NEWS FROM GCA

UNIVERSITY of WASHINGTON

GRANT & CONTRACT ACCOUNTING

2021 2nd Quarter Newsletter

Next GCA Forum
Wednesday, August 25 11 a.m. – Noon
Zoom info will be sent prior to event.
If you would like to suggest a topic please email gcahelp@uw.edu.
Recording and slides from past forums can be found here.

IN THIS ISSUE:

Important Reminders

Patient Care Expenses and Closed Budgets

Make sure that you are up to date with your patient care expenditures, and have completed the study billing closeout process with the Clinical Research Budget & Billing Office (CRBB) for all of your closed budgets. Budgets in Status 4 are set to purge during biennium close.

eFECS Offline from Wednesday, June 30th to Monday, July 12th

Due to biennium close, eFECS will be offline and unavailable to all users from Wednesday, June 30th at 5pm until Monday, July 12th at 10am. During this time, users will have no access (viewing and edit capabilities will be unavailable) in the eFECS Cost Share module, eFECS Effort, or the Non-FEC Tagging System.

Washington State Estimate Letters

The University of Washington must submit invoices or estimates for all services rendered through June 30 on awards sponsored by Washington State. GCA will send out Grant Tracker notifications for all impacted budgets, and it is imperative that you respond to these notifications by June 30, 2021. If you manage a Washington State sponsored award, please make sure you are listed as the Grant Tracker campus contact. Any expenditures not invoiced or included in an estimate letter by this deadline may not be reimbursed by the State.

The SAGE Advance Budget Request Module is Live!

The new SAGE Advance Budget Request process went live on June 9th!

Below is a list of links you may find helpful as some of the URL addresses were updated in the conversion.

Resources

- Request a New Advance Budget
- SAGE Advance Budget Job Aid
- SAGE Advance Budget User Guides
- Link to Instructions for adding Advance Review role in Astra
- Help using SAGE: sagehelp@uw.edu
- GCA Advance Budget Setup and Extension webpage
- SAGE: New Process Overview: SAGE Advance Budget page

Biennium Crossover: Impacts on Grant Budgets

This summer will see the crossover from the 2019 Biennium (7/1/19-6/30/21) to the 2021 Biennium (7/1/21-6/30/23). This is a Washington State process where the expiring biennium's records are closed and a new set of records is opened. While this primarily applies to state budgets, the process impacts all UW budgets, including sponsored projects.

Cost Share

If your grant budget receives non-FEC cost share from a biennium-based contributing budget, you must tag all contributing transactions from the expiring biennium in the Non-FEC Cost Share System before the crossover period ends. After that point, these transactions will no longer be available for tagging.

Budget Extensions

Any budget that is closed to status 4 as of 6/30/21 will be purged at biennium crossover unless the purge flag is turned on. If the award receives an extension from the sponsor after its budget is purged, GCA will have to create a new budget number. This creates challenges for properly reflecting cumulative totals, especially for invoiceable budgets.

If you anticipate an extension on a status 4 budget, please notify GCA on or before 6/30/21 so we can flag it to prevent it from being purged.

Interim Reports and Invoices

The two-year biennium period includes 25 accounting months rather than 24. Month 25 of the expiring biennium runs in parallel with Month 1 of the new biennium—or, to put it more plainly, for most of July, charges will be posting to both biennia:

Month 25 charges belong to June and are shown as June charges in MyFD, but can post through most of July, well after the normal month-end close.

Meanwhile, ordinary July expenditures will post to Month 1 of the new biennium.

This impacts grant budgets that have interim reports or invoices due for periods ending June 30th because these items are generally due before Month 25 is complete. In order to meet sponsor deadlines, GCA will treat 7/6/21 as the last day of June:

- The invoice or report will NOT include Month 25 charges, even though they will ultimately show as June charges in MyFD.
- It WILL include any Month 1 charges that post 7/1-7/6/21, though these will show as July charges in MyFD.
- For budgets invoiced monthly, the sum of the June and July invoices should match that of the months' MyFD Transaction Summaries.
- If you are providing backup for a report or invoice, you will need to use these dates as well. This information can be accessed through the B.I. Portal Variable Reporting Period Transaction Summary.

System Issues

- For several weeks during the transition period, award amounts will not show in the MyFD Budget Summary view. However, they will still be available in GrantTracker.
- July MyFD Transaction Summaries will include transactions described as "(Balance Forwarded – TC31)" where the dollar value is struck through. You may disregard these—they are system transactions related to the biennium crossover and do not impact your award amount or expenditure totals.
- Systems necessary for processing transactions may be down during parts of the crossover period. See IT Connect for the most up-to-date outage schedule.

Resources

GCA Biennium Crossover page
Procurement Services Biennium Close page
Biennium Close FAQ
MyFD Biennium Close page

Upcoming Process Change: Internal Invoices

In preparation for Financial Transformation, we will be making a small change to our internal invoice process.

Internal invoices are created to apply a sponsor payment to a budget when a sponsor does not require an invoice, or to mirror a sponsor format invoice that was created manually. It is important to know that these invoices are not submitted to the sponsor.

Currently you can see three visual cues in Grant Tracker to indicate that an invoice is internal:

- A purple square icon with "I" is listed next to the invoice number
- The hyperlink to the invoice copy is missing from the invoice number
- "INTERNAL INVOICE" is listed under the Reference Number column

⊟ Invoices

Invoice Number	Invoice Date	Invoice Amount	Open Amount	Reference Number	Invoice Period	Due Date
398250 I	4/28/2021	$2,839.86	$0.00	INTERNAL INVOICE	4/28/2021	5/28/2021

F = Final Invoice, R = Revised Final Invoice, V = Voided Invoice, I = Internal Invoice
Note: Voided and Internal Invoices should not be emailed to sponsors

GCA is planning to **remove** the "INTERNAL INVOICE" notation from Grant Tracker, because it is redundant and has become obsolete.

The internal invoice icon and missing hyperlink will still be in effect, and should be used as a guide to help determine if your invoice is internal.

If you have any questions or concerns about this upcoming change, please contact us at GCA Help.

Training Grants

We are approaching our busiest training grant reconciliation season, with the majority of NIH training grant budgets ending on June 30th. GCA will complete an initial reconciliation of the budget—reviewing appointments and termination notices, and checking for over/under payments (including the correct use of stipend object codes).

NIH trainee or fellowship stipends **MUST** be paid from the following earn types **ONLY:**

1) Post-Docs: With Benefits
   a. Object Code = 01-50
   b. Earn Type Code = TRN https://hr.uw.edu/files/comp/earntypes/trn.php
2) Post-Docs: Without Benefits
   a. Object Code = 08-02
   b. Earn Type Code = STP https://hr.uw.edu/files/comp/earntypes/stp.php

3) Pre-Docs: With Benefits
   a. Object Code = 01-90
   b. Earn Type Code = SWB https://hr.uw.edu/files/comp/earntypes/swb.php
4) Pre-Docs: Without Benefits
   a. Object Code = 08-02
   b. Earn Type Code = STP https://hr.uw.edu/files/comp/earntypes/stp.php

To meet the sponsor's reporting deadline, and to ensure the process goes smoothly for GCA and your department, timely review of Grant Tracker notifications is required. After GCA completes a reconciliation, we will reach out to your department via Grant Tracker regarding:

- The resolution of any discrepancies discovered
- Review of the draft Outstanding Trainee Obligations (OTO)
- Tuition obligation for the upcoming budget period
- Transfer options for a deficit balance (if applicable)

In the case of under/overpayments or incorrect stipend object codes, it may be necessary to work with the ISC. It is important to start this correction process early so it does not delay the submission of the Final Financial Report (FFR).

Our March mid-year training grant reconciliations may have already alerted your department to any prior issues. In addition to these biannual reconciliations, we recommend that your department review stipend payments at least quarterly to confirm they have not posted to any object code other than 01-50, 01-90, or 08-02. **The earlier an error is addressed, the less painful the reporting process is for your department, GCA, and ultimately the sponsor.**

Renewals vs. Supplement/Extensions

We are frequently asked if the same budget number can be used for a multi-year award. There are key components in determining whether a renewal budget number is required for the continuation period or if the current budget number can be extended.

The following table provides a general overview of when we would set up a renewal budget as opposed to supplementing and extending the current budget.

Renewal Budget	Supplement/Extension
Carryover requires sponsor approval	Automatic carryover
Separate year financial reporting/invoicing	No separate year accountability
New PO or grant/federal document number	Minimal or no change to PO or grant/federal document number

As an example, NIH SNAP awards with automatic carryover will use the same budget number for the same competitive segment, as a final financial report is only required at the end of the segment. A renewal budget will be established for the next competitive segment per the document number change and financial reporting requirement.

Exceptions

As with anything, there are exceptions. In some instances, the award will retain the same parent budget throughout the project period, even though the award doesn't have automatic carryover and requires separate year reporting. For these awards, we will set up a separate sub budgets for each award year, though the sub budgets will remain restricted until the start of their

award year. You will see this with non-federal sponsors such as American Heart Association, Simons Foundation, etc.

Additional Reading

Renewals vs. Supplement/Extensions

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Researchers Wanted!

Do you have a researcher in your department who is doing amazing work AND loves to share their work with others?

If you do, GCA would love to hear from you! Each quarter, GCA invites a PI to give a 30-45 minute presentation for us. These presentations help us to connect to the fantastic work that's being done here at the UW and how the research we support every day is changing the world.

Please email gcahelp@uw.edu with your suggestions.

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If you have any questions about topics discussed in this newsletter or would like to suggest topics for future newsletters, please contact us via email at gcahelp@uw.edu. Inquiries related to a specific budget should be sent via Grant Tracker.

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