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

*September 2013*

**Adjust FECs When Salary Cap Level Changes During FEC Cycle**

Establishing a sub budget avoids mixing Executive Level I funds with Executive Level II funds. This most commonly happens with NIH SNAP awards but is not limited to those budgets. Departments not electing to use a sub budget must prorate the salary cap cost sharing and make the necessary adjustments on the FEC when a change in the salary cap occurs from Executive Level I to Level II during an FEC cycle. Not prorating the two caps will result in either charging a higher level of cost sharing than may be required or overcharging the grant.

This occurs because eFECS cannot calculate cost share for two caps for the same budget within an FEC cycle and will therefore apply only the cap indicated in the MyFD Budget Profile. The adjustment required to determine the percent of time each cap was in effect and to average the cost share is a manual process. The revised [Salary Cap Calculator for Adjusting](http://f2.washington.edu/fm/maa/sites/default/files/Salary%20Cap%20Worksheet%208-14-2013%20Ver%204%200.xlsx) an FEC assists departments in determining the averaged dollar amount and percentage of cost sharing required to be compliant.

It is recommended that departments perform a thorough review of all budgets with multiple funding actions that may be subject to two salary caps during one FEC cycle.

**Interim Cost Share Report Revised to Include Routing**

Revision to the Interim Cost Share Report now provides campus with check boxes to indicate whether the report is being submitted to document cost share for invoicing or for reporting.

Interim Cost Share Reports are used to document faculty cost share when the grant has expired, but the FEC cycle has not been completed and no effort report has been released. The certified Interim Cost Share report serves as formal documentation that the cost share was performed.

Some sponsors require cost share to be reported before additional funds will be released. This same report can be used for invoicing and/or reporting cost share to those sponsors.

The ability to check a box which will indicate the purpose of the report facilitates delivery of the report to the correct team in GCA and improves timeliness.

**Training Available October - November**

 Intro to Faculty Effort Certification

 eFECS for FEC Coordinators

 Introduction to Grant and Contract Certification

 Managing Faculty Effort

Calculate it Right

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

**NEW JOB AIDs ADS/ENS & CUMG**

Check out the Job Aids! -Short reference cards provide essential information on a variety of topics.

<http://f2.washington.edu/fm/maa/references/job-aids>

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*Do you have questions or want someone to call you? Email efecs@u.washington.edu*