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

*March 2014*

**Sample Grant and Contract Certification Report Template Now Available**

As part of Management Accounting and Analysis’s Grant and Contract Certification Report (GCCR) site visits, MAA has reviewed department’s documented processes for reviewing and ensuring certification of these reports.

We have compiled some of the best practices from these reviews and created a sample template that departments can use to review and enhance their own internal written procedures.

Each department may have unique requirements for setting up a compliant review and retention process for the GCCRs. The template provided suggests some best practices but it is expected that units will modify these to reflect their own specific needs.

The template is available on the GCCR website: [Sample Template](http://f2.washington.edu/fm/maa/sites/default/files/GCCR%20Best%20Practices%20Template.docx)

**Litigation Hold on GCCRs Requires Longer Retention by Departments**

Normally the records retention period for GCCRs is 6 years after the end of the fiscal year. A public records request regarding pay and health benefits however requires departments to keep the GCCRs beyond the standard time period. Departments who have received a public records request are asked not to discard or destroy any GCCRs pertaining to that request regardless of the retention period until further notice.

**eFECS Announces Lockout Dates**

During April, eFECS will lockout campus users from the Faculty Effort Certification system to push data for the next academic FEC cycle and the eFECS Non-FEC Cost Share Application to implement enhancements to the cost share system.

*FEC Lockout Dates: April 2-7*

*Non FEC Cost Share Summary Lockout Dates: April 10-14*

It is strongly advised that campus users consider these dates in planning needed access to eFECS.

**Training Available April-May**

 Intro to Faculty Effort Certification

 eFECS for FEC Coordinators

 Intro to Grant and Contract Certification

Managing Faculty Effort

Calculate it Right

Cost Share Essentials

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>

**Salary Cap for Executive Level I and Executive Level II Increases Jan. 12**

Most grants subject to the application of the salary cap are under Executive Level II rates which have increased from $179,700 to $181,500. Those with issue dates prior to December 23, 2011 may still be subject to the Executive Level I salary cap which has increased from $199,700 to $201,700.

Who is a Director? Directors (as well as Deans and Chairs) may be authorized to certify on behalf of a faculty who has left UW. However, this type of Director is NOT the financial director of a department. It is the Director of an organization and must hold a faculty appointment in an academic unit.

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