



Research Development and Administration
 Sponsored Projects Administration
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Effort Certification Process Timeline

Effort Reporting Period: 07/01/2011 to 12/31/2011

Task	Approximate Completion Date	Target Dates
Effort Reporting Period Ends		12/31/2011
Last day to submit Labor Cost Transfer Approval (LCTA) forms to SPA to be considered for approval		2/9/2012
Effort Reporting Period Closes (labor distributions are locked down for ECS generation). Any remaining LD adjustments are purged.	Approximately 30 business days after reporting period end.	2/13/2012
SPA produces Effort Certification Packets	The week following the close of the effort period	2/21/2012
SPA's Institutional Effort Coordinator (IEC) distributes Effort Certification Packets to departments		2/28/2012
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	Approximately 35 business days after SPA distribution date	4/17/2012

Notification Process for Outstanding Effort Certification Statements After Deadline

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		5/1/2012
20	Followup email sent from IEC to DEC	Division Manager, Department Administrator or next higher level of administrative management, as appropriate	5/15/2012
25	Email from SPA Director to Division Manager, Department Administrator notifying them of outstanding effort statements		5/22/2012
30	Letter from SPA Director to Division Head, Department Chair or School/Unit Head, notifying them of outstanding effort statements	Division Manager, Department Administrator, SOM Dean, and/or next higher level of administrative management, as appropriate	5/31/2012 (Date extended in order to accommodate the Memorial Day Holiday and Staff Abscences)
40	Email from SPA Director to dean or Director notifying them of outstanding effort statements	School/Unit Lead Administrative Management and, when applicable SOM Dean	6/14/2012 (Date extended in order to accommodate the Memorial Day Holiday and Staff Abscences)

If you have any questions or comments, please contact: Amber Roberts, Inst. Effort Coordinator, at 503-494-6984 or spaeffrt@ohsu.edu Laura Smith, Manager, at (503) 494-0317 or spaeffrt@ohsu.edu	Legend
	ECS - Effort Certification Statement(s) DEC - Departmental Effort Coordinator IEC - Institutional Effort Coordinator