***MCED00120_0000[1]****EFFORT REPORTING NEWS!*

*July 2013*

**Administration for Children and Family, Administration on Intellectual and Developmental Disabilities (ACF-AIDD) Applies DHHS Salary Cap**

The Administration for Children and Family, Administration on Intellectual and Developmental Disabilities (ACF-AIDD) began applying the DHHS salary cap effective for all FY 2012 awards issued on or after December 23, 2011.

It will be necessary for departments to manually adjust the salary cap cost sharing on FEC reports as our revenue class and source codes do not identify funding agencies to this level. Use the [Salary Cap Calculator for Adjusting an FEC](http://f2.washington.edu/fm/maa/sites/default/files/SalaryCapCalculation-FECs-03-23-12_0.xls) to determine the amount of cost share required and then set up a short term shift using the “Adjust/View Cost Share” feature. Place a note in the “Additional Comments” box indicating that this shift represents salary cap cost sharing.

As we identify the qualifying awards, the Grant Flag 08 field in the budget profile will be updated to reflect either Executive Level I or II. Departments should review the grant conditions and inform GCA through Grant Tracker of any budgets subject to the salary cap.

Contact MAA via [efecs@u.washington.edu](mailto:efecs@u.washington.edu) with the subject line “Salary Cap” if you identify any budgets requiring retroactive adjustment so we can assist in determining materiality.

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**Multiple Salary Caps Applied during One FEC Cycle Require Set up of a Sub budget or Adjustment of Preprinted Cap on FEC**

It is recommended that departments set up a sub budget when more than one salary cap is applied to a single budget during one FEC cycle. Only charges for the impacted faculty need to be

transferred to the sub budget; other charges may remain on the parent.

If departments decide not to set up a sub budget, a new enhancement to the [Salary Cap Calculator for Adjusting an FEC](http://f2.washington.edu/fm/maa/sites/default/files/SalaryCapCalculation-FECs-03-23-12_0.xls) assists departments in determining the amount of cost share to be applied for each cap.

Use the “Adjust/View Cost Share” function in eFECS to enter the manually calculated cap and place a note in the “Additional Comments” box indicating that the salary cap is being adjusted to accommodate the presence of multiple caps in effect during the FEC cycle.

**Training Available July–August-September**

* eFECS for FEC Coordinators
* Introduction to Faculty Effort Certification
* Introduction to Grant and Contract Certification
* Modifying an FEC (two sections)

Register or sign up for alerts at: <http://www.washington.edu/research/index.php?page=ospLearning>

***NOTE: A new version of the Salary Cap Calculator will be available the week of July 22.***

When recertifying: Extra lines are provided for adding a new budget in the Grants and Contracts section. In the Other Salary Sources section, only adjust the subtotal – no line is provided for new budgets.

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*Do you have questions or want someone to call you?*

*Email* [*efecs@u.washington.edu*](mailto:efecs@u.washington.edu)