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

*July-August 2016*

**Two Different Versions of GCCR’s Might Have Been Generated for Quarter 4/1/2016 - 6/30/2016 Due to Fiscal Year Close**

Grant and Contract Certification Reports (GCCR’s) get generated once per quarter, about 10 days after quarter end. However, due to Fiscal Year close, Enterprise Data Warehouse might have generated two different versions of this Report for quarter 4/1/2016 – 6/30/2016.

After Month 25 closed and all FY end transactions posted, the system generated another set of GCCR’s, this time with all closing transactions (OSETs) included. Month 25 OSETs won’t post on the July-September 2016 GCCRs as they belong to FY 2016. For departments that didn’t process OSETs for non-faculty salaries affecting grant budgets, only the first set of GCCR’s was generated.

We suggest all departments that processed FY end OSETs download GCCR’s for quarter 4/1/2016 – 6/30/2016 again and, if the report differs from the originally certified GCCR, the PI should certify the newer version. To identify OSETs affecting the quarter in question, departments can utilize the **Retroactive Salary Adjustment Report** on the [Business Index Portal](https://biportal.uw.edu/) (ASTRA authorization is required for Enterprise Data Warehouse). MAA will contact departments that might have duplicate GCCR’s. GCCR’s for quarter 4/1/2016 – 6/30/2016 should be downloaded and certified by the PI by September 9, 2016.

**Use IBS Throughout the Life of a Grant!**

Institutional Base Salary (IBS) is the annual compensation that an organization pays for an individual's appointment, whether that individual's time is spent on research, teaching, patient care, or other activities. IBS should be used consistently throughout the life of the grant, from preparing the proposal to final reporting. Do not exclude any portion of the IBS when making salary cap calculations. Salary cap is a limitation on the full IBS.

Per NIH [Notice on Salary Limitation on Grants, Cooperative Agreements, and Contracts](http://grants.nih.gov/grants/guide/notice-files/NOT-OD-15-049.html), competing grant applications and contract proposals that include a categorical breakdown in the budget proposal should reflect the actual institutional base salary of all individuals for whom reimbursement is requested. NIH staff will make necessary adjustments to requested salaries prior to award.

An exception to this is when proposal submissions are in response to fixed award solicitations. In these cases applicants should reflect salaries based on the salary cap and include an explanation indicating actual IBS exceeds the current salary limit.



**Training Available August-September**

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

* [Salary Limitations - Salary Cap](https://uwresearch.gosignmeup.com/public/Course/browse?courseid=2771)
* [Modifying an FEC Using Comments and Adjusting Cost Sharing](https://uwresearch.gosignmeup.com/public/Course/browse?courseid=2760)
* [Modifying an FEC, Change Outside eFECS and Recertifications](https://uwresearch.gosignmeup.com/public/Course/browse?courseid=2762)

For more classes, please visit

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

FEC’s for calendar cycle 1/1/2016 – 6/30/2016 have been released! Please process all adjustments (OSETs, cost share, comments, etc.) **before** faculty certify. Contact [efecs@uw.edu](mailto:efecs@uw.edu) if you need assistance. Notification will be sent to faculty members on 9/5/2016.

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