



# Grant and Contract Accounting Update

Information and News for Our Campus Partners

September 2013

## Compliance Tip of the Month - Know Your Award

*Familiarize yourself with the requirements, deadlines, and details of your award to ensure smooth award management.*

- Closely review the award documents attached to the funding actions (FAs) and post-award changes (PACs) for award requirements and deadlines
- Review the OSP and GCA comments entered in the FAs and PACs for additional information regarding your award and budget set-up
- Understand who is responsible for meeting each of the sponsor's requirements
- Review charges on your budget to ensure compliance with University and Sponsor rules

Learn more about the following topics:

- [Budget Set-Up for Grants and Contracts](#)
- [Establishing Budget and Entering Data](#)
- [Grant and Contract Compliance](#)
- [Final Action Date](#)

Take advantage of training opportunities through the [Research Administration Learning Program](#).

## Training Grant Information and Tips

If your department has an NIH National Research Service Award (NRSA) Training Grant with a financial report due this fall, your department will receive a GrantTracker message with the following information:

1. Trainee over/under payment (if any).
2. Trainee Obligation spreadsheet attachment with breakdown of trainee stipend and health insurance by individual trainee.
3. Request for each trainee's tuition obligation during the remaining appointment period, to be added to the trainee obligations.
4. Whether the budget is in deficit.
5. A request that the department transfer off 01-80 charges posted to the budget as a result of non-hourly Academic Student Employee (ASE) lump sum single payments.
  - A. These are essentially refunds of student fees paid by the student that are processed as wage payments with associated fringe benefits, as such, they are unallowable charges on a NRSA Training Grant.

### What can you do now?

1. Prepare the trainee obligations to be reconciled with GCA's record when it becomes available.
2. Find out if there is funding for tuition in the remaining appointment and provide the amount per trainee.
3. Transfer off the 01-80 ASE payment via MyFD.

[Review the Office of Research Guidance on Training Grants.](#)

[Learn more about Training Grants and the Post Award Process.](#)

## GCA Web Updates!

We're constantly reviewing our web content, striving to add clarity and make information more relevant to our campus customers.

We've recently updated content for the following topics:

- [Invoicing Sponsors](#)
- [Invoicing Methods](#)
- [Invoicing Status](#)
- [Interim vs. Final Invoices](#)
- [Mobile Device Guidance](#)
- [Discretionary Budgets](#)

Suggestions or feedback? email us at [gcahelp@uw.edu](mailto:gcahelp@uw.edu)

## Create a Central Department Email Account to Manage Your Awards!

GCA *highly* recommends that each department set up a departmental email address. This gives us—and you—a central point of contact for your budgets.

This is immensely helpful in cases when the employee originally responsible for a budget retires, changes jobs, or goes on extended leave. 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 departmental email address, please submit it [here](#).

## Upcoming Events

### *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>

*GCA Quarterly Brown Bag* is in the planning stages and we need your help. Please let us know where you would prefer this be held AND what topics you'd like to see addressed on the following brief survey: <https://catalyst.uw.edu/webq/survey/tfr/211628>

### *Questions or Comments?*

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