



## Grant and Contract Accounting Update

Information and News for Our Campus Partners

April 2013

### GCA Brown Bag April 23<sup>rd</sup>

This month, GCA invites you to join us for another Brown Bag discussion event! Please take a moment to fill out this quick survey <https://catalyst.uw.edu/webq/survey/tfr/188898> to let us know what topics you'd like us to present and where you'd like us to meet. We hope to see you all on April 23<sup>rd</sup>!

### 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 against Statement of Appointment forms and Termination Notices. Delays with incorrect trainee payments or Termination Notices will hold up reporting and closing, so 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 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 Payroll.
- Termination Notices must reflect trainees' total payments according to MyFinancial Desktop.

### Sponsor Payments

Just a friendly reminder that all checks and payments received from a sponsor on a grant or contract budget should **always** be forwarded to GCA for deposit. Be aware that using the direct deposit process will NOT increase the award amount in the financial system.

[Learn more about this process and when you need to forward a copy to OSP.](#)

Note: When submitting a check payment to GCA for deposit, you should always reference the budget number on the check stub; if the budget number is not available, please provide the eGC1 number, or Funding Action number, along with the PI name and your contact information before forwarding the check to GCA. These steps will help us to expedite your payment application process!

### GCA has a NEW Homepage!

We're updating the face of GCA on the web! We now have a [new home page](#) and are continually working on updating our web pages in order to better serve you, our campus partners!

Take a look and let us know what you think!!

### GCA Reminders

#### The Final Action Date and You

[Learn more about why the Final Action Date is important.](#)

It is our goal here at GCA Help to respond to all emails, GrantTrackers and voicemails within 1 business day after they have been received, or sooner.

Have a question about a budget? Use [GrantTracker](#).

Calling GCA Help and we don't answer? Leave a voicemail.

All other questions use [gcahelp@uw.edu](mailto:gcahelp@uw.edu)

### Upcoming Events

#### *GCA Brown Bag Wednesday, April 23<sup>rd</sup>*

GCA will be hosting its quarterly Brown Bag for our campus partners and we need your input! Filling out a quick 2 minute survey will let us know what topics and questions you are most interested in having us discuss. You will also be able to voice your opinion on where we host the session. Fill out the survey here: <https://catalyst.uw.edu/webq/survey/tfr/188898>

#### *Come Take a Tour of GCA*

Come take a tour of the GCA offices and see what we're up to! Sign up for a tour at: <http://f2.washington.edu/fm/gca/event-signup> Tours will last approximately 45 minutes and will be limited to 7 people per session. If you are unable to select a date, it means that the time slot is already full.

#### *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>

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THIS NEWSLETTER WAS SENT BY:

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