***Action Required: FEC should be certified by <complete by date>***

Your Faculty Effort Certification (FEC) report is now available for your review and certification. If you have not already certified your FEC, your certification should be completed no later than <***date***>.

As a faculty member it is your responsibility to review your FEC report for accuracy and certify by the “Complete By Date” to ensure compliance with Federal regulations.

Log into eFECS at: https://ucs.admin.washington.edu/effortreport/

If your FEC requires adjustments, please contact your FEC Coordinator.

Information on effort reporting can be found at: http://f2.washington.edu/fm/maa/fec/

Your FEC coordinator can also be helpful in answering questions. Please do not reply to this email.

*The FEC process represents the University of Washington’s procedure for meeting the Federal Government’s requirement for determining reasonableness between the percentage of an individual’s compensation charged to individual sponsored agreements (compared to total compensation) and the percentages of that person’s actual effort devoted to each agreement(s). Effort reports are subject to audit by UW, State, and Federal auditors. It is critical these reports be accurate and completed in a timely manner.*