MCED00120_0000[1]***FEC NEWS!***

**September 2008**

**WE MOVED!**

**3935 University Way, NE**

**Box 351414**

**685-7395 (Suzette, Tuesday – Friday)**

**897-1482 (Donna, Tuesday – Wednesday)**

**FAX: (to be delivered, eventually)**

**Cost Share Calculator, Version 3.0**

An improved version of the cost share calculator is now available on the FEC website. Version 3.0 enables departments to calculate cost share for a period greater than one year and to exclude quarters when cost sharing will not be performed. Be sure to turn on the Excel Analysis Toolpak before using the calculator or the resulting data will not be correct. Step by step instructions for doing this are on the website.

http://www.washington.edu/research/maa/fec/tools.html

**Lessons from the trenches**

We have successfully completed effort reporting for quarterly FECs (3/16/08 to 6/15/08) and semi annual FECs (1/1/08 to 6/30/08). While for the most part reporting went smoothly, there are some lessons learned.

**Deadlines and the mail:** MAA has one mail delivery at 9:00. To ensure that FECs arrive by the due date, the FEC should be put into campus mail at least three days prior to the deadline – longer if you are located off campus. FECs being certified during the last three or four days should be hand delivered to our office. It is wise to send completed FECs to MAA as early as possible to allow time to resolve any questions or provide additional documentation .

**Signatures:** We had many questions from departments regarding signatures for faculty who were not on campus.

If the faculty member is unavailable (i.e., not on campus) to sign the FEC, there are some alternative methods the department can use to secure confirmation by the employee.

1. Send the FEC by mail or FAX for review and signature and have the employee confirm the effort, sign and return the form by U.S. or campus mail.
2. Send the FEC by email, have the employee respond by return email to the chair or dean that the effort information on the form is correct. The chair or dean can use the email as a suitable means of verification that the work was performed and provide the original signature. The department should keep a copy of the email in the department files.

**Extended Deadlines:** MAA received many requests for extended due dates. Some of these we were able to grant, others we were not.

The department may request an extension for the following reasons:

1. Awaiting receipt of a late award
2. Waiting for OSP to create a new NEA
3. Awaiting approval for a no cost extension
4. All other requests will be handled on a case-by-case basis.

The requests for an extension should be in an email to MAA and include the faculty member’s name, department, cycle dates of the FEC, the reason for the delay (A, B or C above) and the requested extension date.

Keep in mind that MAA can only grant extensions for situations that are not under control of the department. For instance, the process of preparing an RST or noticing that changes need to be made to cost sharing right before the deadline do not qualify for extensions. Effort should be reviewed on a monthly basis to ensure compliance with grant reporting guidelines.

The September 2008 FEC News as well as prior newsletters are on the FEC website: <http://www.washington.edu/research/maa/fec/> Questions: [suzette@u.washington.edu](mailto:suzette@u.washington.edu), 5-7690