

## **GRANT STATEMENT CERTIFICATION- PI/FACULTY**

- Access UVA's Payroll Allocation Confirmation (PAC) System for your certification through the email you received or by going directly to the PAC System environment at <u>https://pac.virginia.edu/ecc/</u>.
- 2. Log into the application through SSO and using your UVA username/password.

		■University#Virginia
N Yo	letBadge our first authentication step when logging in to UVA	systems
	Option 1: Log in with your Digital Certificate. A digital ID card that resides on your computer. <u>Get one now!</u> Log In	Option 2: Log in with your UVA computing ID and password. UVA computing ID gg27c Password 
You an proces <u>About</u> © 202	re attempting to sign in to a service run by the University of Virginia, for auth dures detailed in the <u>UVA information Policy Library</u> . By using the University: <u>NetBadge</u> 3 by the Rector and Visitors of the <u>University of Virginia</u>	rrized use only. All use of this system is subject to the policies, standards, & systems, you acknowledge and consent to these terms.

- 3. You are viewing the Home Page. The Home Page will display your Worklist. The Worklist displays three sections:
  - a. Payroll Statements
  - b. Grant Statements
  - c. Associated Grant Statements

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come to UVA's Payroll Allocation Confirmation (PAC	) System. The tab(s) below contain v	various tasks that require you	ir attention.					
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- 4. Per UVA's policy, you are required to certify your Faculty PAC Statements (Payroll Statements) and all Grant Statements you are the responsible PI for.
- 5. To access your Grant Statements for certification, click on any link associated to the

Ready for Certification line under Grant Statements.

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

Work List				
			GR012118 - GA11418-162048-101-CIF Small Colla	aborative Research Rank Aggregation with Heterogeneous Inf
Ready for Certification			Project Information	
			Cost Center:	CC0453 - EN-Elec & Comp Engr Dept
Pre Reviewed			WD Award ID & Name:	AWD-002423 EN-ECE-CIF Small Collaborati
			WD Grant ID & Name:	GA11418-162048-101-CIF Small Collaborative Res
<ul> <li>Ready for Pre Review</li> </ul>	t	わ	Sponsor Name - Sponsor Award Number:	U.S. National Science Foundation (NSF)-1908544
GR012118	GA11418-162048-101-CIF Smal Fall 2022		Grant Funding Dates:	10/01/2019 to 09/30/2023
Building		promote		
Project Statement for GR	012118: GA11418-162048-101-CIF Small Collaborative Re	esearch Ra	nk A; Payroll from 6/25/2022 to 12/24/2022, due of	tate 5/31/2023; Status: Ready for Pre Review

- 7. To view all Grant statements at one time, click the Select All icon  $\ ^{\textcircled{2}}$
- 8. The Grant Statement lists all UVA 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-thecap (SOC) or cost share dollars, for the reporting period.
  - b. To view an employee's 100% payroll distribution, click the **b** icon in the Details column.
  - c. Review the Grant Statement(s), review all accounts, ensure that all non-faculty employees are listed and that the payroll dollars are accurate.
    - i. Your Cost Center Payroll Reporting Coordinator (PRC) 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 PRC about any issues you may be having.

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Jones, Brandon - 834326188	AS-Biology (BIOL) - CC0039		\$3,035.00		\$0.00	\$3,036.00				
Levis, Paola - 211134123	AS-Biology (BIOL) - CC0039		\$12,043.82		\$0.00	\$12,043.82		29.78		-
Get Help				Click to	view '	00% payroll di	stribution		Save	e Hom
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9. 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 processs at a later time.

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to certify a Grant Statement, click each of the ce Work List	rtify checkboxes and press the Certify button. The employee or an	other responsible person with suitabl	e means of verifyin	g the effort must certify this statement	ř.				
Kelley, Michael P - 142639312			GR016205	- GI16010-169340-101-Development	of germplasm materials	and processes for the fabri	cation and testing of phytocan	nabinoid-based therapeuti	cs
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10. 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.

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and the second se	ED-YTNX - CC0439	\$13,269.25	\$0.00	\$13,269.25	50%		\$
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	ED-YTNX - CC0439	\$160.00	\$0.00	\$160.00	28%		\$
1-1-				÷.	0.4%		Hama

11. Review the attestation statement and select 'I Agree' to complete the certification.

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, Kari - 99887708       Ting, Kari - 99887708         I certify the salary charged and effort certified this period reasonably reflect the wo 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.	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, Kari - 99887708       Ting, Kari - 99887708         I certify the salary charged and effort certified this period reasonably reflect the w         performed in the designated period, and that I have sufficient technical knowle         and/or I am in a position that provides me with suitable means of verification that work was performed.	Activity Number Tit	le: Studies on being a Scientist
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- 12. Your Grant Statement is complete and has been removed from your worklist.
  - a. You will need to do this for each one of your Grant Statements.