



Upcoming Events

Resuming Post Award Activity Upon Resolution of the U.S. Government Shutdown

With the government shutdown resolved, GCA continues to prepare and submit financial reports and invoices through the various federal systems. All federal systems are now operational. There are still a handful of awards with stop work orders in place. GCA will reactivate the budgets upon receipt of a PAC from OSP to resume activity. [Learn more here.](#)

NIH Letter of Credit Awards and Why the Final Action Date is Important

Changes to LOC (Letter of Credit) payments for NIH

NIH has issued a **hard deadline** for drawing funds after awards have ended. NIH allows an institution 90 days from the project end date of the award to draw funds on letter of credit awards. Effective 10/1/2013, NIH is enforcing that deadline by not allowing GCA to draw funds after 90 days until there is approval to do so from the NIH.

What does that mean?

Be aware of your Final Action Date! It is the last day that departments may post a charge to their budgets or let GCA know about a pending charge that will post so it may be included in the draw of funds.

Late charges **MUST** be drawn during that 90 day window.

Most common late charges are for travel, ProCard and subcontracts so please identify them early.

What do I do if I know a charge is going to come in after the FINAL ACTION DATE?

Notify GCA by sending a Grant Tracker message on the budget on or before the Final Action Date.

Include the dollar amount of the charge, the sub-object code for the charge, a brief description of the charge and whether or not the charge is subject to IDC.

With this information, GCA can draw on the LOC account before it closes at 90 days, which will help prevent potential loss of funds for the UW.

Budget Names When Restricted Funding is Involved

Occasionally, GCA will receive a Funding Action that indicates that some of the funds are restricted for a specific purpose. GCA sets up sub-budgets to enable separate accounting for these restricted funds. Effective November 1, 2013, GCA will start the sub-budget title with "R-" so that it is easily identified as funding restricted for a purpose. The new sub-budget number will be indicated on the FA notification. Any unexpended balance on restricted sub-budgets is prohibited from being re-budgeted to the parent budget without prior sponsor approval.

GCA Quarterly Brown Bag Recap

About 40 campus representatives attended the GCA quarterly Brown Bag session on October 22, 2013. A lively discussion clarified a few issues around the Final Action Date. Here are just a few of the helpful questions that came up during our brown bag:

Q: Can late charges be included in a final invoice/report?

A: Absolutely, BUT GCA needs to know exact amounts and the sub-object codes that will post by the Final Action Date. Typical late posting charges include subcontracts, travel and ProCard.

Q: Can we use the sub-contract encumbrance as an estimate on what we are waiting for to include in a report/invoice to the sponsor?

A: No. The amounts we communicate to sponsors need to be actual charges.

GCA Web Updates

GCA is consistently reviewing our web content, striving to add clarity and make information more relevant to our campus customers. We've recently updated content for the [Encumbrances](#) topic.

We have also begun to publish short video tutorials for campus starting with an introduction to GrantTracker available on our [Tutorials](#) page.

Upcoming web updates will include:

- Closing
- Reporting
- The Reverse Expenditure Process
- Allowability
- Cost Share

Questions or Comments for GCA about our web content? Feedback is welcomed! Email us at gcahelp@uw.edu

Create a Central Department Email Account to Manage Your Awards!

GCA highly recommends that each department set up a central departmental email address. This gives us—and you—a central point of contact for your budgets. This departmental email address allows GCA to reach your current staff when we need your input in supporting your awards. Once you've set up a central departmental email address, submit central departmental email contact information [here](#) to let us know. Use your central departmental email when submitting or responding to GrantTracker requests on your budgets.

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?

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THIS NEWSLETTER WAS SENT BY:

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