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

*October 2013*

**Review Budgets to Confirm Allowability as a Cost Share Source**

Budgets in the Other Salary Source section of the FEC are normally allowable as a source for cost sharing. These non-sponsored (non-grant) budgets provide support for activities such as departmental administration, proposal writing, teaching, student advising, etc.

When determining if there are sufficient funds to cover the cost share, each budget in Other Salary Sources should be reviewed to determine if there is sufficient time available that can be used to support effort on a grant.

Example:

* Faculty has a 10% commitment
* She has 30% available in Other Salary Sources that might be available for cost sharing
* Review of her activities reveals she is teaching one class and writing a proposal
* Despite the appearance of sufficient funding, she may not have enough time available to perform the cost shared effort.

Department should carefully review all the activities of their faculty to ensure they are not overcommitted.

**Clarifying Effort on K Awards Using Comments and Cost Share**

Effort on Mentored K Awards, unless negotiated at a different rate, should normally be documented at 75% on the FEC. Predefined comments paired with clarifying information in the Additional Comments section, will ensure that effort on the K Award is accurately certified.

There are four predefined comments that can be used to explain effort that appears as less than 75%.

* Another sponsored project will cover the K Award effort gap. Sponsor approval has been obtained.
* K award effort was performed at a different percentage over the budget period
* K Award budget not active during entire cycle
* K Award required effort negotiated at a different % or reduced/increased from 75%

Use the Additional Comments section to provide dates, budget numbers, negotiated or reduced rate, etc.

The Adjust/View Cost share feature should be used to set up any required K Award Cost share. Do NOT document cost share in the Additional Comments section.

**Training Available November - December**

 Beyond the Basics Sessions

* Using the Tools
* Salary Cap and K Awards
* Managing Faculty Effort
* Calculate It Right

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

Original signed copies of the Interim Cost Share Reports are due in Management Accounting and Analysis two weeks before the final report is due.

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