

Effort Certification

Certification SOP

Summary

- Certification by fund rather than employee.
- Quarterly review and certification
 - Certification period will begin on the 15th of the month following the end of the calendar quarter.
 - There is a total of 60 days from the initiating date (pre-review=30 days) to final due date (certifier=30 days) for certification.
 - However, certifiers should receive an email and be able to complete certification the day after pre-review is completed.
- 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 for Main/Branch Campus departments or 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 OVPR'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.

Work List for [redacted]

Welcome to Huron's Employee Compensation Compliance application. The tab(s) below contain various tasks that require your attention.

Statements Awaiting Certification (1)

Quarterly Personnel Certifications

Fund Title	Subactivity Title	Sponsor	Period	Due Date	Status	Staff
[redacted]	Active	National Science Foun...	Oct - Dec 2025	3/20/2026	Awaiting Certification	[redacted]

If you have multiples funds it will look as follows.

Statements Awaiting Certification (5)

Quarterly Personnel Certifications

Fund Title	Subactivity Title	Sponsor	Period	Due Date	Status	Staff
[redacted]	Active	National Institute of Food an...	Oct - Dec 2025	3/20/2026	Awaiting Certification	[redacted]
[redacted]	Active	National Technology&Engin...	Oct - Dec 2025	3/20/2026	Awaiting Certification	[redacted]
[redacted]	Active	Forest Service	Oct - Dec 2025	3/20/2026	Awaiting Certification	[redacted]
[redacted]	Active	Forest Service	Oct - Dec 2025	3/20/2026	Awaiting Certification	[redacted]
[redacted]	Active	Forest Service	Oct - Dec 2025	3/20/2026	Awaiting Certification	[redacted]

After you click on a statement you will find the following information on the screen (the next two screenshots).

Left side screenshot

1 Work List

Lobo, LL Eleanor - 12345c

2 Awaiting Certification ★

2XQ50	Initiation of Microbiological Studi	Oct - Dec 2025
2XT40	Microbial Investigation in Caves of	Oct - Dec 2025

Ready for Pre Review ★

2SU80	Microbial Defense Against WNS in Ba	July - Sep 2025
2SU80	Microbial Defense Against WNS in Ba	Oct - Dec 2025

1. **Worklist**: this will list the status of each fund associated with certifier.
2. **Arrow down** will expand the employees' information to show:

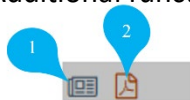
- a. **Status:**
 - i. **Ready for pre-review:** ready for Effort coordinator to complete their review.
 - ii. **Pre-reviewed:** after it has been pre-reviewed but waiting on overnight run.
 - iii. **Awaiting certification:** it is now waiting on the PI to complete certification.
- b. **Building:** Future reporting period statements that are in process and data is still being loaded. You can use this to review and if changes are needed, work with Effort Coordinator to process labor redistribution.

Right side screenshot

2XQ50 - Initiation of Microbiological Studies in Select Caves at Great Basin National Park

Fund Information	
College-School-Branch:	ABH
Department:	048A - Biology Department
Project Title:	Initiation of Microbiological Studi
Activity Description:	0480X1-2XQ50 - Initiation of Microbiologic
Subactivity Description:	National Park Service
Fund Start/End Dates:	12/20/2023 to 12/31/2025
Sponsor Grant Number:	006320-00001A

Additional functions:



1. Newspaper icon : will provide reports available. You will click on each report individually and it will come up on a new screen.


SPES Report
Fund / Grant Summary
2. PDF icon : This will provide a paperform version, however, we will **NO longer** accept paper forms for certifications. They must be completed in the system. Use for reviewing purposes only.

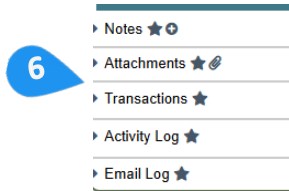
Anatomy a Statement

FYI – If any changes are needed to be made, please contact your Effort Coordinator/Department Administrator to process a labor redistribution in Banner.

Note: verify that you are in the correct reporting period

Employee	Department	Object Code	Payroll Dollars	Total Percentage	Certified Percentage	Checkboxes	Action
[REDACTED]	AS Biology General Administrativ...	20N0	\$226.13	25%	25 %	<input checked="" type="checkbox"/>	\$ [REDACTED]
[REDACTED]	AS Biology General Administrativ...	20N0	\$336.38	17%	17 %	<input checked="" type="checkbox"/>	\$ [REDACTED]
[REDACTED]	AS Biology General Administrativ...	20N0	\$542.62	25%	25 %	<input checked="" type="checkbox"/>	\$ [REDACTED]
[REDACTED]	AS Biology General Administrativ...	20L0	\$848.96	14%	14 %	<input checked="" type="checkbox"/>	\$ [REDACTED]
[REDACTED]	AS Biology General Administrativ...	20J0	\$1,081.50	100%	100 %	<input checked="" type="checkbox"/>	\$ [REDACTED]
[REDACTED]	AS Biology General Administrativ...	2060	\$12,150.21	100%	100 %	<input checked="" type="checkbox"/>	\$ [REDACTED]
[REDACTED]	AS Biology General Administrativ...	20J0	\$594.00	19%	19 %	<input checked="" type="checkbox"/>	\$ [REDACTED]
[REDACTED]	AS Biology General Administrativ...	20N0	\$425.28	20%	20 %	<input checked="" type="checkbox"/>	\$ [REDACTED]

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)
4. **Checkboxes** to select for **certification**. You can select the **green star** to auto-select all boxes or check one box at a time. **ALL** check boxes must be selected for the “**CERTIFY**” button to appear.
5. **Quick Reporting**. Select the dollar sign to run a payroll report. Select the paper icon to view the full payroll distribution for an employee. New window will open (must allow popups).
 - a. The paper icon  will show a payroll summary
 - b. Separate quick guide available



6. **Additional notes, attachments, and log sections.** (if needed, make sure to do this before completing certification).

a. Notes: you can add and copy notes (double paper under actions).

After notes are entered, a star will appear.

Date	User	Note	Action
02/13/2026	[REDACTED]	Testing note functions!	[Double Paperclip]
02/13/2026	[REDACTED]	Testing note functions!	[Double Paperclip]
02/13/2026	[REDACTED]	Testing note functions!	[Double Paperclip]

b. Attachments (only PDFs): you will need to click on the paper clip to upload.

i. You will get a "File Successfully uploaded"

Name	Date	Action
testing the attachment	02/16/2026	[Download Icon] [Yellow Exclamation Mark]

Action: allows you to download attachment.

c. Transactions (view only): lists all the statement updates

d. Activity Log (view only): List every time/everyone who has viewed or worked on the specific statement.

e. Email Log: outlines when emails were posted regarding the statement.

Employee	Department	Object Code	Payroll Dollars	Total Percentage	Certified Percentage	Checkboxes	Action
[REDACTED]	AS Biology General Administrative - 048F	20N0	\$226.13	25%	25 %	<input checked="" type="checkbox"/>	\$
[REDACTED]	AS Biology General Administrative - 048F	20N0	\$336.38	17%	17 %	<input checked="" type="checkbox"/>	\$
[REDACTED]	AS Biology General Administrative - 048F	20N0	\$542.62	25%	25 %	<input checked="" type="checkbox"/>	\$
[REDACTED]	AS Biology General Administrative - 048F	20L0	\$848.96	14%	14 %	<input checked="" type="checkbox"/>	\$
[REDACTED]	AS Biology General Administrative - 048F	20J0	\$1,081.50	100%	100 %	<input checked="" type="checkbox"/>	\$
[REDACTED]	AS Biology General Administrative - 048F	2060	\$12,150.21	100%	100 %	<input checked="" type="checkbox"/>	\$
[REDACTED]	AS Biology General Administrative - 048F	20J0	\$594.00	19%	19 %	<input checked="" type="checkbox"/>	\$
[REDACTED]	AS Biology General Administrative - 048F	20N0	\$425.28	20%	20 %	<input checked="" type="checkbox"/>	\$

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7. Select **Certify** to completely certify the statement! (The **Certify** button will not appear until all checkboxes are checked).
8. An **attestation statement** appears once you select Certify. Select **'I agree'** to confirm your certification.

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.

Other Circumstances

Fund Statement for [REDACTED] (Oct - Dec 2025) : Reporting Period from 10/1/2025 to 12/31/2025, due date 3/20/2026, Status: Awaiting Certification

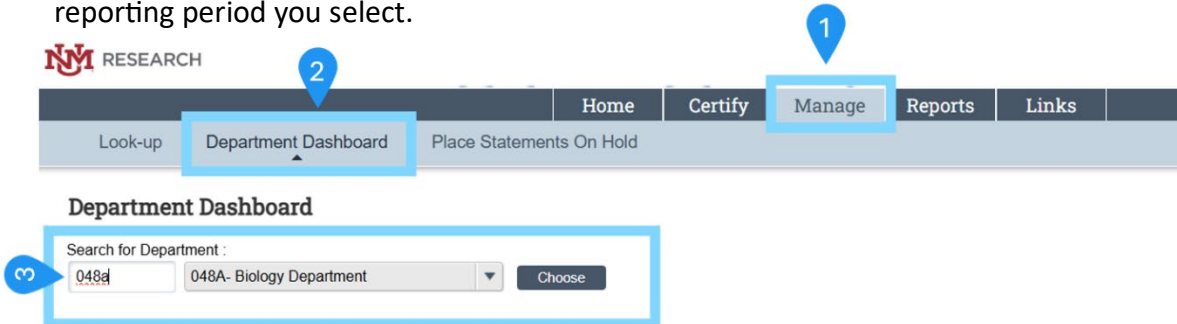
WARNING - This Project Statement was placed on hold by [REDACTED]
INFO - Check all certify checkboxes to show the certify button.

Employee	Department	Object Code	Payroll Dollars	Total Percentage	Certified Percentage	Checkboxes	Action
[REDACTED]	AS Biology General Administrative - 048F	2000	\$18,447.00	75%	75 %	<input type="checkbox"/>	\$

1. If you get the warning message, it is because the Effort Coordinator/Department Administrator has placed the project statement on hold for further review/research. You should have received an email notification regarding this action.
 - a. Please reach out to the Effort Coordinator/Department Administrator to get this completed in a timely manner.

Additional way to Access Statement Reports

- You can access your list of statement reports available to you. This will be based on the reporting period you select.

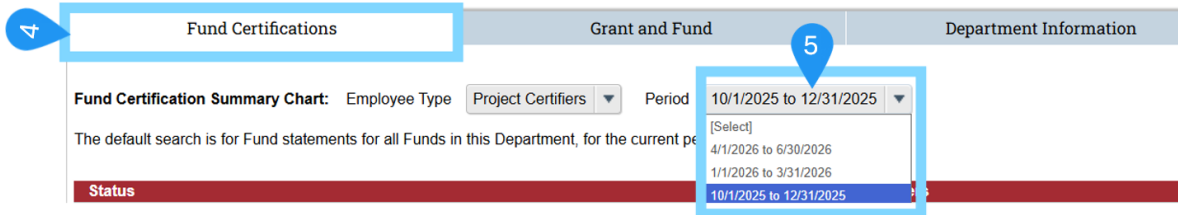


1. **Manage**
2. **Department Dashboard**
3. **Enter your Department name or Org Code- Choose**

Department Dashboard for Biology Department - 048A

This page contains all the information relevant to the department, including all statements, information about Funds, and information about administrators for this department.

Search for Department :

 Choose


4. **Fund Certification**
5. **Period:** Make sure you choose the correct report period you need to access.

Status	Project Certifiers
Ready for Pre Review	37 84.09%
Awaiting Certification	6 13.64%
Re-Opened, Certification Required	1 2.27%
On Hold	1

6. **Status:** Here you will see the fund statement status associated to you. The screenshot does not show all statuses. The status numbers will be updated daily; however, you will still be able to access the list of statements.
 - Ready for Pre Review:** Number of Statements that are ready for you to pre review.
 - Pre-Reviewed:** Number of Statements that have been pre reviewed. Will only show the day you complete your pre review.

- **Awaiting Certification:** Number of Statements that are ready for PI to certify.
- **Certified:** Number of Statements that have been certified.
- **Re-opened:** Number of statements that have been reopened.
- **On-Hold:** Number of Statements that have been placed on hold by Effort Coordinator.
- **Building:** This will allow you to view the future period payroll statements being loaded live. Allowing you to monitor and process any labor redistributions needed prior to beginning next effort period. You must be in a future period, example April-June 2026.

Period 4/1/2026 to 6/30/2026 ▼

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Fund Nickname	Fund Number	Grant Manager	PI	PI Department	Statements	Action
Assessing Water Quality Trends and	2ACU0	Lam, Tayli - 12345678	Van Horn, David - 100028271	AS Biology General Administrative	0	📄
LTRFB Collaborative Research Host	2MC20	Lam, Tayli - 12345678	Rudgers, Jennifer - 101595701	AS Biology General Administrative	0	📄
Quantifying the Microbial Contribut	2WY30	Lam, Tayli - 12345678	Rudgers, Jennifer - 101595701	AS Biology General Administrative	0	📄
Ameriflux Management Program_Litvak	2QV70	Lam, Tayli - 12345678	Litvak, Marcy - 100044399	AS Biology General Administrative	0	📄

7. Here you will find your list of statements for the effort Period you choose while following the steps above (starting at **Additional way to Access Statement Reports on page 7**).

For any assistance or questions, please contact:

HSC - Peggy Dominguez - HSC-Effort-Reporting@salud.unm.edu

Main- Johana Garcia - maineffortrptng@unm.edu