



# Grant and Contract Accounting Update

Information and News for Our Campus Partners

October 2014

## Changes to GCA Help Phone Line

Beginning October 1<sup>st</sup>, campus will now have the option to wait on hold when all of the Grant Analysts are on other calls. If you prefer, you will have the option to leave us a voicemail and we will return your call promptly.

We encourage all of our campus callers to hold or leave a message so we have the opportunity to help you!

## What Can Your Department Do to Help Prevent Financial Losses?

- Begin planning for close out when a budget is established.
  - Look up the Final Action Date on [GrantTracker](#) and identify it prominently on your award management calendar.
  - Manage awards on a monthly basis to help identify potential challenges early!
- Communicate with the PI(s) regularly.
- Communicate with subcontractors regularly.
- Identify early on when a no-cost extension will be needed to complete the work.
  - Including work being done by a sub-contractor.
- Charges incurred prior to the budget end date **MUST** post to the budget within that 90 day window.
- Most common late posting charges include incoming travel, ProCard charges and subcontract invoices.
  - Identify these early!!

## Upcoming Learning Opportunities

Register for one of these introductory courses offered via the [Research Administration Learning Program](#).

- Grant and Contract Fiscal Administration Compliance Class
- Post Award Processes, Procedures & Best Practices

## GrantTracker Deficit Transfer Tool Enhancement

The Deficit Transfer tool was recently enhanced to look solely at the receiving [budget Type/Class](#) to determine if the transfer is allowable. It was also enhanced to allow departments to process up to 3 deficit transfers during the life of a budget. Previously the tool only allowed departments to process one deficit transfer per budget and would not allow a deficit transfer onto any sub-budget even if their budget Type/Class was allowable to receive a deficit

If you are unable to complete a transfer using the Deficit Transfer tool, please use GrantTracker's "Ask a Question or Submit a File" button to contact GCA for assistance or call GCA at 206-616-9995.

## GCA Quarterly Brown Bag Wrap up

Topics discussed: Reporting to sponsors, TRANSPASU/Rebudgeting, Reverse Expenditures, the Final Action Date and the NIH deadline enforcement.

Thanks to all who attended. It was a great session with lots of fantastic questions. Looking forward to seeing you all at our next Brown Bag in a few months.

## Post Award Training Grant Information on the Office of Research Webpage

GCA, Office of Research and campus partners have collaborated to update the Post Award section of the Office of Research Training Grant webpage: <https://www.washington.edu/research/topics/training-grants/topic/?/topics/training-grants/topic/>

Your UWNetID is required to login.

Are there any topics you'd like to see discussed? Please e-mail [gcahelp@uw.edu](mailto:gcahelp@uw.edu)

## Upcoming Events

### Monthly Research Administrators Meeting (MRAM)

<http://f2.washington.edu/fm/gca/mram>

### Research Administration Learning Program

<http://www.washington.edu/research/index.php?page=ospLearning>

## Questions or Comments?

Website: <http://f2.washington.edu/fm/gca>  
Email: [gcahelp@uw.edu](mailto:gcahelp@uw.edu)  
Phone: 206.616.9995



THIS NEWSLETTER WAS SENT BY:

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