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

*November 2015*

**FEC Reports for Retired Faculty – Team Work Is Best!**

It is not uncommon to have instances where a retired faculty member returns to the UW to do research.  It is also not uncommon that the research is associated with a department other than the retired faculty member’s home department.  In these cases it is the responsibility of the home department of the faculty member to ensure the FEC report is certified in a timely manner even if the individual is not physically working in that department.  The best, and recommended, approach is for the FEC Coordinator in the faculty member’s home department to contact the FEC Coordinator in the department the faculty member is working to coordinate certification of the FEC.  Working cooperatively together does work best!

**Training Available December-January**

*Select the title of any of the following courses to register.*

* [Using the Tools: Calculators, Worksheets and Reports](https://uwresearch.gosignmeup.com/public/course/browse?courseid=2677)
* [Introduction to Grant and Contract Certification (GCCR)](https://uwresearch.gosignmeup.com/public/course/browse?courseid=2748)
* [Faculty Effort and Cost Share: Calculate it Right!](https://uwresearch.gosignmeup.com/public/course/browse?courseid=2778)

For more classes, please visit

[*http://www.washington.edu/research/learning*](http://www.washington.edu/research/learning)

**The means of communication have changed from paper memos to e-mails**

MAA started sending late notices and reminders (FEC, GCCR) via e-mail to FEC Coordinators and GCCR Report Generators, as opposed to sending paper reminders via campus mail to FEC coordinators and administrators, or directly to faculty members’ attention.

For Grant and Contract Certification reports a reminder now goes out to GCCR Report Generators as opposed to the PIs after the due date for each quarter. If your department receives a past-due reminder but already downloaded and certified the GCCR’s, please notify MAA (respond to the e-mail) and disregard the reminder. We also suggest the GCCR report generators log into the system once more and re-download (no need to recertify) to make sure the system registered the download.

For Faculty Effort Certification reports, a reminder goes to FEC coordinators immediately after the FEC due date. MAA understands there are special circumstances that may be out of the departments’ control that might cause the FEC being certified late. It’s better to wait and certify late than certify an incorrect effort report that would later need to be recertified. Please communicate with MAA (respond to the e-mail) if this is the case.

FEC’s for ACADEMIC cycle 3/16/2015 – 9/15/2015 are due on 12/10/2015. Please process any necessary OSET’s and/or cost share adjustments ASAP! Notify your faculty to hold off certifying and wait for your OK if your adjustments haven’t posed yet, or more changes are needed.

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