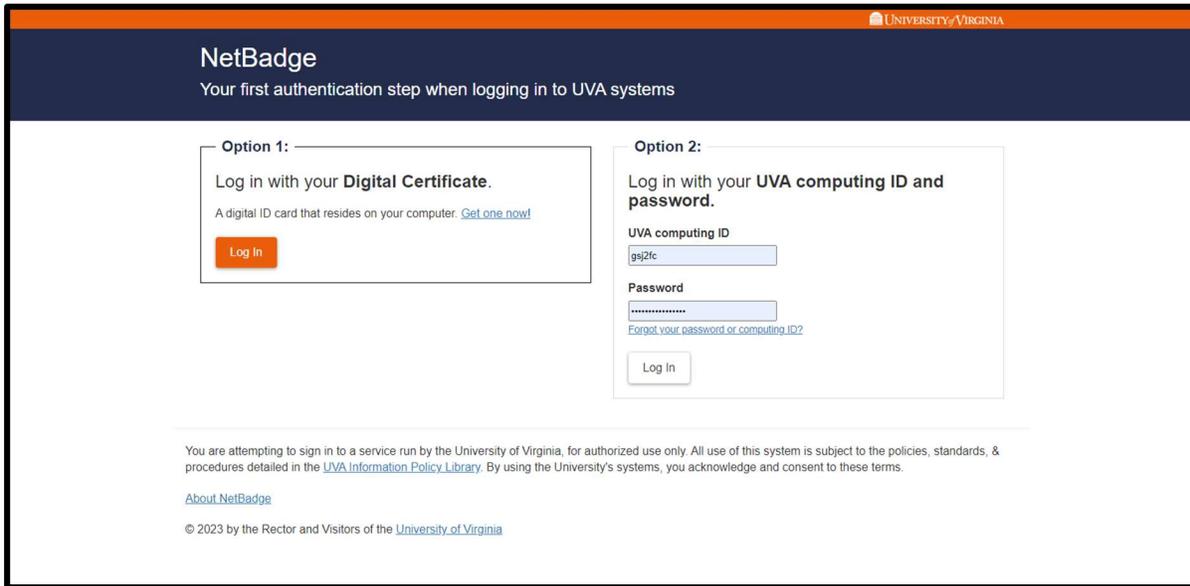


# GRANT STATEMENT PRE-REVIEW – DEPARTMENT ADMINISTRATOR

1. Access PAC System for your certification pre-review through the email you received or by going directly to the PAC System environment at <https://pac.virginia.edu/ecc/>.
2. Log into the application with your UVA username/password.



**NetBadge**  
Your 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. [Get one now!](#)

**Option 2:**  
Log in with your **UVA computing ID and password**.  
UVA computing ID  
  
Password  
  
[Forgot your password or computing ID?](#)

You are attempting to sign in to a service run by the University of Virginia, for authorized use only. All use of this system is subject to the policies, standards, & procedures detailed in the [UVA Information Policy Library](#). By using the University's systems, you acknowledge and consent to these terms.

[About NetBadge](#)  
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3. You are viewing the home page. The home page will display your worklist. The worklist displays three sections:
  - a. Awaiting Certification
  - b. Associated Certifiers
  - c. Associated Grants

## Work List for Beth Belt



Welcome to UVA's Payroll Allocation Confirmation (PAC) System. The tab(s) below contain various tasks that require your attention.

Awaiting Certification		Associated Certifiers (208)		Associated Grants (56)			
Principal Investigator	Project Title	Grant Number	Account Number	Sponsor Name	Period	Status	Staff
Adiga, Abhijin	GG12241-162598-101-223...	GR015009	GR015009	N/A	Fall 2022	Ready for Pre Review	●
Adiga, Abhijin	GG12241-162598-101-FA...	GR015010	GR015010	N/A	Fall 2022	Ready for Pre Review	●
Barrett, Christopher Louis	BII-DTRA TECHNICAL RE...	GR100138	GR100138	N/A	Fall 2022	Ready for Pre Review	●
Barrett, Christopher Louis	GI15545-164145-101-Scal...	GR015814	GR015814	N/A	Fall 2022	Building	●
Barrett, Christopher Louis	GI15776-166847-101-DTR...	GR015975	GR015975	N/A	Fall 2022	Ready for Pre Review	●
Fox, Geoffrey C.	GA11612-168872-101-FA...	GR012396	GR012396	N/A	Fall 2022	Ready for Pre Review	●

- The goal is to Pre-Review all Grant statements for which your faculty serve as the PI (For primary PRCs this is listed under the 'Associated Grants' tab, or for non-primary PRCs by navigating to 'Certify' menu option -> 'My Grant Statements').
- From the Home Page, click on the tab named 'Associated Grants'. Click on the 'Period' tab to Sort for most recent accounts that are upcoming for the next certification period.

Awaiting Certification		Associated Certifiers (208)		Associated Grants (56)			
Principal Investigator	Project Title	Grant Number	Account Number	Sponsor Name	Period	Status	Staff
Adiga, Abhijin	GG12241-162598-101-223...	GR015009	GR015009	N/A	Fall 2022	Ready for Pre Review	●
Adiga, Abhijin	GG12241-162598-101-FA...	GR015010	GR015010	N/A	Fall 2022	Ready for Pre Review	●
Barrett, Christopher Louis	BII-DTRA TECHNICAL RE...	GR100138	GR100138	N/A	Fall 2022	Ready for Pre Review	●
Barrett, Christopher Louis	GI15545-164145-101-Scal...	GR015814	GR015814	N/A	Fall 2022	Building	●
Barrett, Christopher Louis	GI15776-166847-101-DTR...	GR015975	GR015975	N/A	Fall 2022	Ready for Pre Review	●
Fox, Geoffrey C.	GA11612-168872-101-FA...	GR012396	GR012396	N/A	Fall 2022	Ready for Pre Review	●

Click here to sort

6. Click any link for the Grant Statement you wish to review and begin the Pre-Review process.

Awaiting Certification		Associated Certifiers (208)		Associated Grants (56)			
Principal Investigator	Project Title	Grant Number	Account Number	Sponsor Name	Period	Status	Staff
Adiga, Abhijin	GG12241-162598-101-223...	GR015009	GR015009	N/A	Fall 2022	Ready for Pre Review	●
Adiga, Abhijin	GG12241-162598-101-FA...	GR015010	GR015010	N/A	Fall 2022	Ready for Pre Review	●
Barrett, Christopher Louis	BII-DTRA TECHNICAL RE...	GR100138	GR100138	N/A	Fall 2022	Ready for Pre Review	●
Barrett, Christopher Louis	GI15545-164145-101-Scal...	GR015814	GR015814	N/A	Fall 2022	Building	●
Barrett, Christopher Louis	GI15776-166847-101-DTR...	GR015975	GR015975	N/A	Fall 2022	Ready for Pre Review	●
Fox, Geoffrey C.	GA11612-168872-101-FA...	GR012396	GR012396	N/A	Fall 2022	Ready for Pre Review	●

7. On the Grant statement, your selected grant statement provides salaries and wages of non-faculty personnel charged to the grant for the reporting period.

To view all Grants for a given PI click the  icon highlighted below.

**Work List**

Adiga, Abhijin - 474709568

Ready for Certification

Pre Reviewed

▼ Ready for Pre Review ★

GR015009 GG12241-162598-101-2233721... Fall 2022

GR015010 GG12241-162598-101-FACT Ne... Fall 2022

**GR015010 - GG12241-162598-101-FACT Network Models of Food Systems and their Application to Invasive Sp...**

Project Information

Cost Center: CC0896 - PV-BII-Biocomplexity Initiative

WD Award ID & Name: AWD-001271 FACT Network Models of Food S

WD Grant ID & Name: GG12241-162598-101-FACT Network Models of Fo...

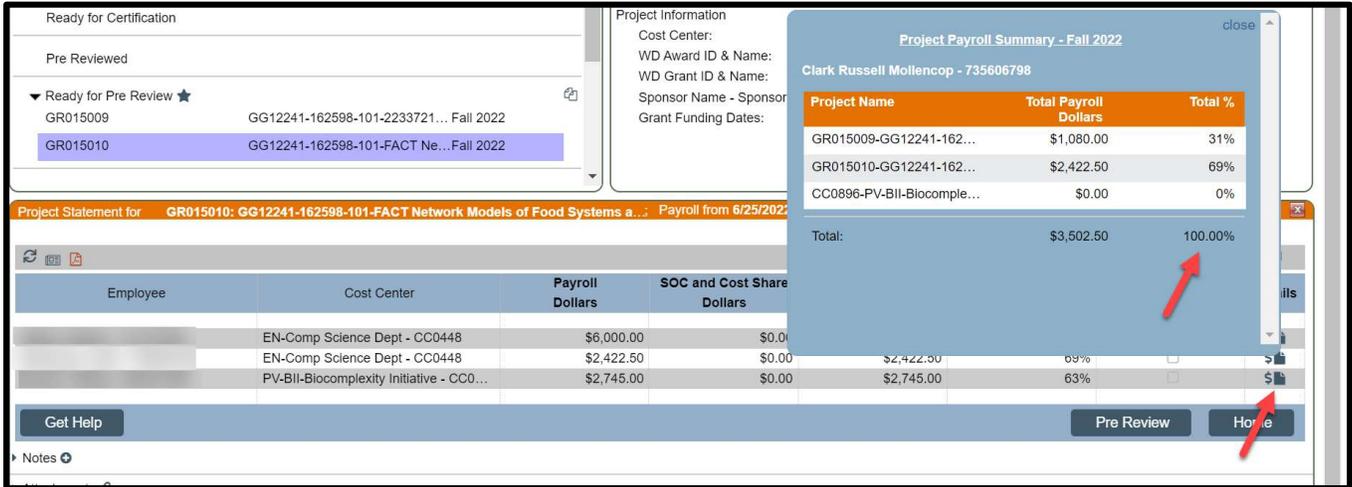
Sponsor Name - Sponsor Award Number: U.S. Department Of Agriculture-2019-67021-29933

Grant Funding Dates: 09/01/2019 to 08/31/2023

Project Statement for **GR015010: GG12241-162598-101-FACT Network Models of Food Systems a...** Payroll from 6/25/2022 to 12/24/2022, due date 5/31/2023, Status: Ready for Pre Review

8. The Grant Statement lists all UVA non-faculty employees that were paid from the grants. Review the Grant Statement for accuracy. Ensure that the Payroll dollars displayed matches the Payroll for the employees listed.

- a. Click the  icon to view the payroll details of the employee's salaries and wages charged to the grant for the reporting period.
- b. To view the employee's 100% distribution over the reporting period based on IBS click this icon .



Ready for Certification

Pre Reviewed

Ready for Pre Review ★

GR015009 GG12241-162598-101-2233721... Fall 2022

GR015010 GG12241-162598-101-FACT Ne... Fall 2022

Project Information

Cost Center:

WD Award ID & Name:

WD Grant ID & Name:

Sponsor Name - Sponsor Award Number:

Grant Funding Dates:

Project Payroll Summary - Fall 2022

Clark Russell Mollencop - 735606798

Project Name	Total Payroll Dollars	Total %
GR015009-GG12241-162...	\$1,080.00	31%
GR015010-GG12241-162...	\$2,422.50	69%
CC0896-PV-BII-Biocomple...	\$0.00	0%
<b>Total:</b>	<b>\$3,502.50</b>	<b>100.00%</b>

Project Statement for GR015010: GG12241-162598-101-FACT Network Models of Food Systems a... Payroll from 6/25/2022

Employee	Cost Center	Payroll Dollars	SOC and Cost Share Dollars	Total Payroll Dollars	Payroll Percentage	Certify?	Details
	EN-Comp Science Dept - CC0448	\$6,000.00	\$0.00			<input type="checkbox"/>	
	EN-Comp Science Dept - CC0448	\$2,422.50	\$0.00	\$2,422.50	69%	<input type="checkbox"/>	
	PV-BII-Biocomplexity Initiative - CC0...	\$2,745.00	\$0.00	\$2,745.00	63%	<input type="checkbox"/>	

Get Help Pre Review Hold

- c. If adjustment(s) need to be made, use the 'on hold' check box to place the Grant Statement on hold and prevent it from being released to the faculty member until a payroll adjustment has been completed.

9. Review the Grant Statements for all your PI's to ensure accuracy.



Work List

Adiga, Abhijin - 474709568

Ready for Certification

Pre Reviewed

Ready for Pre Review ★

GR015009 GG12241-162598-101-2233721... Fall 2022

GR015010 GG12241-162598-101-FACT Ne... Fall 2022

Project Information

Cost Center: CC0896 - PV-BII-Biocomplexity Initiative

WD Award ID & Name: AWD-001271 FACT Network Models of Food S

WD Grant ID & Name: GG12241-162598-101-FACT Network Models of Fo...

Sponsor Name - Sponsor Award Number: U.S. Department Of Agriculture-2019-67021-29933

Grant Funding Dates: 09/01/2019 to 08/31/2023

Project Statement for GR015010: GG12241-162598-101-FACT Network Models of Food Systems a... Payroll from 6/25/2022 to 12/24/2022, due date 5/31/2023; Status: Ready for Pre Review

10. .

\*Note: If the Pre-Review button is not clicked the statement will not route for certification.

Project Statement for GR015010: GC12241-162598-101-FACT Network Models of Food Systems a... Payroll from 6/25/2022 to 12/24/2022, due date 5/31/2023, Status: Ready for Pre Review

On Hold:

Employee	Cost Center	Payroll Dollars	SOC and Cost Share Dollars	Total Payroll Dollars	Payroll Percentage	Certify?	Details
	EN-Comp Science Dept - CC0448	\$6,000.00	\$0.00	\$6,000.00	43%	<input type="checkbox"/>	\$
	EN-Comp Science Dept - CC0448	\$2,422.50	\$0.00	\$2,422.50	69%	<input type="checkbox"/>	\$
	PV-Bil-Biocomplexity Initiative - CC0...	\$2,745.00	\$0.00	\$2,745.00	63%	<input type="checkbox"/>	\$

Get Help Pre Review Home

11. The system will automatically route you to the next statement on your Worklist for Pre-review. You may also click the 'Home' menu bar option at the top of the application to return to your main Worklist to move on to the next Grant Statement for review.