



Research Development and Administration
Sponsored Projects Administration

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Labor Cost Transfer Approval (LCTA) form

Distribution Adjustment Entry Report (DAER) must be attached

This form is required for labor distribution adjustments effective 90 days or more prior to the entry date or to a closed effort certification period that do not meet the criteria for SPA expedited review and approval (see instructions for more information).

Employee Name: Employee #: LD Batch Name:
Preparer Name: Date:
A separate LCTA must be submitted for each LD Batch

EFFORT CERTIFICATION:

Does the transfer affect (debit or credit) a Federal award? If "No" continue to the Background section.
Does the transfer affect a closed effort certification period? If "No" continue to the Background section.
If an Effort Certification Statement (ECS) was previously certified and submitted does this transfer change the previously certified effort on any Federal award more than 5%? If "No" continue to the Background section.

If the answer to all of the preceding questions is "Yes" follow the instructions below.

- \* If this transfer affects a Federal award on a previously certified ECS by more than 5% then an amended ECS will need to be certified and attached accompanied by a memo explaining why the original ECS was certified incorrectly, this memo needs to be signed by the individual who signed the original ECS.
\* If this transfer affects a Federal award in a closed effort certification period and an ECS has not been previously certified then an ECS will need to be prepared, certified and attached.

BACKGROUND:

HISTORY: Why was the labor originally charged to the account from which it is now being transferred?

SPECIFIC ROLE: Describe the specific role of the employee, as it relates to the scope of work, on the project(s) now being charged.

TIMELINESS: Is the entry date 90 days or more after the effective start date? If yes, explain the reason for the delay in initiating the entry.

CORRECTIVE ACTION: If 90 days or more, describe what action has been taken to eliminate future need for untimely cost transfers.

Department Approval:

Award Fiscal Manager - Date Required for all adjustments
Principal Investigator - Date Required only for those affecting Federal awards

SPA Approval:

SPA Analyst - Date SPA Analyst - Date SPA Analyst - Date
SPA Analyst - Date Institutional Effort Coordinator - Date SPA LD Approver - Date