



**RESEARCH DEVELOPMENT AND ADMINISTRATION
SPONSORED PROJECTS ADMINISTRATION**

Mail code AD 220 • 2525 S.W. 1st Ave., Suite 220 • Portland, OR 97201-4753
TEL: 503 494-0355 • FAX: 503 494-1191

Effort Certification Process Timeline

Effort Reporting Period: 6/11/07 - 12/31/07

Task	Approximate Completion Date	Target Dates
Effort Reporting Period Ends		12/31/2007
Last day to submit Labor Cost Transfer Approval (LCTA) forms to SPA to be considered for approval		2/13/2008
Effort Reporting Period Closes (labor distributions are locked down for ECS generation)	30 business days after reporting period end.	2/17/2008
SPA produces Effort Certification Packets	The week following the close of the effort period	2/21/2008
Institutional Effort Coordinator (IEC) distributes Effort Certification Packets to departments		2/29/2008
Department Effort Coordinator (DEC) receives effort packet and reviews forms to verify that they are in agreement with personnel action forms and that all employees who are required to certify receive a statement. DEC distributes the Effort Certification Statements (ECS) to the appropriate employees	This date is established by the department in relation to the required due date back to the IEC	
Employees return ECSs to the DEC for review and adjustments, if necessary, and assemble for forwarding to the IEC in SPA	This date is established by the department in relation to the required due date back to the IEC	
Return ECS with all relevant labor distribution adjustment forms to the IEC	35 business days after SPA distribution date	4/21/2008

Notification Process for Outstanding Effort Certification Statements

Business Days Past Deadline	Notification Process	Cc:	Target Dates
10	Email from IEC to DEC as a reminder of the deadline and the importance of turning in effort statements on time		5/5/2008
20	Followup email sent from IEC to DEC	Division Manager, Department Administrator or next higher level of administrative management, as appropriate	5/19/2008
25	Email from SPA Director to Division Manager, Department Administrator notifying them of outstanding effort statements		5/27/2008
30	Letter from SPA Director to Division Head, Department Chair or School/Unit Head notifying them of outstanding effort statements	Division Manager, Department Administrator or next higher level of administrative management, as appropriate	6/3/2008
40	Email from SPA Director to dean or Director notifying them of outstanding effort statements	School/Unit Lead Administrative Management	6/17/2008

If you have any questions or comments, please contact:	Legend
James Trotter, Quality Standards Manager, at (503) 494-3211 or spaeffrt@ohsu.edu Amber Roberts, IEC, at 503-494-6984 or spaeffrt@ohsu.edu Lynette Arias, SPA Director at (503) 494-1193	ECS - Effort Certification Statement(s) DEC - Departmental Effort Coordinator IEC - Institutional Effort Coordinator