

Effort Certification Compliance (RAP ECC)

Department Grant Administrator Guide

August 2024

Certification Review

Certification is an after-the-fact review to determine that the salaries charged to federally sponsored grants accurately reflect the work performed.

As an Administrator, you may be responsible for the pre-review of sponsored statements.

Note: Your institution requires a formal Pre-Review process. Contact your Central Administrator if you have any questions or need assistance.

The certification process begins with payroll data loaded into RAP ECC. This data is generated from Banner, the source system.

RAP ECC uses the loaded data to generate Grant Statements for the period of performance.

Note: Payroll changes are *not* made in RAP ECC. Any changes to payroll will be made using Banner, and then will be loaded into RAP ECC.

Pre-Review begins prior to your certification period opening. This is an opportunity to review the statements generated by RAP ECC and verify that the payroll is accurate before the certifiers complete the certification process. Once the Pre-Review period ends, and the certification period is open, certifiers can view their statements and attest that their payroll or payroll charges are accurate.

When the certification process is complete, you can run reports to gather and group the data.

Computed Payroll

RAP ECC calculates Computed Payroll when statements are generated. **Computed Payroll** is a percentage based on an individual's total payroll for the period of performance.

Period of Performance

The period of performance is a period of time in which payroll data is grouped to form a Grant Statement. Each institution's period varies, but a typical period of performance may be a calendar or fiscal year, or a quarterly or monthly period. **University of Oregon** adheres to a **quarterly** period of performance.

Statement Review and Pre-Review

Grant Statements

These statements show all employees and faculty/PIs with Payroll on the Grant for the period of performance.

Grant Statements are created for Grants with payroll for one or more individuals. RAP ECC calculates the computed Payroll percentage based on an individual's total payroll for the period of performance for both statement types.

Note: Your institution uses Grant Statements.

The Work List

As a Primary Administrator, any statements requiring your review will automatically appear on your Work List.

If you **are** a Primary Administrator:

- Payroll statements appear on the Associated Certifiers tab on the Work List.
- Grant Statements appear on the Associated Grant tab on the Work List.

If you are **not** a Primary Administrator:

- All Payroll statements in the Ready for Pre-Review and Ready for Certification statuses will not appear on the Work List. You will need to navigate to your Department Dashboard to access them.

If you are assigned as a Grant Manager or a Restricted Access Coordinator:

- Only Grant Statements for PIs to which you are assigned as a Grant Manager will appear on the Work List.
- Only Payroll statements for certifiers for whom you are assigned as a Restricted Access Coordinator will appear on the Work List.

The Work List is the default start page when you log in to RAP ECC. You can also navigate to your Work List from anywhere in RAP ECC.

To navigate to your Work List:

1. Click **Home** from the top navigator.
2. Click **Home Page** from the top sub-navigator.

The Department Dashboard

If you do not have a Work List, you will navigate to the Department Dashboard to find your statements.

To navigate to the Department Dashboard:

1. Click **Manage** from the top navigator.
2. Click **Department Dashboard** from the top sub-navigator.

3. Select your desired Department from the dropdown menu and click **Choose**. You may also search for a department using the department name or code.

Department Dashboard — Grant Certification Tab

The Grant Certifications tab shows a simple dashboard with information about the current certification process. The selected default employee type and the most recent period of performance is the default view for the Department Dashboard. You may also use the employee type dropdown menu or period dropdown menu to filter the results.

Note: You can hover over any statement status icon to see specifics for the statement.

Cost Share

The University of Oregon uses data loads from Banner to collect cost sharing information. RAP ECC will automatically update to include that information when the data load is complete. Cost share data does not need to be added manually in RAP ECC.

Cost Sharing Reports

To help you successfully monitor cost sharing, RAP ECC provides cost sharing reports including cost sharing and payroll information.

Best practice: Make use of the **Cost Share Report, Payroll and Cost Share Report,** and **PI and Staff Report** to keep track of your payroll and cost sharing data.



The Pre-Review Process

As an Administrator or Grant Manager, it's important to complete your pre-review tasks in a timely manner. Your pre-review period is **7 days**. Completing this review within the pre-review period means your certifiers will not have to wait to certify their statements.


RAP ECC sends an email notification when statements are Ready for Pre-Review.

Find Your Grant Statements

To find a Grant Statement in the Ready for Pre-Review status from the Work List as an administrator:

1. Navigate to your Work List.
2. Click the **Associated Grants** tab.
3. Find the statement you wish to Pre-Review. Statements ready for preview have a Ready for Pre-Review status icon .
4. Click the **Ready for Pre-Review** icon  or the status hyperlink to select the statement.

To find a Grant Statement in the Ready for Pre-Review status from the Department Dashboard as a non-primary administrator:

1. Navigate to the Department Dashboard.
2. Click the **Payroll Certification** tab for Payroll statements or click the **Grant Certifications** tab for Grant Statements.
3. Click the **Ready for Pre-Review** status icon  for the desired statement.

The Grant Statement Page

The Grant Statement displays three panes with information about the Grant, members of the Grant and their Payroll, and the period of performance.

- Work List
- Grant Pane
- Statement Pane

The Work List shows the Grant's name, categorized by status. You can view the Grant information by clicking the Department name hyperlink. You can also navigate to other statements from this pane without returning to the Home Page.

The screenshot shows a 'Work List' pane for 'Dixon, Carly C - 00001'. It features a table with columns for grant numbers, department names, and funding periods. The first row is highlighted in blue. A red box highlights a share icon in the top right corner of the table area.

Ready for Certification ★		
217140	NIH 1223 MILLER	Q2 2023
217490	NIH ELECTRICAL R21 MILLER	Q2 2023
2420U0	YESHIVA EINSTEIN NIH 823 MILLER	Q2 2023

Pre-Reviewed

Ready for Pre-Review ★

The Grant Pane shows specific information about the Grant, including the Departments, funding information, and sponsor grant number.

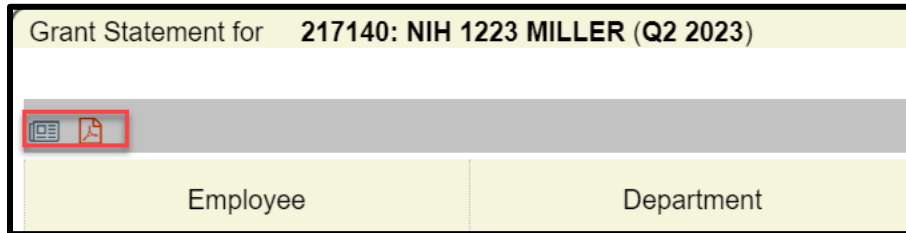
The screenshot shows the 'Grant Pane' for grant 217140. It displays the following information:

217140 - Molecular Mechanisms of Electrical Synapse Formation in vivo	
Grant Information	
Department:	631200x - 631200-Rsch Institute of Neuroscie...
Project Title:	NIH 1223 MILLER
Team:	B Team
Grant Funding Dates:	01/01/2019 to 12/31/2023
Sponsor Grant Number:	5 R01 NS105758-05

The Statement Pane shows each employee who was a part of the Grant during the period of performance along with their certified and computed payroll percentages.

An important feature of the Statement Pane is the list of icons that allow you to see additional information for the statement.

Note: Depending on your institution's settings, these options may not be available or may use different icons.





These actions are:




- List of Reports
- PDF Reports

List of Reports displays a list of all reports available to you for the statement. Select the report you'd like to run from the dropdown menu.

PDF Reports generates a PDF version of the statement that can be downloaded.

Additionally, Grant Statements have a Details column with two actions:

- Run Payroll Report 
- View All Payroll 

Total %	Certify?	Details
50%	<input type="checkbox"/>	
17%	<input type="checkbox"/>	
100%	<input type="checkbox"/>	

Run Payroll Report takes you directly to the Reporting page and automatically generates the Payroll Report associated with this Grant Statement.

Reporting

This page lists all reports that are available through the application.

Category	Reports	Description
Commitments	Certifier Payroll Summary Report	The Payroll Report is a payroll summary report for a specific individual, Department or Funds and date range.
Management	Certifier Salary Activity Report	
Monitoring	Payroll and Cost Share Report	The date range for this can be set one of two ways. First, the report can be run by selecting a date range. This allows the user to run a report that crosses reporting periods but is more relevant to the Funds activity.
Payroll/Cost Share	Payroll Report	
	PI and Staff Payroll Report	The alternate way of setting the range is by selecting 'Employee Type'. This will prompt the user to select the type of employee, which will in turn determine the date range.
	SPES (Sponsored Project Employee Summary) Report	
	SPES Summary Report	
	View Payroll Distribution Request	

Parameters Results

- Pay Period View
- Account View

3 items found, displaying all items.

Employee ID	First Name	Middle Init.	Last Name	Department	Department Number	Grant	Pay Period	Payroll	Pay %	Pay Type	Employee Type	Statement Type
00001	Carly	C	Dixon	223100-CAS Biology	223100x	217140 - Molecular Mechanisms of Electrical Synapse Formation in vivo	06/01/2023 to 06/30/2023	(\$5,900.67)	-16.67	217141 631282 YMILAD 10204	Quarterly Certification	Base
							06/01/2023 to 06/30/2023	\$5,900.67	16.67	217141 631282 YMILAD 10204	Quarterly Certification	Base
							06/01/2023 to 06/30/2023	\$5,900.67	16.67	217141 631282 YMILAD 10204	Quarterly Certification	Base
Subtotal								\$5,900.67	16.67			
Certifier Total for Period								\$5,900.67	16.67			
Total Of All Certifiers								\$5,900.67	16.67			

View All Payroll displays a 100% view of how the employee was paid for the period of performance.

Click the corresponding icon to select either the Payroll Report or to view all payroll information for this statement.

Project Payroll Summary - Q2 2023	
Belinda M Blue - 000002	
Project Name	Total %
217140-NIH 1223 MILLER	50%
217210-NIH 424 POSTLETHWAIT ET AL	50%
Total:	100.00%

Get Help

The **Get Help** button prepares an email for your Primary Administrator or Grant Manager that you can send for assistance or questions.

RAP ECC will open your default email application and automatically add a subject line and recipient for you. You can then add your own text to the email and send it.

Note: All communications sent through your default email application are stored there. RAP ECC does not keep a record of or track these emails.

Notes, Attachments, Transactions, Activity Log, and Email Log

The options may be available to you depending on your institution's policies and permissions. You can add a note or an attachment to a statement if needed. You may also view transactions and logs for this statement.

Grant Statement Pre-Review

To complete the pre-review for a Grant Statement:

1. Navigate to a Grant Statement in the Ready for Pre-Review status.
2. Review the payroll information for the Grant.
3. Click **Save** if you wish to come back to the statement without completing the pre-review.
4. Click **Pre-Review** to complete the pre-review.

Statements On Hold

You may need to place statements on hold. The On Hold status prevents a statement from being certified or pre-reviewed. For example, payroll changes may have been made to a certifier in your source system but have not yet been loaded back into RAP ECC, or a Grant may require additional review before its Grant Statements are ready for certification.

Statements may be placed on hold at any time prior to certification and during the pre-review process.

Grant Statements may be put on hold, and multiple statements may be put on hold at a time.

Once placed on hold, the statement will show the On Hold status in red until an Administrator removes the statement from hold.

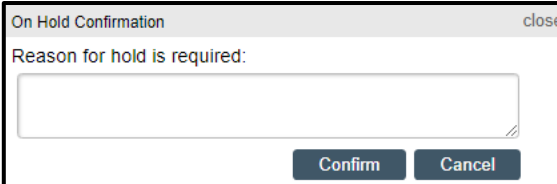
Place Statement On Hold

To place a statement on hold

1. Navigate to the statement you wish to place on hold.
2. Select the **On Hold** checkbox.



4. Enter the reason for the hold in the text box. Click **Confirm**.
Note: This confirmation *only* appears if your institution requires a hold reason.

 A screenshot of a dialog box titled 'On Hold Confirmation' with a 'close' button in the top right corner. The dialog box contains the text 'Reason for hold is required:' followed by a text input field. At the bottom of the dialog box, there are two buttons: 'Confirm' and 'Cancel'.

5. Click **OK** to confirm that the statement is now on hold.

If your institution has On Hold notifications enabled, RAP ECC System will send the notification after you confirm.

Take Statement Off Hold

To take a statement off hold:

1. Navigate to the statement you wish to remove from hold.
2. Deselect the **On Hold** checkbox.





3. Click **OK** to confirm that you wish to take the statement off hold.
4. If your organization has Off Hold notifications enabled:
 - a. Click **OK** to enter text for and send the email notification.
 - b. Click **Cancel** to cancel sending the notification.
5. Click **OK** to confirm that the statement is now off hold.

Place Statements On Hold Page

You may have the rights to place multiple statements on hold using the Place Statements On Hold page.

Contact your Central Administrator if you have questions about these rights.

To place multiple statements on hold:

1. Click **Manage** from the top navigator.
2. Click **Place Statements On Hold** from the sub-navigator.
3. Select the type of statement you wish to put on hold:
 - a. Select the **Grant Statements** tab for Grants.
4. Enter the information in the fields:
 - a. School/Department or Grant Manager
 - b. Employee type
 - c. Period or Grant Period
5. Select the certifier or Grant to place on hold by clicking the arrow button  for a single certifier or Grant or click the double arrow button  to hold all certifiers or Grants listed.
6. Click **Save**.

Monitoring the Certification Process

RAP ECC provides multiple tools to help you manage and monitor the certification process. Within the Grant Statement pages, you can run reports for payroll-related results. You should also monitor the Department Dashboard for a quick overview of the certification period.

You can generate additional reports from the Reporting page. For certification, the Grant Status Report are most commonly used to get an overview of your certification progress.

The Look Up Page

The Look Up page allows you to search for people, Departments, Grants, and other information within RAP ECC.

Depending on your institution's settings, you may need to look up different field types:

- Employee
- Department
- Active Grant/Funds
- Inactive Grant/Funds

For any search criteria, begin by entering at least three characters of the search term. Alphanumeric characters are allowed.

Grant Statements

You can search for Grants by their name or number.

To navigate to the Look Up page:

1. Click Manage from the top navigator.
2. Click Look Up from the sub-navigator.

The screenshot shows the 'Look-up Page' interface. At the top, there is a navigation bar with 'Home', 'Certify', 'Manage', 'Reports', and 'Links'. Below this is a sub-navigator with 'Look-up' and 'Department Dashboard'. The main content area is titled 'Look-up Page' and contains a search bar with the text '6312'. Below the search bar, there are four columns of search results:

- Employee:** No search results found
- Department:**
 - 631282x 631282-Rsch Neuro Other Grants
 - 631295x 631295-Rsch Neuro ZFIN Group
 - 631220x 631220-Rsch Neuro Technical Group
 - 631288x 631288-Rsch Neuro Stock Ctr-Antibodies
 - 631291x 631291-Rsch Neuro Stock Ctr-ZF Books
 - 631292x 631292-Rsch Neuro Stock Ctr-ZIRC Cryop
 - 631272x 631272-Rsch Neuro PPG Specifications
 - 631278x 631278-Rsch Neuro PPG Technical Supp
- Active Grant / Funds:**
 - 631285x - 631285-Rsch Neuro Zebra Fish Stock Ctr
 - 631278x - 631278-Rsch Neuro PPG Genetics
 - 631219x - 631219-Rsch Neuro Services
 - 631210x - 631210-Rsch Neuro Operations
 - 631280x - 631280-Rsch Neuro PPG Grant Budget
 - 631273x - 631273-Rsch Neuro PPG Commitment
 - 631277x - 631277-Rsch Neuro PPG Fish Facility
 - 631292x - 631292-Rsch Neuro Stock Ctr-ZIRC Cryo
- Inactive Grant / Funds:** No search results found

In the example above, we've entered four numbers. As you type, RAP ECC will begin to display matches to your search term. Continue typing for more specific results.

Introduction to Reporting

RAP ECC has a wealth of reports to quickly provide you with accurate and specific data. This guide will help you find and generate the right report.

Every report has a different purpose, but all reports have parameters and options in common.

To access the Reporting page:

1. Click **Reports** from the top navigator.
2. Click **Reporting** from the top sub-navigator.

Tip: If you do not have access to the correct reports, contact your Central Administrator for assistance.


The Reporting Page

The Reporting page is separated into different panels to allow you to find the right report and run it with the correct criteria. The panels are:

- Category — Quickly find the type of report you need.
- Reports — Show a subset of the reports within the category.
- Description — An explanation of the results you can expect from the selected report.

Parameters, Results, Customize

Each report also has additional tabs for:

- Parameters — Set your search criteria.
- Results — The results of your report.
- Customize — Customized reports, or *queries*, indicated by the wrench icon .






Generate Reports


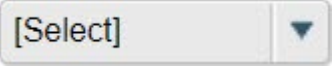
Reports are available to you depending on your roles and rights within RAP ECC as well as any Department relationships you may have. You can generate a report at any time, with any set of parameters. While there are many reports available, you may only use a few that are specific to your role.

To generate a report

1. Find the category and click the name of the report. The description of the report will be displayed in the **Description** pane.
2. Set your desired report parameters in the **Parameters** tab. Depending on the report, you may have a few or many choices.

Parameter Options

Button/Field	Function
Arrow Button  	Select your parameter, then use the arrow button to move your parameter from left to right to add, or from right to left to remove.
Double Arrow Button  	Move all parameter options from one panel to the other.
Text Search Field <input type="text"/> <small>Expand Search</small>	<p>Begin by typing <i>at least</i> three letters of your desired search term. Your results will be displayed as you continue typing.</p> <p>For some searches you may be able to further refine your search to include sub-parameters, such as sub-Departments, by clicking Expand Search.</p>
Check Box <input type="checkbox"/> <input checked="" type="checkbox"/>	Select multiple parameters or items.
Radio Buttons <input type="radio"/> <input checked="" type="radio"/>	Select one item.
Date Picker Button 	Select a date. You can click a date from the picker or type a date in the field.


Button/Field	Function
Informational Button 	Click to get more information about any parameter. Click again to close the hover information.
Drop-down Menu 	Select an option from the list.
Blank Field	If a field entry is not required, the field can be left blank. Leaving the field blank will act as a wild card, which will include all possible results. This can cause reports to be very large and take more time to generate.

- Once your parameters are set, click the **Run Report** button.
- You may receive an error indicating that your report contains no data. To resolve this, re-check your parameters or widen your search criteria, then click **Run Report** again.
- RAP ECC displays your report in the Results tab automatically.

Tip: You can download your results in different file formats. Your file format options are displayed in the **Results** tab below the report data.

Choosing the Right Report

Reports provide the necessary data for you to determine what tasks need to be completed, which users have certified or not yet certified, and many other data points.

Your institution may have additional custom reports  that may have been created by your Central Administrator. These custom reports are created to your specific requirements and are not listed below.

Commonly Used Reports

Category	Report Name	Purpose
Management	Certification Status Report	Monitoring the certification process See a list of all Payroll statements in the selected status
Management	Grant Status Report	Monitoring the certification process See a list of all Grant Statements in the selected status
Management	Payroll Task Listing	Find unfinished tasks within the workflow See existing tasks and reassign tasks to different users
Monitoring	Employee Type History	Monitoring the certification process See employee type changes for the specified certifier, history for the employee type, and the date of the employee type change
Monitoring	List of All Users	User and Department management See a list of users in RAP ECC by role
Management	Grant Certification Status Summary	Grant management See the number of Grant Statements by Department and selected statuses
Management	Sponsored Grant Activity	Payroll management Find employees whose computed Payroll or certified Payroll total has exceeded your user-defined threshold
Management	Work List	Payroll and Grant management See all Payroll or Grant Statements for a self-certifier or Department
Payroll/Cost Share	Certifier Payroll Summary	Payroll management See a list of an employee's Grants and payroll for a 12-month period
Payroll/Cost Share	Cost Share	Payroll management See a list of all cost share entries RAP ECC

Category	Report Name	Purpose
Payroll/Cost Share	Payroll Adjustment Reconciliation	Monitoring certification process See a list of certifiers with Payroll statements that have been reopened using PAR
Payroll/Cost Share	Payroll and Cost Share	Payroll management See all payroll and cost share transactions for a specific date range and individual
Payroll/Cost Share	PI and Staff Payroll	Payroll management See a list of all individuals who charge a Principal Investigator's Grant with their monthly salary charges
Payroll/Cost Share	SPES (Sponsored Grant Employee Summary)	Grant payroll reporting See a list of all employees with salary charged to a specific Grant
Payroll/Cost Share	SPES Summary	Grant payroll reporting See a list of all employees with salary charged to a specific Grant within a date range
Payroll/Cost Share	Payroll Report	Validating data in the system Find payroll information for a specific individual, Department, or Grant within a date range
Management	External Audit	Reporting information for auditing purposes See a list of a historical certification statements by certifier or Grant
Management	Certification Status Summary	Monitoring certification process See the number of certification statements for a specific employee type and a specific period of performance in each status by Department.

Find a report category:

[Management](#)



[Monitoring](#)

[Payroll/Cost Share](#)

Management

Report	Purpose
Certification Activities	Find all certification activities performed for any Grant
Certification Status	See all Payroll statements with a specific status, such as In Progress or Certified
Certification Status Summary	See an overview of your institution's Payroll statement certification progress by: <ul style="list-style-type: none"> ▪ Period of performance dates ▪ Department
Payroll Task Listing	Find complete or incomplete tasks within RAP ECC
External Audit	See a list of a historical certification statements by certifier or Grant
Payroll After Budget End	Find any Payroll or Grant Statements that have payroll loaded to Grants that are beyond the Grant end date
Potential Certification Conflict	See a list of any Payroll statements that were certified and processed by the same employee
Grant Certification Status Summary	See an overview of your Grant Statement certification progress by <ul style="list-style-type: none"> ▪ Period of performance dates ▪ Department
Grant Status	See all Grant Statements with a specified status
Sponsored Grant Activity	See a list of all users whose computed Payroll or certified Payroll total has exceeded the threshold
Work List Report	See all Payroll or Grant Statements for a self-certifier or Department

Monitoring

Report	Purpose
Departments With No Primary Coordinators	Find Departments that do not yet have primary Administrator assigned
Grant Without Principal Investigators	Find Grants that do not yet have Principal Investigators associated
List of All Users	See a list of all users based on their assigned roles
List of New Users Since Last Certification	See a list of all new users added since your last certification period
List of Designees 	A custom query that lists all designees and the Grants to which they are assigned
Certifiers with Assigned Proxy 	A custom query that displays all certifiers with an assigned proxy
Employee Type History	A custom report that displays employee type history

Payroll/Cost Share

Report	Purpose
Cost Transfer	See a list of all cost transfer entries in RAP ECC
Certifier Payroll Summary	See all of a selected certifier's Grants by payroll period
Certifier Salary Activity	See a list of all individuals associated with a certifier's Grants and their activities for a 12-month period
Cost Share	See a list of all cost share entries in RAP ECC
Monthly Funding and Payroll Information	See the distribution of labor charges for a certifier for any month
Payroll Adjustment Reconciliation	See a list of certifiers with Payroll statements that have been reopened using PAR
Payroll and Cost Share	See all payroll and cost share transactions for a specific date range and individual
Payroll	See payroll information for a specific individual, Department, or Grant within a date range
PI and Staff Payroll	See a list of all individuals who charge a Principal Investigator's Grant with their monthly salary charges

Report	Purpose
Proactive Cost Transfer	See all cost transfers and payroll data generated by RAP ECC
SPES (Sponsored Grant Employee Summary)	See a list of all employees that were paid from a specific Grant and verify the accuracy of the charges
SPES Summary	See a list of all employees that were paid from a specific Grant during the selected date range
View Payroll Distribution Request	See current payroll distribution percentages for an individual

Post-Certification Processing

Overview

When certification is complete, a post-review can be performed. Post-review, adds a final step in the certification process that allows you to review and finalize Payroll statements in the Certified, Not Processed status.


Post-certification is not required for a statement where no changes were made to the certified Payroll during certification. If the certified Payroll and computed Payroll values remain as-is, no further processing is required.

If a certifier attests to payroll outside of the original computed Payroll, your system settings will check if the variance is within your desired threshold. If the variance is exceeded, RAP ECC will generate a post-certification task.

Note: The variance and threshold configuration is set by your Central Administrators.

How to Get Help with RAP ECC

Embedded Help

RAP ECC provides embedded, built-in help information within the application. Click the embedded help icon  to get additional information about the function or page you're viewing.

Contact Support

Please contact your Post Award team for assistance:

- **Post Award Team A**
postawardteama@uoregon.edu
- **Post Award Team B**
postawardteamb@uoregon.edu
- **Post Award Team D**
postawardteamd@uoregon.edu

If you are unsure who your Post Award team is, please see the [Campus Units Assignment](#) webpage.