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

*December 2013*

**New Calculator Now Available Online for Determining K K-Award Cost Share for Faculty with FTE Less than 1**

Faculty with an FTE less than 1 continue to owe 9 full time person months of effort on their K Award, unless specifically negotiated at a different rate.

A calculator is now available on the MAA website to assist departments in determining the percentage of K Award cost share required to be compliant with the 75% (typically) effort required when the Average Paid FTE is less than 1. This tool replaces the manual calculation necessary using the K Award Addendum.

Faculty may hold dual appointments with the University and the VA. In some of these cases the average paid FTE, if approved by the Chair and Dean’s Office, may be less than 75% Average Paid FTE, i.e. up to 5/8ths. In these cases, the calculator will not display the correct percentage of cost sharing to complete the 9 person month’s requirement. It is the responsibility of the faculty member and department to ensure adequate documentation is kept in the budget file to support compliance with the total effort required.

**MAA Enhancing the FEC Website**

Over the next few months, MAA will be enhancing existing content and adding new pages to the FEC Website.

New pages recently added include:

* In the “Overview” section
  + Classification of Effort
  + Allocation of Effort
* In the “Managing Effort” section
  + Proposal Preparation

MAA encourages departments to submit suggestions for additional topics to be included in the update.

**What is “Suitable Means” for Faculty Certifying their Own Effort Report (FEC)**

Faculty members are sometimes confused by the sentence on their FEC stating “Having suitable means of verification, I hereby certify that the payroll distribution above represents a reasonable reflection of effort devoted.”

For faculty certifying their own FEC this means they are knowledgeable about the work they performed during the cycle and that the FEC is a reasonable reflection of this effort.

For a chair, dean or director certifying on behalf of the faculty member, this means that they have direct knowledge of the work performed. This “suitable means” may include participation in or close supervision of the faculty member's activities or a written confirmation from the faculty member, either in an email or memo, that the effort was performed as documented on the FEC.

**Training Available January- February**

 eFECS for FEC Coordinators

 Introduction to Faculty Effort Certification

 Introduction to Grant and Contract Certification

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

**Replace your bookmark!** The Interim Cost Share Report now includes a box for routing in GCA. Use this box to indicate if the Interim is for final reporting or invoicing. Processing the Interim report may be delayed if this is not indicated.



*Do you have questions or want someone to call you? Email* [*efecs@u.washington.edu*](mailto:efecs@u.washington.edu)