

The following items should be reviewed for each Labor Distribution request related to a Sponsored Project:

- 1 Project number and Expenditure Organization
- 2 Expenditure Type
- 3 Start & End Dates – ensure they are within the project period of performance
- 4 If Fringe is not allowed, is a Fringe schedule included?
- 5 If the employee is paid hourly, is an overtime pay element distribution included?
- 6 Is cost share or salary cap information coded correctly?
- 7 Does the request align with the budget?
- 8 If the project requires specific personnel or budget adherence, are any prior approvals required?