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

*August 2014*

**Departments Encouraged to Reduce Need for Recertifications**

Departments are encouraged to reduce the need to recertify FECs through careful pre-certification review. Two areas that require special attention involve those FECs that may require a salary transfer or those that have a K Award.

Retroactive Salary Transfers (RSTs) should be processed before an FEC is certified. This will reduce administrative burden in the department and improve compliance. Many of the FECs that are recertified result from salary transfers processed after the FECs have been certified. When the need for a salary transfer is identified after certification, the department needs to process a recertification which we encourage be completed within 30 days after the salary transfer posts.

K Awards can be complex to manage and many of those reviewed require the FEC to be recertified. Careful review of the program announcement and the FEC itself can reduce the need to recertify the FEC. There are several tools available on the [FEC Website](http://f2.washington.edu/fm/maa/fec) to assist departments in the process of reviewing and preparing the FEC for certification.

**Classification and Allocation of Effort – What Does it Mean?**

Federal guidelines require that universities must “reflect activity applicable to each sponsored agreement and to each category needed to identify F&A (Facilities and Administrative or indirect costs.”

Therefore, effort reporting activities are classified into two categories

* “Sponsored activities” (i.e. grants and contracts)
* “Other or non-sponsored” (i.e. any non-research related activity performed by the faculty member, such as instruction, administration, student advising, etc.

Once effort is classified into either a sponsored or non-sponsored category, the next step is to allocate that effort to the specific sponsored projects and other activities for which the faculty member provides effort.

On the FEC, the effort is classified into either the “Sponsored Project” or “Other Salary Source” section and then allocated to the various activities with which the faculty is engaged by budget.

See more on the MAA Webpage: [Classification of Effort](http://f2.washington.edu/fm/maa/fec/faculty-effort-overview/classification-effort) and [Allocation of Effort.](http://f2.washington.edu/fm/maa/faculty-effort-certification-fec/faculty-effort-overview/allocation-effort)

**Training Available September - October**

 Introduction to Faculty Effort Certification

eFECS for FEC Coordinators

Introduction to Grant & Contract Certification

 Modifying an FEC, Comments and Cost Share

 Modifying an FEC, Changes Outside eFECS, Recertifications

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>

Check out the two new Job Aids:

* **Career Development (K) Awards**: an overview of types and how to document them on the FEC
* **Interim Cost Share Report**: describes process for completing the report.

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