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

*September 2015*

**What Needs To Be In Recertification Justification**

Every effort should be made to ensure that the original certified FEC is correct. Recertified FECs are often the focus of auditors and can become an audit concern. Recertifications are, however, unavoidable in certain cases, and every effort should be made to make sure the recertification is done timely (within 30 days of discovering the error), and that the appropriate justification is added. Among the most common mistakes departments make are missing or incomplete justifications for recertifications on FECs. Justifications on Expense Transfer forms do not always adequately address compliance questions.

When preparing a recertification, always attach appropriate documentation supporting the recertification (e.g. a posted salary transfer (OSET), OPUS or HEPPS screen shots, signed overpayment/repayment option forms with the accompanying spreadsheet, etc.). Make the necessary changes on the FEC in ink. Adjust all totals and subtotals as well as the budget line for each budget affected. If the change involves retro pay, also review and, when necessary, adjust the Average Paid FTE[.](http://f2.washington.edu/fm/maa/glossary/term/29) Hand write an explanation in the "Comments" section on the previously certified (printed) FEC describing why the faculty member originally confirmed the effort was correct and is now changing the effort. List the sponsored budget number(s) affected by the change and % changes in effort. For more information on recertifications, please visit [our website](http://f2.washington.edu/fm/maa/fec/faculty-effort/recertification).

**Always Use the Most Current Forms**

Please note that Interim Cost Share reports for both Calendar and Academic cycles have been updated. Among other changes, they now include MAA’s new address and box number (MAA moved in May 2015). We suggest departments avoid saving any forms to their computers, but rather go directly to the [MAA website](http://f2.washington.edu/fm/maa/fec/fectools) to ensure use of the most up to date versions. Please make sure you are using the most current version of any form to ensure a quick turnaround.

C:\Users\suzette\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\87QDL50I\MC900442036[1].wmf

**Training Available September - October - November**

*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)

 [Modifying an FEC, Change Outside eFECS and Recertifications](https://uwresearch.gosignmeup.com/public/course/browse?courseid=2643)

[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)

[Managing Faculty Effort](https://uwresearch.gosignmeup.com/public/course/browse?courseid=2621)

[Faculty Effort and Cost Share: Calculate it Right!](https://uwresearch.gosignmeup.com/public/course/browse?courseid=2694)

For more classes, please visit

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

FEC’s for the calendar cycle 1/1/2015 – 6/30/2015 are due on September 25, 2015! Please process any (necessary) OSETs and adjust cost share where needed and make sure all changes post prior to certification!

