



JOB AID

Grant and Contract Certification Reports (GCCR)

WHAT IS A GCCR? A report that documents the reasonableness of salaries and wages charged to sponsored projects.

WHAT BUDGETS/EMPLOYEES APPEAR ON THE GCCR? Only sponsored project budgets and non-faculty employees appear on the GCCR. Faculty members report effort on the Faculty Effort Certification report (FEC).

Exceptions coded as sponsored projects but which will not appear on the GCCR:

- 05-34: Fixed Price Surplus
- 05-45: Service Contracts and Staff Assignments
- 05-52: Clinical Income
- 05-55: Affiliated Programs
- 05-56: Faculty Salary
- 05-57: Royalty Income
- 05-59: Misc. Sponsored Programs
- 05-62: Scholarships
- 05-63: Loans
- 05-70: Work Study
- 05-71: State College Work Study
- 05-72: Fed College Work Study O-C

WHO CAN DOWNLOAD THE GCCRS? Employees with ASTRA authorization as a USER/GCCR Generator/View and Print can download the GCCRs. Only employees with this access will receive emails from Management Accounting and Analysis (MAA).

WHO CAN CERTIFY? The Principle Investigator (PI) of the grant should review and certify the GCCR.

Exceptions: Deans, Directors, Chairs and Division Heads with suitable means of verification that the work was performed.

PROCESS

- MAA emails departments approximately 10 days after the end of the calendar quarter advising them that the GCCRs are ready to be reviewed and certified.
 - PI reviews and certifies report. This should be completed within 60 days of the notice sent by MAA to the departments that the GCCRs are ready to review.
 - If changes are required, note those on the report including the correct budgets and corresponding salary amounts as well as the date of the correction. The next GCCR will reflect changes made in payroll or MyFD.
 - GCCRs are subject to audit and should be kept in department files for 6 years plus the current fiscal year. Do not return copies to MAA.
- *Note: Timeliness of certification is an audit issue. Ensure all GCCRs are certified on time.*

TROUBLE SHOOTING

THE BUDGET DOES NOT APPEAR ON THE REPORT: Confirm that the budget is for a sponsored program. Check MyFD to ensure there are non-faculty charges during this quarter and that the WUC and PI are correct. Contact Payroll to have incorrect WUC codes updated.

THE PI DOES NOT SHOW UP IN THE DROP DOWN BOX: First check that there is a GCCR for this PI by paging through the GCCRs. If the report is there, ensure that the PI's name/EID/WUC is correct in MyFD and that it is associated with the correct biennium (especially if the PI has changed). The GCCR is coded to include information by EID. You may find the PI's EID associated with the wrong name.

HOW DO I DOCUMENT SALARY CHANGES ON THE GCCR: Note the change on the GCCR, have the PI initial the corrected amounts and attach documentation. This should also be done for GCCRs certified for prior periods.

POSTDOCS ARE NOT SHOWING UP ON THE GCCR: Object codes 0150 (Post Doctoral trainees) and 0190 (Pre-doctoral trainees) have been purposely excluded from the new GCCR. Their funding comes in the form of stipends, i.e., it does not reflect compensation for services rendered, therefore does not need to be reported as work on grants.