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

*September 2014*

**Check Budgets Appearing on Your GCCR to Ensure PUC is Accurate**

GCCRs for the July through September quarter will be released to campus for review and certification on October 10, 2014. The department has 60 days before the GCCR certification is due. Early review provides sufficient time to make necessary adjustments if there are incorrect budgets listed on your reports or if budgets are missing.

The GCCR system assigns budgets/PIs to the GCCR based on the PUC assigned to the budget in FIN. If, on review, it is found that there is a budget appearing on the GCCR that has been incorrectly assigned, contact the Payroll Office at pronline@uw.edu to request a change.

Best practice is to contact the correct receiving department alerting them that a budget will be added to their GCCRs. This is essential as many departments do an early initial download which may not include the budget.

Timely review and change requests will result in timely certification, increased compliance and reduced department administrative burden.

 **Budget Funds for Non-Grant Activities**

Departments are required to provide non-grant funding for activities that are not related to sponsored projects.

These activities might include preparing a proposal, teaching a class, participating on committees and other administrative duties.

While departments may want to allocate a certain percentage of their budget for faculty salaries to support non-grant activity, the actual salary charged to these funds would need to reflect the actual effort of each individual faculty member.

While removing everyone from grant funding for some portion of their time may reduce risk, every individual’s portfolio of activities should be reviewed to determine the appropriate mix of grant and non-grant effort and funding needs.

The final determining factor is each individual’s actual effort.

**Training Available October - November**

 Introduction to Faculty Effort Certification

eFECS for FEC Coordinators

Introduction to Grant & Contract Certification

 Managing Faculty Effort

 Calculate it Right

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>

Never use JVs for labor charges. These transactions do not appear on either the FEC or the GCCR.

All transfers that affect faculty and non-faculty salaries should be processed through MyFD.Use the Expense Transfer function to prepare a salary cost transfer..

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