GCA Pilots Electronic Document Management System (EDMS)!
In collaboration with UW-IT, GCA is eagerly anticipating implementing an electronic workflow with the financial reporting process in early May. GCA is the first pilot of the university-wide initiative to move towards a paperless workflow. This implementation will help manage and maintain electronic documentation online for Grants and Contracts, and outputs from the reporting processes will become paperless. In a phased approach, campus will gain increased consistency in access to financial status reports and have more visibility to additional reconciliation support documents. There will be more visibility to documents in GrantTracker.

This phase of the project also kicks off with the implementation and display of a standardized Record Retention Trigger Date. Please follow the below article for additional details:

What is a Record Retention Trigger Date (RRTD)?

When is the data life cycle of a record managed for grants and contracts? This "record retention questionnaire" begins when any of the following occur:

- An interim or Final Financial Status Reports (FSR) is submitted to the sponsor.
- A final invoice is submitted to the sponsor when an additional FSR is required.
- A final invoice is submitted to the sponsor when there is no additional FSR required.
- The budget closeout is complete.
- The sponsor submits a final financial status report (FSR) when the additional FSR is not required.

What does an RRTD do?

A RRTD is a date that is used to signify the beginning of the record retention period for grants and contracts. This "record retention questionnaire" begins when any of the above-listed events occur.

Do you have Training Grant Appointments that End in June?

Summer is a great time to design a travel networking event for your trainees, build a strategic plan for student learning, and design your course curriculum. Many summer training grants end before the life of the project and closeout procedures vary. Visit the Termination Notices section of the GCA website to learn about the requirements for your grant.

NEW Non-FEC Cost Share Contribution Reporting Process
The Non-FEC Cost Share contribution process for reporting cost share to GCA will be required for submitting Non-FEC cost shares to GCA after April 30th.

Online learning opportunities for the Non-FEC Cost Share process and procedures:

- Access for reporting Non-FEC Cost Share
- Online learning opportunities for reporting Non-FEC Cost Share
- Records submitted for reporting Non-FEC Cost Share
- Non-FEC Cost Share contribution report available

Use the Most Current Forms
Make sure you are using the most currently available forms when submitting information to GCA.

TRANSPASS
- FEC Cost Share Contribution Report

Compliance Tip April 14

Careful attention to award details at budget setup enables departments to remain compliant with sponsor requirements through the life of the project. Please take a look at the following tips:

Read Your Award
Whenever your department receives a new grant or contract budget, take the time for a close review of your award documents.

- Make sure you understand the sponsor’s requirements.
- Put all relevant deadlines on your calendar.
- Make sure you understand the sponsor’s requirements.

Read Your Funding Action Notification
An Electronic Funding Action Receipt (eFA) is issued by GCA when the budget is set up. There are critical details on the funding action you will want to be aware of:

- Pay close attention to the following sections for compliance requirements:
  - Funding Action
  - Invoicing
  - Reporting
  - Comments
- These sections may call out important deadlines or inform you of department backup required for invoicing or reporting.

To receive the award documentation, the eFA is the budget profile information in MyFD. Confirm that the relevant information on the budget was set up correctly.

Web Updates
We are continuously working to update relevant and helpful information on the GCA web pages in order to better serve you, our campus partners. Please take a look at our newest GrantTracker page and let us know what you think.

Learning Opportunities
Research Administration Learning Program
Monthly Research Administrators Meeting (MRAM)
Web: http://f2.washington.edu/fm/gca
Phone: 206.616.9995