



## Grant and Contract Accounting Update

Information and News for Our Campus Partners

January 2013

### What is the Final Action Date?

The Final Action Date is the last day the budget is open for the department to post expenditures. Once it has passed, the budget will automatically change to status 3. If you have charges, credits, or transfers that have not yet posted, you **MUST** notify GCA via [Grant Tracker](#) no later than the Final Action Date. Please include the exact dollar amount, expenditure code to the sub-object level, and PO# if applicable. Failure to notify GCA of pending transactions may lead to incorrect final invoices and reports. Also, any deficit caused by failure to notify GCA is the responsibility of the department.

More information on the Final Action Date can be found [here](#).

### New Improvement to Our Closing Process!

GCA has a new improvement in our closing process! Currently, GCA has to manually change a budget's status from status 3 to status 4 after a final reconciliation has been completed. Now, we have a process that automatically changes from status 3 to status 4 on a weekly basis. This was implemented for the first time on January 11, 2013, and 126 budgets were successfully updated. This will save GCA staff time and ensure that budgets that are eligible to be closed will be done so in a timely manner. Please contact GCA Help at [gcahelp@uw.edu](mailto:gcahelp@uw.edu) with questions or concerns.

### Handling Invoicing requests from sponsors?

If you receive invoicing requests from sponsors on awards where GCA is responsible for invoicing, simply forward them to GCA Help via [GrantTracker](#) right away and we will take it from there! These are usually time sensitive requests due to sponsor's year end process. GCA will review the requests, check in with you to confirm a plan, then respond to sponsor's request with a feasible solution. In this way, we can work together to provide our sponsors with what they need in the most efficient manner.

### New! Follow-up Process

GCA has implemented a follow-up process in order to provide an efficient way for GCA to move forward when we reach out for information needed to submit invoices or financial reports to our Sponsors or to close budgets and we don't hear back from our campus partner. [Learn more about the new process being implemented to facilitate requests for information.](#)

### Tips and Reminders for Contacting GCA

Whether via [GrantTracker](#), email or telephone our Grant Analyst Team makes every effort to respond to your inquiries within 1 business day.

Have an existing budget number? Use [GrantTracker](#)

Other questions unrelated to a budget number or unsure? Email: [gcahelp@uw.edu](mailto:gcahelp@uw.edu) or telephone: 206.616.9995

No answer when you call? Leave a voicemail and a member of the Grant Analyst team will get back to you within 24 hours.

### Upcoming Events

*GCA Brown Bag Wednesday January 30<sup>th</sup>, 12:00 pm – 1:00 pm*

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 GCA Brown Bag Survey by 1/25 to ensure your voice is heard.](#)

*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:

The Office of Grant and Contract Accounting, Box 351122, Seattle WA 98105-1122