SPA Effort Certification Statement (ECS) Acceptance Checklist

Date: ____/____/____
To: __________________________________________, Department Effort Coordinator

The ECS for __________________________________________ has not been accepted for the reason(s) marked below. After the items marked below have been corrected please return the ECS and any required supporting documentation to AD220

☐ Corrections to the ECS are not supported (i.e. LD Adjustment)

☐ This is not the original signed ECS (copies are not acceptable)

☐ The ECS is certified with unresolved Suspense

☐ The ECS is not signed

☐ The date signed is blank

☐ Updated totals do not equal 100%

☐ Use of whiteout, or other similar products, on the ECS (instead draw a single thin line through any necessary corrections)

☐ Use of pencil to make corrections or certify

☐ Responsible Official’s name is not on the ECS

☐ Signer’s relationship to covered individual is not identified on the ECS

☐ Not enough detail is provided for projects that are added to the ECS

☐ ECS has been faxed/copied and is no longer legible

☐ Other: __________________________________________

Any questions regarding this returned ECS can be directed to the Institutional Effort Coordinator (IEC) at spaeffrt@ohsu.edu or 503-494-3211