

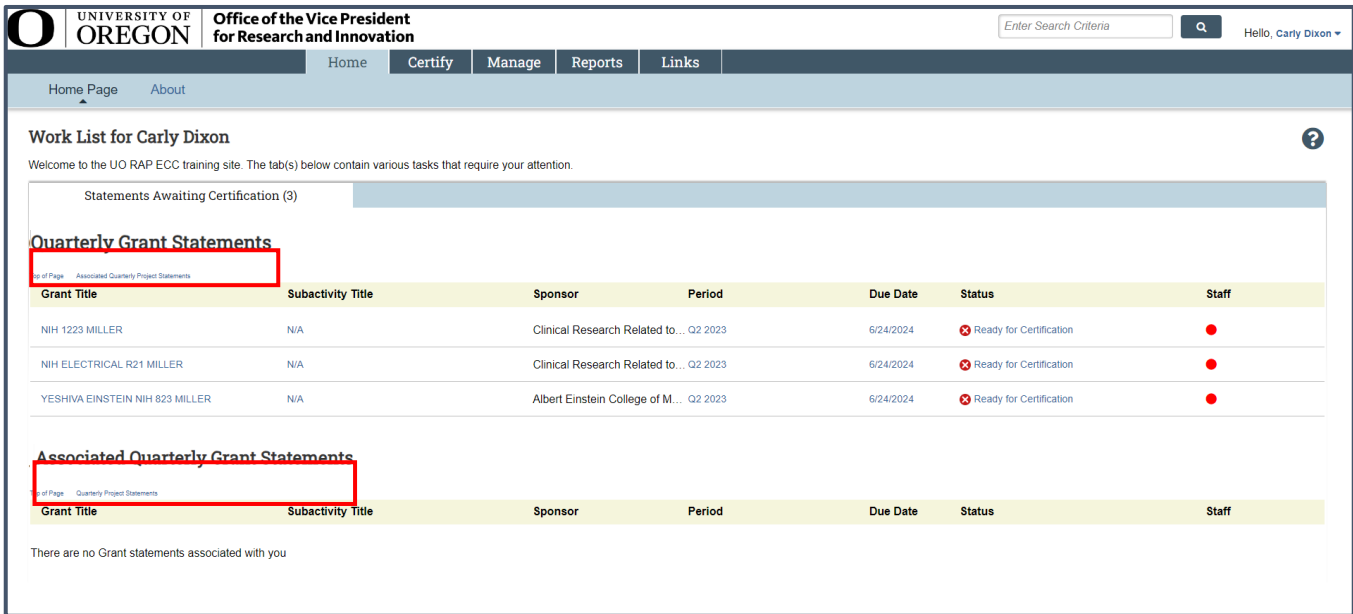


RAP ECC GRANT STATEMENT CERTIFICATION - PI/FACULTY

1. Log in to UO RAP ECC (Effort Certification Compliance) through the email you received or go directly to: <https://ecc.rap.uoregon.edu/>
2. Log in with your UO Duck ID and password.

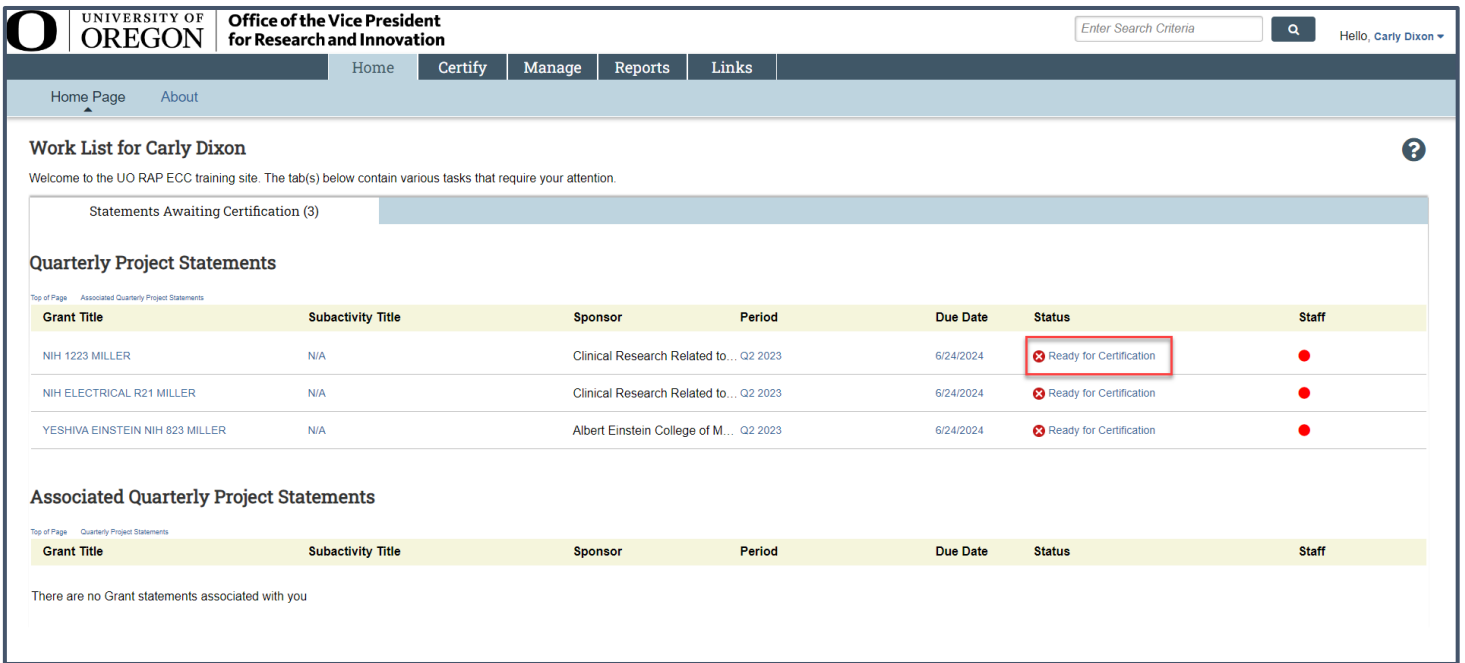


3. The Home Page will display your Worklist. The Worklist displays two sections:
 - a. Quarterly Grant Statements
 - b. Associated Quarterly Grant Statements



4. According to the University of Oregon’s policy, you must certify all Grant Statements for which you are the responsible Principal Investigator (PI).

5. To access your Grant Statements for Certification, click on the  Ready for Certification link.






Work List for Carly Dixon

Welcome to the UO RAP ECC training site. The tab(s) below contain various tasks that require your attention.

Statements Awaiting Certification (3)

Quarterly Project Statements

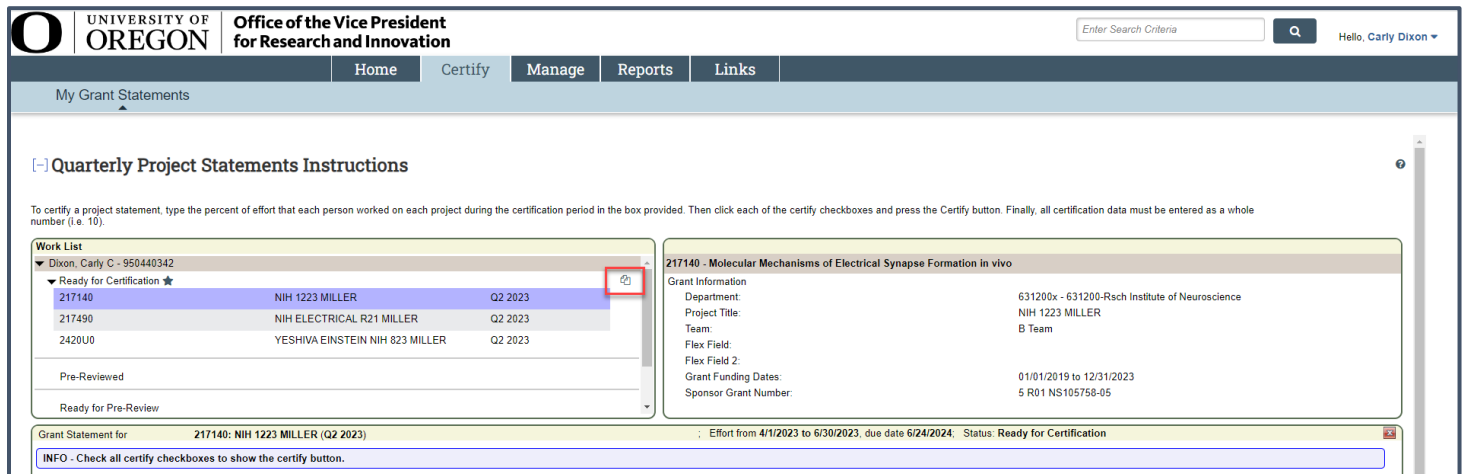
Grant Title	Subactivity Title	Sponsor	Period	Due Date	Status	Staff
NIH 1223 MILLER	N/A	Clinical Research Related to...	Q2 2023	6/24/2024	 Ready for Certification	●
NIH ELECTRICAL R21 MILLER	N/A	Clinical Research Related to...	Q2 2023	6/24/2024	 Ready for Certification	●
YESHIVA EINSTEIN NIH 823 MILLER	N/A	Albert Einstein College of M...	Q2 2023	6/24/2024	 Ready for Certification	●

Associated Quarterly Project Statements

There are no Grant statements associated with you

6. The Grant Statement you selected on the Home Page will be displayed.


7. To view all Grant statements at one time, click the Select All icon.

My Grant Statements

Quarterly Project Statements Instructions

To certify a project statement, type the percent of effort that each person worked on each project during the certification period in the box provided. Then click each of the certify checkboxes and press the Certify button. Finally, all certification data must be entered as a whole number (i.e. 10).


Work List	217140 - Molecular Mechanisms of Electrical Synapse Formation in vivo
<ul style="list-style-type: none"> Ready for Certification  217140 NIH 1223 MILLER Q2 2023 217490 NIH ELECTRICAL R21 MILLER Q2 2023 2420U0 YESHIVA EINSTEIN NIH 823 MILLER Q2 2023 	<p>Grant Information</p> <p>Department: 631200x - 631200-Rsch Institute of Neuroscience</p> <p>Project Title: NIH 1223 MILLER</p> <p>Team: B Team</p> <p>Flex Field:</p> <p>Flex Field 2:</p> <p>Grant Funding Dates: 01/01/2019 to 12/31/2023</p> <p>Sponsor Grant Number: 5 R01 NS105758-05</p>

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

INFO - Check all certify checkboxes to show the certify button.



The Grant Statement lists all faculty and non-faculty employees that were paid from the Grants for which you are a PI.

- a. The statement displays the individual’s total payroll, and any applicable salary-over-the-cap or cost share dollars, for the reporting period.
- b. To view an employee’s 100% payroll distribution, click the  icon in the Details column.
- c. Review the Grant Statement(s), review all accounts, ensure that all faculty and non-faculty employees are listed and that the payroll dollars are accurate.
 - i. Your Department Grant Administrator (DGA) has already reviewed your Grant Statement and it should be accurate. If you have questions about your Grant Statement, you can click the ‘Get Help’ button to email your DGA about any issues you may be having.

Project Payroll Summary - Q2 2023

Project Name	Total \$	Total %
223195x-223195-CAS Bio ...	\$19,935.39	56%
217140-Molecular Mechan...	\$5,900.67	17%
217210-A Single-Cell Tran...	\$354.04	1%
217490-Proteomic Analysl...	\$0.00	0%
217560-Decoding Neural ...	\$1,640.39	5%
236940-Computational Arc...	\$3,277.83	9%
2420U0-Development and ...	\$4,295.68	12%
2420X0-Isolation and Inter...	\$0.00	0%



If you wish to save your progress reviewing each line of the statement, select each line you wish to save and click the 'Save' button to return to complete the certification process later.

UNIVERSITY OF OREGON Office of the Vice President for Research and Innovation

Home Certify Manage Reports Links

My Grant Statements

[+] Quarterly Project Statements Instructions

To certify a project statement, type the percent of effort that each person worked on each project during the certification period in the box provided. Then click each of the certify checkboxes and press the Certify button. Finally, all certification data must be entered as a whole number (i.e. 10).

Work List

- Dixon, Carly C - 00001
 - Ready for Certification ★
 - 217140 NIH 1223 MILLER Q2 2023
 - Ready for Pre-Review
 - Building

217140 - Molecular Mechanisms of Electrical Synapse Formation in vivo

Grant Information


Department: 631200x - 631200-Rsch Institute of Neuroscience
 Project Title: NIH 1223 MILLER
 Team: B Team
 Flex Field:
 Flex Field 2:
 Grant Funding Dates: 01/01/2019 to 12/31/2023
 Sponsor Grant Number: 5 R01 NS105756-05

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

INFO - Check all certify checkboxes to show the certify button.

Employee	Department	Appt. FTE	Fund	Committed Effort	Payroll \$	Cost Share \$	Total \$	Total %	Certify?	Details
Blue, Belinda - 000002	631200-Rsch Institute of Neuroscience - 631200x	1	217141	0%	\$3,591.85	\$0.00	\$3,591.85	50%	<input checked="" type="checkbox"/>	\$
Dixon, Carly - 00001	223100-CAS Biology - 223100x	1	217141	0%	\$5,900.67	\$0.00	\$5,900.67	17%	<input checked="" type="checkbox"/>	\$
Maroon, Maria - 000004	631200-Rsch Institute of Neuroscience - 631200x	1	217141	0%	\$10,332.00	\$0.00	\$10,332.00	100%	<input type="checkbox"/>	\$
Purple, Penelope - 000005	631200-Rsch Institute of Neuroscience - 631200x	1	217141	0%	\$1,569.52	\$0.00	\$1,569.52	10%	<input type="checkbox"/>	\$
Sage, Sarah - 000006	660110-Rsch AQACS Ops - 660110x	1	217141	0%	\$19.65	\$0.00	\$19.65	0%	<input type="checkbox"/>	\$
Violet, Vivian - 000003	631200-Rsch Institute of Neuroscience - 631200x	1	217141	0%	\$9,180.00	\$0.00	\$9,180.00	100%	<input type="checkbox"/>	\$

Get Help Save Home

8. To certify the entire Grant Statement:
 - a. Select the individual check boxes under the 'Certify' column or select the green star , which is a 'check all'.
 - b. Select the 'Certify' button which has now appeared.

Employee	Department	Appt. FTE	Fund	Committed Effort	Payroll \$	Cost Share \$	Total \$	Total %	Certify?	Details
Blue, Belinda - 000002	631200-Rsch Institute of Neuroscience - 631200x	1	217141	0%	\$3,591.85	\$0.00	\$3,591.85	50%	<input checked="" type="checkbox"/>	\$
Dixon, Carly - 00001	223100-CAS Biology - 223100x	1	217141	0%	\$5,900.67	\$0.00	\$5,900.67	17%	<input checked="" type="checkbox"/>	\$
Maroon, Maria - 000004	631200-Rsch Institute of Neuroscience - 631200x	1	217141	0%	\$10,332.00	\$0.00	\$10,332.00	100%	<input checked="" type="checkbox"/>	\$
Purple, Penelope - 000005	631200-Rsch Institute of Neuroscience - 631200x	1	217141	0%	\$1,569.52	\$0.00	\$1,569.52	10%	<input checked="" type="checkbox"/>	\$
Sage, Sarah - 000006	660110-Rsch AQACS Ops - 660110x	1	217141	0%	\$19.65	\$0.00	\$19.65	0%	<input checked="" type="checkbox"/>	\$
Violet, Vivian - 000003	631200-Rsch Institute of Neuroscience - 631200x	1	217141	0%	\$9,180.00	\$0.00	\$9,180.00	100%	<input checked="" type="checkbox"/>	\$

Get Help Certify Save Home

9. Review the Attestation Statement and select 'I Agree' to complete the Certification.

The screenshot shows a window titled "Attestation" with the following text:

Activity Number Title: Studies on being a Scientist
Activity Number 3048990001 - Studies on being a Scientist
Period: Project Q4 2017
Certifier: Kelley, Mike - 99887703
Personnel Being Addington, Leigh - 99887712
Hurley, Lesa - 99887709
Stoll, Karena - 99887711
Ting, Kan - 99887708

Below the text is a box containing the following text:

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.

At the bottom right of the window are two buttons: "Cancel" and "I Agree". The "I Agree" button is highlighted with a red rectangle.

10. Your Grant Statement is complete and has been removed from your Worklist.
a. You will need to repeat this process for each of your Grant Statements.