

EFFORT REPORTING NEWS!

October - November 2016



Salary Cap Is a Limitation on the Total Institutional Base Salary

We have recently received a number of questions as well as encountered issues related to when an individual is subject to the salary cap. One common misunderstanding is that the decision is based on the comparison of only REG salary to the salary cap. To clarify, the determination of whether an individual exceeds the salary cap you need to know two things. First, what is the salary cap threshold you are dealing with, i.e., HHS salary cap or specific agency salary cap if different from the DHHS cap. Second, what is the total institutional base salary (IBS) for the individual. This must include ALL components of the IBS. The individual is subject to the salary cap if the total of all of the IBS components exceeds the salary cap. Should you need assistance in determining the components of IBS please refer to GIM 35, Effort Reporting Policy for Sponsored Agreements.

GCCR Site Visits

In 2012, the UW Internal Audit department audited GCCRs and reported high risk finding: "The University is not always in compliance with the federal requirement to certify non-faculty effort." MAA has oversight for compliance of timely reporting. Every month MA randomly selects 2-4 PUC codes and contacts the GCCR report generator and Administrator to schedule a visit. During this visit, we review GCCRs for a certain quarter and consult with departments about internal processes. We review:

- Timeliness (certified on or before the deadline)
- Original signature (certified by authorized individual in ink)
- Changes are appropriately noted (OSETs, overpayment repayments and retro pays are marked on the report and PI initials each change)
- Internal processes include escalation

More information on GCCR process can be found on MAA [website](#)

Training Available December

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

- ✚ [Faculty Effort and Cost Share: Calculate it Right!](#)
- ✚ [Using the Tools: Calculators, Worksheets and Reports](#)
- ✚ [Salary Limitations - Salary Cap](#)

For more classes, please visit <http://www.washington.edu/research/learning>

We have been experiencing some problems with the Unmet Cost Share Report in the past couple of weeks. It is now back up and running with the exception of the Department Admin report. Departments can utilize the College Admin report and navigate to the department level org. code until then. It can be accessed by following this [link](#). To request access to the Unmet Cost Share report, e-mail efecs@uw.edu

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