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

*March 2013*

**GCCR to be Restricted by ASTRA Authorization**

Beginning April 1, 2013, only employees with the ASTRA authorization “Report Generator, View GCCR” will be able to access the Grant and Contract Certification Reports (GCCRs). Initially UWIT will perform a bulk upload to establish this role for those presently accessing the GCCRs through alternative means. After the bulk upload department administrators should review the ASTRA authorizations for their department to ensure appropriate employees have access.

**GCCR Brown Bag**

A Brown Bag discussion of the results of the recent GCCR Audit and the impact on departments will be held in Roosevelt Commons, 4th Floor Conference Room on March 26, 12:00-1:00.

**Faculty Who Change Departments to Receive Two FECs**

Faculty who move to a department with a different FEC reporting cycle may receive two FECs that overlap.

*Example:*

* On January 1, Professor Xyz moves from a department reporting on a calendar cycle (7/1/11-12/31/11) to a department reporting on an academic cycle (9/16/11-3/15/12).
	+ eFECS creates an FEC in the cycle of the home organization code where she was working on the last day of the period as follows:
		- She receives a calendar FEC for the cycle ending 12/31/11
		- And she receives an academic FEC for the cycle ending 3/15/12

This creates an overlap of the period between 9/16/11 and 12/31/11. The faculty must, however, certify both FECs for two reasons. First, depending on when the faculty switched departments, neither FEC covers the full period from 7/1/11 to 3/15/12. To not certify both may leave some of the salary uncertified and therefore unallowable. Second, by not certifying both FECs, one of the FECs will remain on the Faculty Effort Certification (FEC) Dashboard Report. MAA uses the Dashboard to follow up on uncertified FECs. *Note,* MAA has no way to remove FECs that overlap.

All faculty members who change reporting cycles when they change departments are impacted by this. Also, faculty members who move from a calendar reporting department to 4030001, Budget Office organization code, when they retire are also impacted.

For retired faculty, MAA will create an *ad hoc* paper report reflecting the member’s correct calendar reporting cycle. Faculty should certify both the paper report and the online academic FEC report to avoid appearing on the Dashboard report as having a non-certified report.

Should you have a question concerning this procedure, please submit it to efecs@uw.edu.

**Training Opportunities for March**

FEC Beyond the Basics: Making Changes Outside eFECS and Preparing Recertifications, March 20

Register for this class at: <http://www.washington.edu/research/index.php?page=ospLearning>

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