Employee Compensation Compliance (ECC)  
Certify an Effort Statement Quick Reference

Step 1 – Receive E-mail
- Sponsored programs principal investigators will receive an e-mail.
- Click on the link at the bottom of the e-mail to access ECC.

Action Required
Use the link at the bottom of this e-mail to log in to the Employee Compensation Compliance (ECC) online tool to certify the effort statements you are responsible for in your role as a principal investigator, a proxy certifier or a restricted effort coordinator.

Principal Investigators:
- PRs are required to certify their effort and the effort of individuals with salary charges on their sponsored programs. For PRs needing to certify the effort of staff, note the link to instructions appearing in the left navigational sidebar.
- If a proxy certifier or restricted effort coordinator was delegated the authority to certify effort on your behalf, this e-mail is for your information only and no further action on your part is needed.

Proxy Certifiers/Restricted Effort Coordinators:
- If you are a proxy certifier/restricted effort coordinator, you are responsible for certifying the effort of the individual(s) for whom you are a designated certifier.

Step 2 – Login to ECC
- If your campus logo is on the left side of the red box below, click on your campus logo and login with your local campus credentials. Otherwise, click on the SUNY RF logo and login with the credentials used to access RF applications (i.e. Oracle, the Report Center, etc.).
Step 3 – Select Effort Statement
  - After logging into ECC, users will “land” on their work list. Click on the “ready to be certified” link.

Step 4 – Review Effort Statement
  - Review the salary charges and effort percentages for each award. Are these reasonable in relation to each project and do they accurately represent what you, as the principal investigator in charge of the project, have authorized for the effort period? If yes, please proceed to Step 5. Otherwise STOP and select “Get Help” in the gold box.
Step 5 – Certify Effort Statement

- Check each box and select “certify.”

- Select “ok.”

- Complete the attestation by selecting “I agree.”

- Certify additional effort statements from the work list or logout of ECC.