Biennium Crossover and YOU: How the Fiscal Close Affects Grants and Contracts

With the fiscal year-end approaching, GCA would like to remind our campus partners that **ALL** grant and contract budgets will be affected by the biennium and fiscal year-end close. While the biggest impact will be on state budgets, grant and contract budgets will be affected as well:

- During the biennium crossover, budgeted amounts will not be available in the University's financial systems, including MyFD, FIN/FAS and the Budget System (BGT). Systems will resume normal operation beginning in August, after all final calculations for the closing biennium are complete.
- Biennium close information:
    - Biennium Close Website
    - Learn more about the UW Administrative Systems are affected by Biennium Close.
    - Have immediate questions about biennium close?
    - A Biennium Close Toolkit is also available on the right hand side of Procurement Services Website

- Travel, guidance from the Travel Office:
    - Expense Reports for travel that are not fully approved by July 9th will require that the preparer edit the budget to current biennium.
    - Additional questions regarding Travel and the Biennium? Email traveluw@uw.edu

Compliance Tips

- Know Your Final Action Date!
- Requesting an extension on your budget?
    - Contact OSP!
        - At least 30 days prior to your budget end date contact OSP.
        - If sponsor approval is needed, contact OSP 45 days before the budget end date.
    - Notify GCA!
        - Use Grant Tracker to notify GCA that you are requesting a no cost extension.
        - Include the date you contacted OSP and where you are in the process.
- Following these recommendations helps ensure that you can continue to use the budget without any cost transfers.
- **NOTE:** GCA must continue to send final invoices and reports on their original schedule unless we receive authorization for an extension *from OSP* **prior** to the **original** due dates.

Do you have Training Grants?

Please join us for a Training Grant Workshop/Q&A session on Tuesday July 16th from 10:30-12:00 p.m. in the Foege Auditorium. Topics to be covered:

- Post-award issues and best practices Reconciliation
    Appointments, Obligations, Termination Notices

Training Grant Tips

In order for GCA to submit termination (term) notices to NIH, the total amount paid to the trainee per UW financial systems MUST match the total on the term notice. In addition, PI and Trainee certifications must also be on file before term notices can be submitted by the business officer.

- Review the Training Grant.
- Ensure term notice and statements of appointment match.
- Ensure trainees have been paid correctly on the grant.
- Make any salary adjustments necessary before the end of the trainee's appointment.

GrantTracker Enhancements

In our ongoing effort to continue to improve processes and provide campus with more user-friendly tools, we have just released some improvements to GrantTracker:

- Up to 5 attachments can be loaded at a time.
- Budget Type/Class is visible.
- Budget numbers in the "Old and New budget" fields are hyperlinks unless the old budget was already purged at biennium close.
- All attachments that have been uploaded to GrantTracker for a budget are accessible from the Budget Information page.
- A link to Final Action Date Information page has been added.
- The Budget Status has been added to the summary view.
- The length of the Cc input when submitting a question has been increased to 255 characters.

Upcoming Events

Training Grant Workshop/Q&A Session
Tuesday July 16th from 10:30-12:00 p.m. in the Foege Auditorium

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
Phone: 206.616.9995