RESEARCH

Effort Certification

Pre-Review Quick Guide

Summary

An **email notification** listing all federally sponsored projects is sent to Effort Coordinators once project statements are Ready for Pre Review. It is the responsibility of the Effort Coordinator to **validate charges** and **totals** on federally sponsored grants and **process any payroll adjustments** during this period. The PI **cannot certify** a statement until the Effort Coordinator has **completed the Pre Review.**
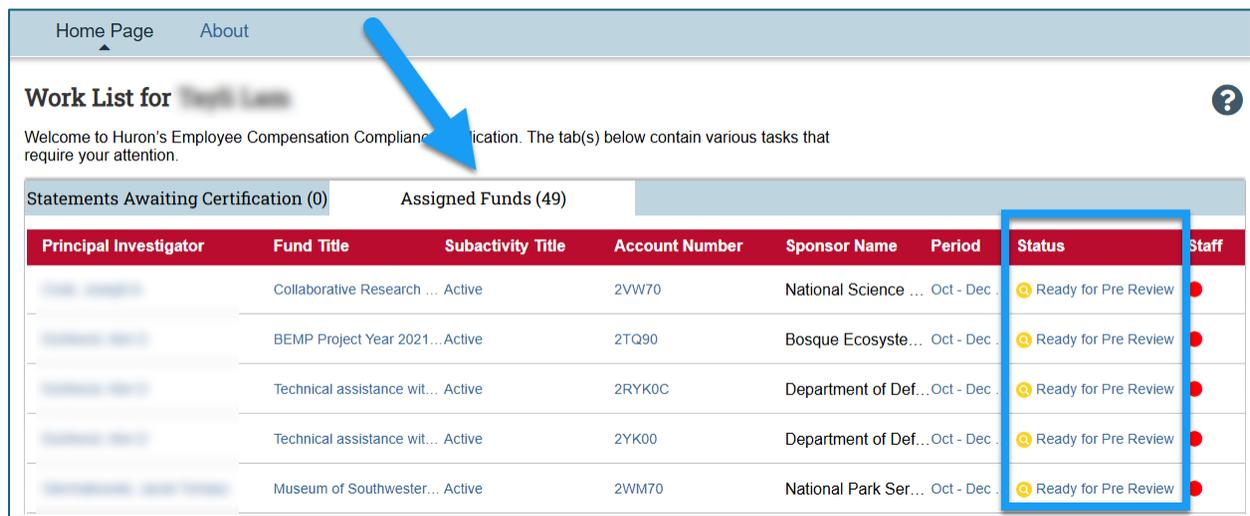
Login Access

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

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

Username = NetID

Worklist

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

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Pre-Reviewing a Statement

FYI - For any changes needed, continue to do labor redistributions in Banner.

1. **All users** charging the fund during the period
2. The **total dollars** being charged for the period
3. The **relative percentage** of that user's total payroll on this fund (100% means all their payroll for the period is on the current fund). This is the **value certified by the PI.**
4. **Quick Reporting.** Select the dollar sign to run a payroll report. Select the paper icon to view the full payroll distribution for a user.
5. **Additional notes, attachments, and log sections.** Here you can add notes and attachments (only PDFs) to a statement. Logs outline when actions/transactions/emails were posted regarding the statement.
6. Select **Pre Review** to route the statement to the PI. It will be available for the PI to certify the next day.

For any assistance or questions, please contact:

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Revised – 2/19/2026