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

*January 2014*

**MAA Continues to Conduct Reviews of the GCCR Process**

Management Accounting and Analysis (MAA) conducted its first review of the Grant and Contract Certification Report (GCCR) download process since access was restricted to ASTRA authorizations. Most downloads were completed in a timely manner.

ASTRA authorization as a GCCR Generator allows individuals to download GCCRs from any Payroll Unit Code (PUC). Problems in documenting the download occurred when GCCR Generators downloaded reports in a PUC for which they did not have specific ASTRA authorization. If the GCCR Generator downloads GCCRs for multiple PUCs, separate authorizations should be set up for each one.

Departments may experience some difficulty when the PI and the budget are in different home departments. Collaboration between the departments is critical to complete the review and certification process in a timely fashion. Ultimately, it is the PI of the budget who is responsible for timely certification but the review of the budget and any required changes should be done by the department that owns the budget.

MAA continues to schedule site visits to review the GCCRs and internal department processes for reviewing and certifying the GCCRs. These site visits will continue throughout 2014. Departments have identified budgets during their review that are incorrectly assigned to their PUC. Payroll should be contacted to ensure the PUC is assigned to the correct department. Reviewing budgets early in the 60 day review window allows time for the correct

department to review the GCCR before it is certified. Be sure to alert the receiving department.

**Training Available January- February**

 Intro to Grant & Contract Certification

 eFECS for FEC Coordinators

 Intro to Faculty Effort Certification

Registration opens the middle of the month prior to the class date.

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

**MAA Hosts January Brown Bag on Two Salary Cap Calculators**

The Brown Bag originally scheduled for December demonstrating the functionality of the [Salary Cap Calculator for Determining Salary Distribution](http://f2.washington.edu/fm/maa/sites/default/files/fec/Salarycap-calculator.xls) and the [Salary Cap Calculator for Adjusting an FEC](http://f2.washington.edu/fm/maa/sites/default/files/Salary%20Cap%20Worksheet%208-14-2013%20Ver%204%200.xlsx) will be held January 21, 12-1:00 in Foege N130.

Four typical scenarios will be discussed including

* How to determine salary distribution for faculty with less than 1FTE
* Adjusting an FEC for faculty who require a change in the Executive Level applied by eFECS due to sponsor requirements
* Adjusting for instances when a grant is subject to two caps during one FEC cycle
* How to calculate salary cap cost share for a non-DHHS agency applying a unique cap.

*Use the Print button located at the bottom of the FEC form to print an FEC for recertification. If you don’t see the button, contact your ASTRA authorizer to have the “View and Print” role assigned.*

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