GCA Pilots Electronic Document Management System (EDMS)!

In collaboration with UW-IT, GCA eagerly anticipates implementing an electronic workflow with the financial reporting process in early May. GCA is the first pilot of the university-wide initiative to move towards a paperless workflow. This implementation will help manage and maintain electronic documentation online for Grants and Contracts and outputs from the reporting process will become paperless. In a phased approach, campus will gain increased consistency in access to financial status reports and have more visibility to additional reconciliation support documents. These will be viewed as attachments in GrantTracker.

This phase of the project also kicks off with the implementation and display of a standardized Record Retention Trigger Date. Please see the following article for additional details!

What is a Record Retention Trigger Date (RRTD)?

This is the date used to signify the beginning of the record retention period for grants and contracts. This "record retention countdown" begins when any one of the following events occur:

- An annual or final Financial Status Reports (FSR) is submitted to the sponsor.
- A final Invoice is submitted to the sponsor when an additional FSR is not required.
- Budget Closeout, when the final budget reconciliation is completed and the sponsor does not require an FSR or final invoice.

Effective May 9th, this date will be visible in GrantTracker and should help with record retention management on Grants and Contracts.

Do you have Training Grant Appointments that End in June?

Summer is training grant closing season! GCA will reconcile the trainees' stipends from the training grant budget against Statement of Appointment forms and Termination Notices. Delays with incorrect trainee payments or Termination Notices will hold up reporting and closing, please plan ahead. Termination Notices are due within 30 days of a trainee's termination, must be certified by the PI and trainee, and must reflect payments according to the Statement of Appointment.

Tips:

- Ensure that trainees' payments from the training grant in MyFinancial Desktop (MyFD) are according to their Statement of Appointment forms. Early terminations should be prorated accordingly.
- Post-doctoral trainees must be paid via object code 01-50; pre-doctoral trainees must be paid in 01-90 or 08-02. Correct any object coding errors now via the MyFD expense transfer process.

Termination Notices must reflect trainees' total payments according to MyFD.

NEW Non-FEC Cost Share Contribution Reporting Process

The new Non-FEC Cost Share contribution process for reporting cost share to GCA will be required for submitting Non-FEC cost Share to GCA after April 30th.

Online learning opportunities for the Non-FEC Cost Share process and procedures:

- Access for reporting Non-FEC Cost Share.
- Step-by-Step instructions for reporting Non-FEC Cost Share
- Allowable Non-FEC Cost Share Contributions
- NEW e-Learning on preparing your Non-FEC Cost Share contribution report available.

Additional learning opportunities will be announced soon.

Use the Most Current Forms

Make sure you are using the most currently available form when submitting information to GCA.

- TRANSPASU

- Non-FEC Cost Share Contribution Report

Compliance Tips April '14

Careful attention to award details at budget setup enables departments to remain compliant with sponsor requirements throughout the life of the award and helps UW maintain good relationships with our sponsors!

Read Your Award!

Whenever your department receives a new grant or contract budget, take the time for a close review of your award documents.

- Make sure you understand the sponsor's requirements.
- Put all relevant deadlines on your calendar.

Read Your Funding Action Notification!

The Electronic Funding Action Receipt (eFA) is issued by GCA when the budget is set up. There are critical details on the funding action you will want to be aware of:

- Pay close attention to the following sections for compliance requirements:
  - Invoicing
  - Reporting
  - Comments
- These sections may call out important deadlines or inform you of department backup required for invoicing/and or reporting.

Please compare your award documentation, the eFA to the budget profile information in MyFD. Confirm that the relevant information on the budget was set up correctly.

Web Updates

We are continually working to update relevant and helpful information on the GCA web pages in order to better serve you, our campus partners. Please take a look at our newest Closing Type page and let us know what you think.

Learning Opportunities

Research Administration Learning program

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