



UNIVERSITY OF
OREGON

Office of the Vice President
for Research and Innovation

Effort Certification Compliance (RAP ECC)

Department Grant Administrator Guide How to Pre-Review a Grant Statement

August 2024

Table of Contents

Effort Certification Compliance (RAP ECC).....	1
Your Work List.....	3
Statements Awaiting Certification.....	3
Grant Statements.....	3
Using the Department Dashboard.....	4
Managing Statements.....	5
Finding a Grant Statement.....	5
The Statement Page.....	5
Work List Pane.....	5
Statement Information Pane.....	6
Grant Statement Pane.....	6
Pre-Reviewing a Statement.....	7

Accessing RAP ECC

There are multiple ways to access RAP ECC:

- A hyperlink from a system-generated email.
- A saved bookmark
- University of Oregon URL: <https://ecc.rap.uoregon.edu/>

Note: You will be prompted to sign in with your University of Oregon credentials if you are not connected to the network. If you are already signed in, you will be automatically routed to your Work List in RAP ECC.

Your Work List

The Work List is automatically displayed after you log in to RAP ECC. This page lists tasks that require your attention. Up to four tabs may be displayed on the Work List page:

- Statements Awaiting Certification
- Associated Certifiers
- Associated Grants

Statements Awaiting Certification

The Statements Awaiting Certification tab displays all statements you are responsible for certifying. This list is usually blank for Administrators unless they have their own Grant Statement to certify.

Grant Statements

If you are a Primary Administrator or Restricted Access Administrator, the Associated Grant tab displays all Grant Statements for PIs associated to your assigned departments. This list includes statements that are in the following statuses:

- Ready for Pre-Review
- Ready for Certification
- Ready for Certification, Re-Opened
- Ready for Certification, Re-Opened by Payroll Adjustment

Note: As each statement is Pre-Reviewed or certified, it is removed from the Grant Statements tab.

If you are a Non-Primary Administrator, you must navigate to the Department Dashboard to view Grant statements in your assigned Departments.

Using the Department Dashboard

As a Department Grant Administrator, you can view and manage information related to a department including the Grants, awards, and other administrators associated to that department using the Department Dashboard.

► **To navigate to the Department Dashboard:**

1. Click **Manage** from the top navigator.
2. Click **Department Dashboard** from the top sub-navigator.
3. Using the dropdown menu, select the desired department and click **Choose**.

Department Dashboard for 631200-Rsch Institute of Neuroscience - 631200x

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

Search for Department :

Effort Certifications

Grant Certifications

Grant and Funds

Department Information

4. Click the **Grant Certifications** tab.

Effort Certifications

Grant Certifications

Grant and Funds

Department Information

Grant Certification Summary Chart: Employee Type Quarterly Period [Select]

The default search is for Grant statements for all Grants in this Department, for the current period of performance

Status	Quarterly	
Auto Approved	29	
Ready for Pre-Review	3	42.86%
Ready for Certification	2	28.57%
Certified	2	28.57%

Grant Statements (If you would like to search for an apostrophe, please enter two apostrophes to return results)

Grant Nickname	Grant Number	Grant Manager	PI	PI Department	Statements	Action
NSF 923 JARAMILLO BAESE-BERK	2013C0	Landry, Elise - 951561526	Jaramillo, Santiago - 951407385	223100-CAS Biology	✖	
NIH R01 TRANS 1123 MCCORMICK	215090	McKercher, Erin - 950499152	McCormick, David - 951657626	223100-CAS Biology	⚠	
NIH RPG 1122 WEHR	215100	McKercher, Erin - 950499152	Wehr, Michael - 950561353	223520-CAS Psychology	⚠	
NIH R35 TRANS 1124 MCCORMICK	215920	McKercher, Erin - 950499152	McCormick, David - 951657626	223100-CAS Biology	⚠	
NIH 623 LOCKERY	217050	McKercher, Erin - 950499152	Lockery, Shawn - 950415417	223100-CAS Biology	✔	
NIH ZIRC 423 WESTERFIELD	217090	McKercher, Erin - 950499152	Westerfield, Monte - 950414192	223100-CAS Biology	✔	
NIH 1223 MILLER	217140	McKercher, Erin - 950499152	Dixon, Carly - 00001	223100-CAS Biology	✖	
NIH MOD 321 NIELL	217200	McKercher, Erin - 950499152	Niell, Christopher - 951263723	223100-CAS Biology	✔	
NIH 424 POSTLETHWAIT ET AL	217210	McKercher, Erin - 950499152	Postlethwait, John - 950415155	223100-CAS Biology	✔	

This section lists all Grant statements associated with the department. This list includes all historical and current statements.

★ **Tip:** Click any statement icon in the Statements column to navigate to that Grant statement. Hover over a statement icon to view the Period of Performance for the Grant statement.

Managing Statements

A statement is created for when an individual is directly charged and/or cost- shared to a Grant. The statement can be viewed at any time, either through the Department Dashboard or using the Search Box.

Finding a Grant Statement

The Search Box is located in the upper right corner of the page. You can search for a Grant name, Grant number, department number, or department name, then clicking the Search button.



The system will filter all matching results based on the first three characters entered. If you continue typing and the system recognizes an exact match, you will be routed to the appropriate page.

If there is more than one match, you will be routed to the Look-Up Page where you can select your desired result.

The Statement Page

Both the payroll and Grant statement page consist of three panes which provide information relevant to the certification process:

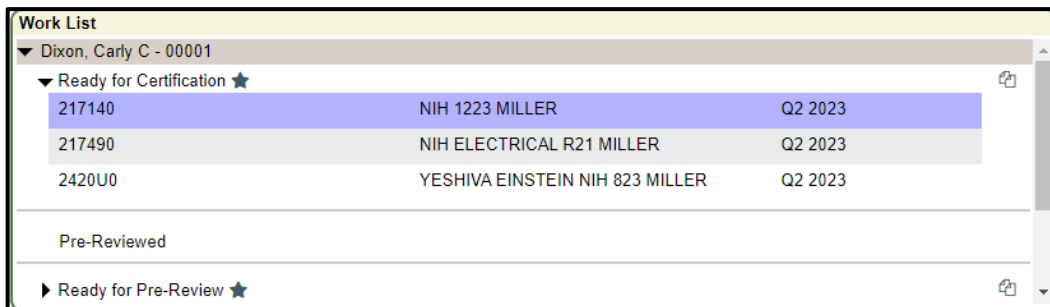
- Work List Pane
- Statement Owner Information Pane
- Statement Pane

Work List Pane

The top left pane displays the Work List which is grouped by PI.

Click the arrow icon ► to expand and view the Principal Investigator’s Grant statements. The Grant statements will be grouped by status.

Click the arrow icon ► next to each status to view all of the Principal Investigator’s Grant statements in that status.



A blue star next to the status name indicates that there are Grant statements in that status. Click a status to view if there is a statement in the corresponding status.

Statement Information Pane

The top right pane displays information about the Grant for the statement that is being viewed.

Grant Statement Pane

The Grant statement lists all employees who were directly charged, or cost-shared during the calendar year listed.

Grant Statement for 217140: NIH 1223 MILLER (Q2 2023) ; Effort from 4/1/2023 to 6/30/2023, due date 6/24/2024; Status: Ready for Certification										
										On Hold: <input type="checkbox"/>
Employee	Department	Appt. FTE	Fund	Committed Effort	Payroll \$	Cost Share \$	Total \$	Total %	Cetify?	Details
Blue, Belinda - 000002	631200-Rsch Institute of Neurosc...	1	217141	0%	\$3,591.85	\$0.00	\$3,591.85	50%	<input type="checkbox"/>	\$ 📄
Dixon, Carly - 00001	223100-CAS Biology - 223100x	1	217141	0%	\$5,900.67	\$0.00	\$5,900.67	17%	<input type="checkbox"/>	\$ 📄
Maroon, Maria - 000004	631200-Rsch Institute of Neurosc...	1	217141	0%	\$10,332.00	\$0.00	\$10,332.00	100%	<input type="checkbox"/>	\$ 📄
Purple, Penelope - 000005	631200-Rsch Institute of Neurosc...	1	217141	0%	\$1,569.52	\$0.00	\$1,569.52	10%	<input type="checkbox"/>	\$ 📄
Sage, Sarah - 000006	660110-Rsch AQACS Ops - 6601...	1	217141	0%	\$19.65	\$0.00	\$19.65	0%	<input type="checkbox"/>	\$ 📄
Violet, Vivian - 000003	631200-Rsch Institute of Neurosc...	1	217141	0%	\$9,180.00	\$0.00	\$9,180.00	100%	<input type="checkbox"/>	\$ 📄

[Home](#)

Tip: Click the \$ icon in the Action column to view the Payroll Report for the individual. Click the 📄 icon to view the 100% payroll view for the individual.

Pre-Reviewing a Statement

The Pre-Review period is a **7-8-day** period before the Certification Period opens that gives DGAs the opportunity to review Grant statements before they are routed to the PI for certification.



When the Pre-Review period opens, the Primary DGA will receive an email listing the Grant statements that he/she is responsible for Pre-Reviewing. The remaining statements (for employees with no sponsored payroll) will be 'Auto Approved'.

The Department Grant Administrator is required to Pre-Review each statement by logging into RAP ECC and following the steps below:

1. From your Work List, click the Grant Statement tab to view all statements you are responsible for Pre-Reviewing.

Note: For Grant Statements, only Primary DGAs and those assigned as a Restricted Administrator/Grant Manager Overrides will have a Work List. All other will need to navigate to appropriate Department Dashboard to access the Grant Statements.

2. Click the 'Ready for Pre-Review' hyperlink from the Status column next to any Grant Statement to launch the statement.

Statements Awaiting Certification		Associated Certifiers (0)		Associated Grants (7)			
Principal Investigator	Grant Title	Subactivity Title	Account Number	Sponsor Name	Period	Status	Staff
Dixon, Carly C	NIH 1223 MILLER		217140	Clinical Research ...	Q2 2023	Ready for Pre-Review	
Dixon, Carly C	NIH ELECTRICAL R21 ...		217490	Clinical Research ...	Q2 2023	Ready for Certification	
Dixon, Carly C	OHSU NIH 922 MILLER		2420X0	Oregon Health Sc...	Q2 2023	Ready for Pre-Review	
Dixon, Carly C	YESHIVA EINSTEIN NI...		2420U0	Albert Einstein Co...	Q2 2023	Ready for Certification	

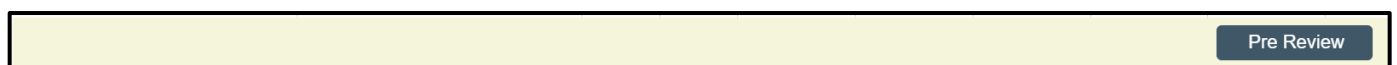
For **Grant Statements**, review for accuracy:

- All employees that were paid from the Grant for the period appear on the statement.
- If there is a variance between the expected amount and actual amount charged. Why?
- Is there anyone being charged to the Grant that you did not anticipate?
- Is there anyone missing from the statement whose payroll should have been charged?

Adjustments, if necessary, may be initiated in the Source System.

For any other questions or concerns, please contact your Central Administrator. Do not click the Pre-Review button. Leave the statement in the Ready for Pre-Review status. All corrections must be made in Banner and will be loaded into RAP ECC. Once the adjustments are in RAP ECC, you may Pre-Review the statement.

4. If the statement is correct, click the Pre-Review button on the bottom right of the statement. This moves the statement into the 'Pre-Reviewed' status.



5. The statement you just pre-reviewed will fall off your Worklist. The statement will remain in the Pre-Reviewed status until the Certification period opens.

6. If payroll loads to a statement that is Pre-Reviewed, the payroll will automatically post, and a message will appear on the statement indicating new payroll was loaded.

INFO - New payroll transactions effect this statement.

Important to Note:

- All Statements must be Pre-Reviewed.
- You are not able to Pre-Review more than one statement at a time.
- All Pre-Reviewed statements will route to the PI when the Certification Period opens.
- If a statement is not Pre-Reviewed during the Pre-Review period, it will not route to the PI for certification.
- The statement can be Pre-Reviewed during the Certification Period. If this happens, the system will route the statement to the PI the following day.