



**RESEARCH DEVELOPMENT AND ADMINISTRATION
SPONSORED PROJECTS ADMINISTRATION**

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Effort Certification Process Timeline

Effort Reporting Period: 12/11/06 - 6/10/07

Task	Approximate Completion Date	Target Dates
Effort Reporting Period Ends		6/10/2007
Last day to submit Labor Cost Transfer Approval (LCTA) forms to SPA to be considered for approval		7/18/2007
Effort Reporting Period Closes (labor distributions are locked down for ECS generation)	30 business days after reporting period end.	7/22/2007
SPA produces Effort Certification Packets	The week following the close of the effort period	7/26/2007
Institutional Effort Coordinator (IEC) distributes Effort Certification Packets to departments		8/3/2007
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	9/24/2007

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		10/8/2007
20	Followup email sent from IEC to DEC	Division Manager, Department Administrator or next higher level of administrative management, as appropriate	10/22/2007
25	Email from SPA Director to Division Manager, Department Administrator notifying them of outstanding effort statements		10/29/2007
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	11/5/2007
40	Email from SPA Director to dean or Director notifying them of outstanding effort statements	School/Unit Lead Administrative Management	11/19/2007

If you have any questions or comments, please contact:	Legend
Quality Standards Prog Asst, 503-494-6984 or spaeffrt@ohsu.edu James Trotter, IEC, at (503) 494-3211 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