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# ***FEC NEWS!***

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August 2012



## **New Guidelines for Faculty with UW/VA Appointments**

Guidelines for documenting and adjusting salary cap cost sharing for faculty with UW/VA appointments are now available on the FEC website. These guidelines include how to determine if a faculty member owes salary cap cost sharing and step by step instructions if adjustments are required. See [Salary Cap Cost Sharing for UW/VA Appointed Faculty](#) on the MAA website for complete information.

## **FECs Now Identify Executive Level I and II Salary Caps on Individual Budgets**

Starting with the 1/1/12-6/30/12 FEC cycle, the FEC will display the specific salary cap applied to each budget. Open the "Salary Cap Detail" to review the calculation.

Also, Grant Flag 08, which indicates the salary cap being applied to each budget, was updated on July 25, prior to the release of the 1/1 – 6/30/12 FEC reports. If the Grant Flag 08 has a value of:

- 1, the salary cap cost share was based on the Executive Level I salary limit (\$199,700).
- 2, the salary cap cost share was based on the Executive Level II salary limit (\$179,700).

Additional information is being distributed to FEC Coordinators.

## **Shifts in Funding Source and the Cost Share Addendum**

Cost share can be created when a faculty member shifts his/her salary off a grant but does not reduce effort on the grant, i.e. the total effort provided remains the same, only the source of the funding changes.

For shifts in funding source which last less than 6 months, no cost share addendum is required. Use the "Adjust/View Cost Share" feature in eFECs to add shift (S) cost share to the FEC. The time limit for a short term shift has been extended from 3 to 6 months to correspond to the extension of academic reporting to a semi-annual cycle.

For shifts that last 6 months or more, best practice is to prepare a cost share addendum and send it directly to GCA (with an informational copy to OSP). Once the pledge is set up in the Cost Share Module, the cost share will display on the FEC preventing it from being overlooked on future reports.

## **Best Practice – Salary Transfers**

Preparing the salary transfers by FEC cycle dates simplifies recertification of FECs. If the salary transfers cross FEC begin or end dates, departments should provide the totals (manual addition to the posted OSET attached to the FEC) that are applied for each cycle.

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Current and prior newsletters are on the FEC website: <http://f2.washington.edu/fm/maa/fec/letters>