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| **Background**Date Created:Date Last Update: | * Grant and Contract Certification (GCCR) is a process the University of Washington uses to document and certify the reasonableness of staff salaries and wages charged to sponsored projects.
* The report reflects all UW employees paid on a sponsored budget and their grant and contract compensation with the exception of faculty who certify via the Faculty Effort Certification (FEC) Report.
* Certifying effort on sponsored agreements is a federal requirement.
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| **Staff Authorized in ASTRA as GCCR Generator(s). *Note: staff must have ASTRA authorization for EACH PUC* if department is responsible for more than one.**  |  |
| **Log in** | <http://f2.washington.edu/fm/maa/gccr> |
| **Dates** | Download Available: email from eFECS April 10; July 10; Oct. 10; Jan. 10Review Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Release to PI: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date PI to return certified GCCR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date first follow up:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date second follow up: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date to escalate uncertified GCCRs to Administrator/Chair: \_\_\_\_\_\_\_\_\_\_\_Date certification to be completed – 60 days after release: \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Dept. Tracking Log URL** |  |
| **PUC(s) to Download** |  |
| **Process** | **Download and Printing:****Distribution and Collection of GCCRs:** **Tracking Log Process:** **Reconciling the GCCR:****Follow up/Escalation Process:****Retention:** * Department’s certified GCCRs are filed : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ Original Certified GCCRS and kept in the department in a central location available for audit. Copies may be kept in other locations.
* Retention: 6 years after end of fiscal year
* Disposition Method: Shred **\*on litigation hold--do not destroy.**
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| **Who can certify** | * It is the responsibility of the PI to certify the GCCR. This responsibility cannot be delegated.
* In rare instances, when the PI is not available to certify in a timely manner, the Department Chair or Dean, Division Head or Director (of a department level program) may certify on the PI’s behalf.
	+ Department Finance or HR Directors who function in an administrative capacity **may not** certify the GCCRs.
* The person certifying for the PI must have suitable means of verification that the work was performed. This confirmation is normally in the form of an email from the PI and is retained with the GCCR.
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| **Resources** | * GCCR website: <http://f2.washington.edu/fm/maa/GCCRs/>
* Instructions on how to print and download a GCCR <http://f2.washington.edu/fm/maa/GCCRs/print>
* Introduction to Grant and Contract Certification class: <http://www.washington.edu/research/index.php?page=ospLearning>
* GCCR Job Aid: <http://f2.washington.edu/fm/maa/sites/default/files/jobaids/GCCR.pdf>
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| **Troubleshooting** | * Employees who will NOT appear on the GCCR
	+ Faculty
	+ Employees paid on a stipend
* Only budget type 05, Grants are displayed
	+ Exceptions – not considered organized research:
		- 05-34 Fixed Price Surplus
		- 05-45 Service Contract and Staff Assignments
		- 05-52 Clinical Income
		- 05-57 Royalty Income
* Incorrect budget appearing on GCCR
	+ Contact Payroll to have PUC changed
	+ Inform receiving department
* Missing budget on GCCR
	+ Check to see if there were applicable charges on the grant during the quarter
	+ Check the PUC in FIN/MyFD
* Other questions: efecs@u.washington.edu
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