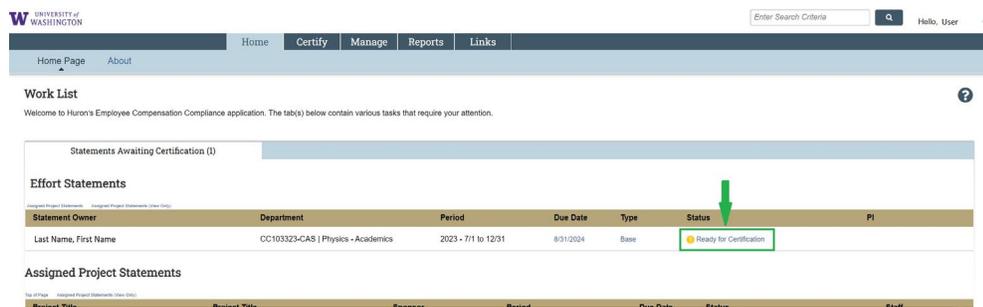


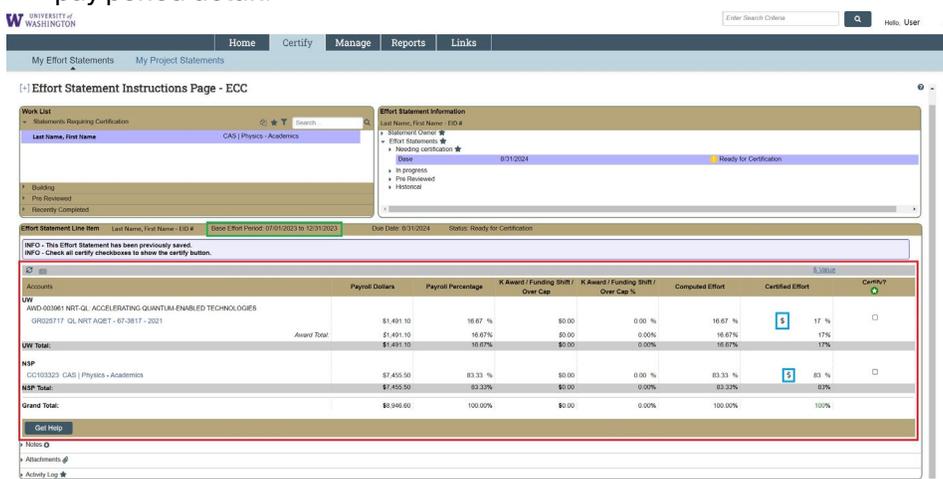
How to certify an effort statement in ECC:

Steps on website: https://finance.uw.edu/pafc/certifying_statements

1. Open the [ECC application](#), and login
 - a. To login you must select an “institution”, there are three options: UW, UWM and APL. **UWM** is only for Harborview Medical Center certifications, and **APL** is only for Applied Physics Laboratory certifications. Use **UW** as your institution if your home department is not part of either of these organizations.
2. After you login, you should land on the Home Page of ECC on a tab called “Statements Awaiting Certification”. If you do not land on this page, click the “Home” tab, then “Home Page” subtab.
3. Your effort statement(s) will appear in the “Effort Statements” section. Click on the link in the “Status” column to open an effort statement.
 - a. Note that the status will be “Ready for Certification” only if your statement is able to be certified, if the statement has a status of “Ready for Pre Review”, an ECC Coordinator must first “Pre Review” it.



4. Review the salary charges and effort distributions to each grant.
 - a. The statement body (Red box in screenshot below) reflects the salary charges to each source for the period indicated on the statement (Green box)
 - b. You can use the dollar sign symbol on each row (\$) - Blue boxes) to see individual pay period detail.



- After you have reviewed the salary charges and effort distributions, check the boxes in the “Certify” column (Red arrows). Use the green circle with a white star icon under the “Certify” column header (circled in red above checkboxes), to check all the boxes at once.

The screenshot shows the 'Effort Statement Instructions Page - ECC' interface. At the top, there are navigation tabs: Home, Certify, Manage, Reports, and Links. Below the navigation, there are sections for 'Work List' and 'Effort Statement Information'. The main part of the page is a table with columns: Account, Payroll Dollars, Payroll Percentage, K Award / Funding Both / Over Cap, K Award / Funding Both / Over Cap %, Computed Effort, Certified Effort, and Certify?. The 'Certify?' column has checkboxes, some of which are circled in red. A green circle with a white star icon is also circled in red at the top of the 'Certify?' column header.

Account	Payroll Dollars	Payroll Percentage	K Award / Funding Both / Over Cap	K Award / Funding Both / Over Cap %	Computed Effort	Certified Effort	Certify?
AWD-00361 NRT-QL ACCELERATING QUANTUM-ENABLED TECHNOLOGIES	\$1,481.10	16.67 %	\$0.00	0.00 %	16.67 %	\$ 17 %	<input type="checkbox"/>
GR025717 QL NRT AGENT - 87-3817 - 2021	\$1,481.10	16.67%	\$0.00	0.00%	16.67%	17%	<input type="checkbox"/>
UW Total:	\$1,481.10	16.67%	\$0.00	0.00%	16.67%	17%	<input type="checkbox"/>
NRP	\$7,455.50	83.33 %	\$0.00	0.00 %	83.33 %	\$ 83 %	<input type="checkbox"/>
CC103323 CAS Physics - Academics	\$7,455.50	83.33%	\$0.00	0.00%	83.33%	83%	<input type="checkbox"/>
NRP Total:	\$7,455.50	83.33%	\$0.00	0.00%	83.33%	83%	<input type="checkbox"/>
Grand Total:	\$8,936.60	100.00%	\$0.00	0.00%	100.00%	100%	<input type="checkbox"/>

- After each box is checked, the “Certify” button will appear (circled in red below). Click it.

This screenshot is similar to the previous one, but the 'Certify?' checkboxes are now checked. A red circle highlights the 'Certify' button at the bottom right of the table area.

- An attestation to the accuracy of the statement will pop-up. Click “I agree” to finalize the certification.

Attestation

Certification Attestation Effort 07/01/2023 - 12/31/2023

Covered Individual:
 Title: Professor
 Department: CC103323 - CAS | Physics - Academics
 Email: [redacted]
 Status: ● Ready for Certification

Effort Coordinator:
 Period of Performance: 07/01/2023 to 12/31/2023

By certifying this statement, I confirm that the distribution of effort and salaries charged is a reasonably accurate reflection of work performed during the designated period. I also confirm that this statement represents effort I personally performed during the period or, if I am not the individual for which this effort statement is for, I confirm that I have suitable means of verification that the effort displayed was performed.

- IMPORTANT:** If the statement does not accurately reflect your effort over the period, press “Cancel”, and notify an administrator in your department. The “Get Help” button on the bottom left portion of the statement screen will open an email draft to the assigned primary “ECC Coordinator” for your statement(s).

- If you clicked “I Agree” the statement you selected is now “Certified” (status indicated on statement page – see red circled areas)

The screenshot shows the 'Effort Statement Instructions Page - ECC' interface. At the top, there is a navigation bar with 'Home', 'Certify', 'Manage', 'Reports', and 'Links'. Below this, the page title is 'Effort Statement Instructions Page - ECC'. The main content area is divided into two sections: 'Work List' and 'Effort Statement Information'. In the 'Work List' section, a table lists statements requiring certification, with one entry for 'CAS | Physics - Academics' circled in red. In the 'Effort Statement Information' section, the 'Date' field is circled in red and contains a green 'Certified' button. Below these sections, a table titled 'Effort Statement Line Item' shows a row for 'Certified on 06/27/2024 by Last Name, First Name' with a 'Status' of 'Certified' circled in red. The table below this shows financial and effort data for various accounts, including 'UW' and 'NSP'.

Accounts	Payroll Dollars	Payroll Percentage	K Award / Funding Shift / Over Cap	K Award / Funding Shift / Over Cap %	Computed Effort	Certified Effort	Certify?
UW AWD-00361 NRT-QL ACCELERATING QUANTUM-ENABLED TECHNOLOGIES GR028717 QL NRT AGENT - 673817 - 2021	\$1,491.10	16.67 %	\$0.00	0.00 %	16.67 %	\$ 17 %	<input type="checkbox"/>
UW Total:	\$1,491.10	16.67 %	\$0.00	0.00 %	16.67 %	17 %	
NSP CC103323 CAS Physics - Academics	\$7,455.50	83.33 %	\$0.00	0.00 %	83.33 %	\$ 83 %	<input type="checkbox"/>
NSP Total:	\$7,455.50	83.33 %	\$0.00	0.00 %	83.33 %	83 %	
Grand Total:	\$9,946.60	100.00 %	\$0.00	0.00 %	100.00 %	100 %	

- If returning to the application in the future to view historical statements, click the “Certify” tab in the main menu bar, then “My Effort Statements” in the subtab menu. This will bring you to the statement page where current and historical statements are accessible.

The screenshot shows the top navigation bar of the University of Washington application. The 'Certify' tab is highlighted with a red box. Below the main navigation bar, the 'My Effort Statements' subtab is also highlighted with a red box. The navigation bar includes 'Home', 'Certify', 'Manage', 'Reports', and 'Links'. A search bar is located at the top right.