

*On June 14, 2006, the following communication was sent to all department administrative contacts and Labor Distribution (LD) Adjustors from the main Sponsored Projects Administration (SPA) email account.*

**Subject:** SPA LD Approval Process Improvements

Sponsored Projects Administration (SPA) is pleased to announce that it has streamlined the Labor Distribution (LD) adjustment approval process by centralizing all receipt, review, and approval functions and by making the following changes.

**SPA LCTA Form and Instructions Updated**

To facilitate these process improvements, the SPA Labor Cost Transfer Approval (LCTA) Form has been revised as follows:

- Reformatted and divided into individual sections:  
<http://www.ohsu.edu/research/rda/spa/docs/lcta.xls>
- Updated to add one new question as well as clarifying the existing questions
- Expanded to include a continuation page that allows additional space
- Provided with updated and clarified instructions:  
[http://www.ohsu.edu/research/rda/spa/docs/lcta\\_inst.pdf](http://www.ohsu.edu/research/rda/spa/docs/lcta_inst.pdf)

Please update any links or older versions of the form you may have saved and begin using the new form immediately. Starting July 1, 2006, SPA will not accept any older versions of the form.

**Timeout Changed from 14 to 21 Days**

To ease the time constraints created by submitting a Labor Distribution (LD) adjustment that fails validation due to affecting distribution more than 90 days retroactively or affecting a closed effort period, the timeout setting in the Oracle LD system has been changed from 14 days to 21 days, allowing an extra week for all involved parties to complete the approval process.

**LCTA Checklist Developed—Incomplete Forms Will Now Be Returned**

Note that upon receipt (and before content review), all SPA Labor Cost Transfer Approval (LCTA) Forms will now be reviewed for completeness using the newly created LCTA Form Initial Review Checklist (LCTA checklist)—available at one of the additional tabs on the LCTA form (linked above). If all required items on the checklist are NOT included with the submission, the LCTA Form, including the LCTA Checklist, will be returned to the department so that additional information can be approved. Preparers of the LCTA Form are encouraged to review and make use of the LCTA Checklist.

**Communication Through SPA LD Approver Mailbox**

To facilitate consistent and timely communication, there is a SPA LD Approver email account to be used as a central point of contact for LD adjustment issues: [spald@ohsu.edu](mailto:spald@ohsu.edu)

**Questions**

Please direct any questions regarding these changes to James Trotter, Quality Standards Program Coordinator, SPA, at 503-494-3211; [trotterj@ohsu.edu](mailto:trotterj@ohsu.edu) or Beth Willis, Award Analysis Manager, SPA, at 503-494-0354; [willise@ohsu.edu](mailto:willise@ohsu.edu).