***![MCED00120_0000[1]]()Effort Reporting NEWS!***

*February 2013*

**Interim Cost Share Report Process**

* **Where to find it**: <http://f2.washington.edu/fm/maa/fec/forms>
* **When to use it**: To document completed faculty cost share when an invoice or final report is due to the sponsor and the FEC has not yet been released.
* **Which version of the form to use**:
	+ Use the academic version for departments reporting effort on an academic cycle (9/16 to 3/15 and 3/16 to 9/15)
	+ Use the calendar version for departments reporting effort on a calendar cycle (1/1 to 6/30 and 7/1 to 12/31)
* **Where to send it**: MAA, Box 354988
* **Why send it to MAA:**
	+ This is signed documentation that the work was performed required by federal regulations. MAA retains the original for audit.
	+ MAA creates a spreadsheet documenting the cost share dollars GCA will need to prepare an invoice or close a budget.
* **Who can sign it**: The faculty member should certify the report. In the rare instances when the faculty is not available, see alternatives: <http://f2.washington.edu/fm/maa/fec/faculty-effort/process#signature>
* **What happens to the information**: The data on the spreadsheet prepared by MAA is used by GCA to report to the sponsor. Departments will not see the cost share displayed in the Cost Share Module until such time as the FEC for the cycle is certified online.

**Training Opportunities for February**

MAA will offer two training classes in February. Register at <http://www.washington.edu/research/index.php?page=ospLearning>

*Introduction to Faculty Effort Certification*: February 20, 2013, 10:30-12:00

This class is designed to provide FEC Coordinators and others involved in effort reporting with a general overview of the federal compliance requirements for faculty salary distribution, tracking and effort reporting as well as an understanding of the University guidelines applied for meeting these requirements through the FEC process. This is the foundation course for any effort reporting and eFECS system courses.

*eFECS for FEC Coordinators:*  February 21, 2013, 10:30-12:00

This class is designed to provide FEC Coordinators and/or Administrators with a comprehensive demonstration of the eFECS application and how it is used in the certification process. It will take the participant through the various screens available in the eFECS Effort Reporting system and describe the features available. Completion of the course will also prepare FEC Coordinators to provide guidance to faculty for doing online certification.

Questions: efecs@u.washington.edu

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