



**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: 07/01/2009 - 12/31/2009**

Task	Approximate Completion Date	Target Dates
Effort Reporting Period Ends		12/31/2009
Last day to submit Labor Cost Transfer Approval (LCTA) forms to SPA to be considered for approval		2/10/2010
Effort Reporting Period Closes (labor distributions are locked down for ECS generation). Any remaining LD adjustments are purged.	30 business days after reporting period end.	2/16/2010
SPA produces Effort Certification Packets	The week following the close of the effort period	2/22/2010
SPA's Institutional Effort Coordinator (IEC) distributes Effort Certification Packets to departments		2/26/2010
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 then DEC assembles 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	
ECS are due with all relevant labor distribution adjustment forms to the IEC in SPA	35 business days after SPA distribution date	4/19/2010

**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		5/1/2010
20	Followup email sent from IEC to DEC	Division Manager, Department Administrator or next higher level of administrative management, as appropriate	5/17/2010
25	Email from SPA Director to Division Manager, Department Administrator notifying them of outstanding effort statements		5/24/2010
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	6/1/2010
40	Email from SPA Director to dean or Director notifying them of outstanding effort statements	School/Unit Lead Administrative Management	6/15/2010

<b>If you have any questions or comments, please contact:</b> Amber Roberts, Inst. Effort Coordinator, at 503-494-6984 or spaeffrt@ohsu.edu Nancy Duncan, Quality Standards Manager, at (503) 494-4850 or spaeffrt@ohsu.edu	<b>Legend</b>
	ECS - Effort Certification Statement(s) DEC - Departmental Effort Coordinator IEC - Institutional Effort Coordinator