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

*August 2015*

**OSETs Impacting Budgets Subject to Salary Cap**

When processing an OSET which impacts a budget(s) subject to a salary cap threshold it is important departments adjust for the salary cap regardless of whether the transfer is charging or crediting a salary cap budget(s). A quick way to determine this is to see if the monthly salary for the individual exceeds the monthly salary cap amount. If the budget is subject to the DHHS (NIH) salary cap this would presently be $15,275. An individual being paid more than $15,275 per month exceeds the Executive Level II (ELII) salary cap amount which applies to all DHHS agency funded awards (if they are less than fulltime this would need to be prorated).

If the OSET is charging a salary cap budget steps should be taken to ensure the salary cap budget is not being overcharged, i.e., the amount charged to the budget does not exceed the salary cap threshold. As noted above, if the person’s monthly salary exceeds $15,275 and the budget is funded by a DHHS agency then no more than the percentage of the person’s time toward this budget multiplied by the ELII threshold should be charged to the grant, e.g., 10% effort times $15,275 per month. The amount that exceeds the salary cap is salary cap cost sharing and must be paid from non-Federal sources (e.g., 10% times the amount exceeding $15,275 per month).

Conversely, if the salary being transferred is from a salary cap budget to another budget, especially another grant budget not subject to a salary cap, one needs to make sure the correct amount is being transferred. For example, a faculty member who’s salary exceeds the ELII threshold has an NIH grant that ended and an OSET needs to be processed to move his/her salary to a foundation grant not subject to a salary cap. The effort on the foundation grant is the same (10%) as what was devoted to the NIH grant. The OSET should include both the amount charged to the NIH grant (percent effort times $15,275) plus the salary cap cost sharing that was paid by the non-Federal source (percent effort times the amount exceeding $15,275).

**GCCR’s Past Retention Period Can Now Be Purged**

Original GCCRs signed in ink are required to be filed in the department and retained for the time period specified in the UW retention policy, normally 6 years after the end of the fiscal year.

Due to a Public Record Request imposed on all UW records pertaining to payroll/effort certification, these records were “on litigation hold”. All records pertaining to ongoing or pending audits, lawsuits (or even reasonably anticipated lawsuits), litigation holds or public disclosure proceedings must not be destroyed, damaged or altered until the issue is resolved and you are specifically advised that such records may be destroyed.

The Public Record Request was recently resolved therefore departments can now purge GCCR’s that are past the required retention period. Departments should shred hard copies AND delete any electronic copies they might have.

**Training Available September-October**

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

 [Modifying an FEC Using Comments and Adjusting Cost Sharing](https://uwresearch.gosignmeup.com/public/course/browse?courseid=2549)

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[Introduction to Faculty Effort Certification](https://uwresearch.gosignmeup.com/public/course/browse?courseid=2673)

[eFECS for FEC Coordinators](https://uwresearch.gosignmeup.com/public/course/browse?courseid=2675)

[Introduction to GCCR](https://uwresearch.gosignmeup.com/public/course/browse?courseid=2671)

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