

## Effort Certification

### Certification Quick Guide

#### Summary

An **email notification** is sent once your designated Effort Coordinator has completed Pre-Reviewing all charges on your Project Statement. This email notification contains a **direct link** to the ECC system where you must certify the charges on any federally funded grants. Per UNM policy, in conjunction with Federal policy, **all statements** must be **certified** by the given end date.

Please certify your Project Effort Statements Jul-Dec 2025



support@ecc.com  
To: Sasha N Poole  
Cc: Sima S Tubbeh; Huron ECC



Wed 4/8/2026 7:00 AM

[EXTERNAL]

Your role as Principal Investigator on sponsored research activity requires you to certify the effort of all employees working on your projects. Please note that all certifications for this period are due **May 31, 2026**. To complete your project certification, please refer to the steps listed below. If you have any questions regarding this notification, you can contact your department administrator or email [maineffortrptng@unm.edu](mailto:maineffortrptng@unm.edu) for Main/Branch Campus departments or [HSC-Effort-Reporting@salud.unm.edu](mailto:HSC-Effort-Reporting@salud.unm.edu) for HSC departments.

1. Login to the Effort Certification system by navigating to this web address: <https://unm.huronecc.com/ecc>
2. Under Quarterly Project Certification select a project statement.
3. Review the "Certified Effort" percentages and amounts to verify the update is correct.
4. Verify all check boxes are marked or click the scroll icon with the green check mark to select all the boxes at once
5. Select the 'Certify' button
6. Review the attestation statement
7. Select the *Agree* button.
8. Return to home page
9. Repeat steps 2-7 until there are no more project statements in your list.

Further instructions can be found on OVP's website <https://research.unm.edu/huron/ecc.html> as well as training sessions and open office hours.

This email is from an automatic email system. Please do not reply to this email.

[WICHE - Rural Nursing Program Study - Jul - Dec 2025](#)  
[Accelerated BSN HED Nursing Expansi - Jul - Dec 2025](#)

#### Login Access

By using the following **direct link** you're automatically using Single Sign On

<https://unm.huronecc.com/ecc/>

## Worklist


All project statements appear on the **worklist** of your home page. Each statement status (on the right) **links** to the full statement.

## Anatomy a Statement

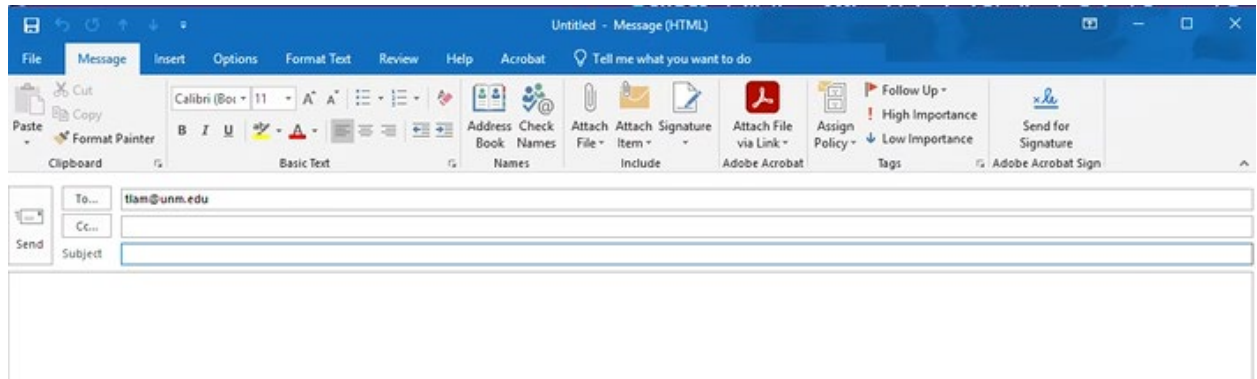
FYI – If any changes are needed to be made, please contact your Effort Coordinator to process a labor redistribution in Banner (step 7 below).

Make sure you are in the correct reporting period.

1. **All employees** charging the fund during the period
2. The **total dollars** being charged for the period
3. The **relative percentage** of that employee's total payroll on this project (100% means all their payroll for the period is on the project). You can access payroll reports by clicking

on the dollar sign icon  or the paper icon to view the full payroll distribution for an employee. New window will open (must allow popups).

4. **Checkboxes** to select for **certification**. You can select the **green star** to auto-select all boxes.
5. Select **Certify** to completely certify the statement! (The **Certify** button will not appear until all checkboxes are checked.)
6. **Additional notes, attachments, and log sections**. Here you can add notes and attachments (only PFDs), and review notes and attachments from the Effort Coordinator. Logs outline when actions/transactions/emails were posted regarding the statement.
7. **Get Help**: If you have any questions, need changes or would like to contact your Effort Coordinator you can click on “Get Help” and it will bring up a new email with the Effort Coordinator populated. Enter a subject line, your message and send.



8. An **attestation statement** appears once you select Certify. Select **'I agree'** to confirm your certification.

<b>Attestation</b>	
Fund Title:	Initiation of Microbiological Studi
Fund Name:	2XQ50 - Initiation of Microbiological Studies in Select
Period:	Oct - Dec 2025
Certifier:	Lobo, LL Eleanor - 12345c
Personnel Being	Lobo, LL - 12345c Lobo, Louie - 12345a Lobo, Lucy - 12345b

*I certify the salary charged and effort certified this period reasonably reflect the work performed in the designated period, and that I have sufficient technical knowledge and/or I am in a position that provides me with suitable means of verification that the work was performed.*

For any assistance or questions, please contact:

HSC - Peggy Dominguez - [HSC-Effort-Reporting@salud.unm.edu](mailto:HSC-Effort-Reporting@salud.unm.edu)

Main- Johana Garcia - [maineffortrptng@unm.edu](mailto:maineffortrptng@unm.edu)