

Do not certify this FEC if adjustments are required that will impact sponsored effort dollars and/or percentages Please contact your department's FEC Coordinator.

Components of an Online FEC

- a. Faculty search box: Entering a faculty member's name, EID or UW NetID will bring up the most recent FEC for a faculty member who is required to certify. The earliest FEC cycles available electronically in eFECS are: 12/16/09-3/15/10 (academic reporters) and 1/1/10-6/30/10 (calendar reporters). If the search criterion entered does not match the name, EID, or UW NetID of any faculty required to certify for a reporting period eFECS will return the message "No match found for "xxxxx". The search criterion entered does not match the name, EID, or UW NetID of any faculty required to certify for a reporting period currently recognized by this system."
- **b. Reporting Period:** Date range covered for the reporting period. (Drop down menu allows selection of other reporting periods. The earliest FEC cycles available electronically in eFECS are: 12/16/09-3/15/10 for academic reporters and 1/1/10-6/30/10 for calendar reporters.)
- c. FEC Status: Indicates FEC status. Types of status include: Not Certified, Certified, Pending Re-Certification (Set by those with Update Effort authorization in ASTRA) and Re-Certified Outside of the System (set by MAA upon receipt of re-certified FEC).
- d. Complete by Date: Indicates the date by which the FEC should be certified.
- e. Average Paid FTE: Average paid FTE, as used in effort reporting, is determined by dividing the sum of actual earnings contributing to the full time rate by the full time rate for the FEC cycle. This calculation excludes earnings with no FTE attached, such as clinical, ADS or ENS. This percent may differ from the faculty member's appointment FTE.
- f. Comments: Clarification comments entered from online FEC will display here with the UWNet ID and timestamp of the person who updated the comments. Comments made on the FEC become part of the official (auditable) record once an FEC has been certified. Contact your FEC Coordinator or MAA for guidance. Edit Comments: Allows clarification comments to be added to an FEC. (Visible for those with Update authorization in ASTRA.)
- g. Learn More About Comments: Link to online help and guidelines for updating comments.
- h. How to Certify: Link to Certification instructions for Faculty.
- i. Cost Share Key Terms/Instructions: Link to online help content that includes instructions for adjusting Cost Share on the FEC.
- j. Expand all button: Clicking any + sign will provide greater detail.
- k. Salary Sources: All budgets with Institutional Base Salary (IBS) earn types that had payroll activity during the FEC period. Salary sources are grouped by "Sponsored Programs" and "Other Salary Sources." Refer to GIM 35 for a listing of IBS earn types.
- I. Compensation Distribution: Faculty member's IBS salary in dollars and % of salary paid by budget for the <u>entire</u> reporting period. The percent of time the faculty member worked on each budget during the entire cycle as a percent of their total compensation for that period.
- m. K Award: Indicates budgets that have a K Award.
- n. Salary Cap: University contribution required by the National Institutes of Health (NIH), the Substance Abuse and Mental Health Services Administration (SAMHSA) and the Agency for Healthcare Research and Quality (AHRQ) for faculty with salaries in excess of the salary cap applicable to the particular federal fiscal year. For FEC purposes, the cap in effect during the preponderance of the FEC period will be used.
- o. Adjust/View Cost Share: Allows entry of cost share actual percentage effort(s) when different from the pledged/committed percentages. (Visible to those with Update Effort authorization in ASTRA.)
- p. Cost Share: Financial contribution by the grantee (University) to fund a portion of a sponsored project. The cost share is the difference between the effort (or other costs) funded by the grant or contract and the additional amount of effort expended. See also <u>GIM 21</u>.
- **q.** Sponsored Programs: Any project receiving external support (including research, scholarly work, training, workshops and services) that has defined performance requirements.
- r. Other Salary Sources: Any non-sponsored funding paid to a faculty member. This may include state funding, departmental funds, gifts and endowments, clinical salary paid through the UW and clinical practice plan income paid through UWP (UW Physician's) and CUMG (Children's University Medical Group).
- s. Salary Cap Details: Opens additional details on the salary cap calculations. (Only appears on FECs that have salary cap.)
- t. Begin Certification: Allows the certification of an effort report by faculty and will bring them to their Summary FEC. (Only visible to Faculty.)
- u. Find an FEC Coordinator for your department: Brings up a list of currently authorized FEC Coordinators for the faculty members department.
- v. View Faculty Effort Certification: This link will appear on an FEC that has been certified, allowing you to see the certified FEC summary.
- w. Total Compensation Distribution: All IBS salary for the reporting period displayed in dollars and percent. Will always total 100%.
- x. Current As Of: Indicates the date and time eFECS ran its background process that collects data for the FEC displayed. Note, that eFECS gets data from a variety of other databases, and their schedule and processing may affect the data displayed.
- y. Total Effort: Total effort by budget for reporting period. All of the faculty member's percent distributions will total 100% regardless of their average paid FTE. The % that is displayed per budget is calculated as a % of the faculty's total IBS earnings for the reporting period.

Example: A faculty's IBS for the reporting period was \$50,000:

Budget A paid salary = \$25,000 or 50% of IBS

- Budget B paid salary = \$10,000 or 20% of IBS
- Budget C paid salary = \$15,000 or 30% of IBS

*Note: To process re-certification's, FEC Coordinators with the "Print" authorization in ASTRA will see the print button AFTER an FEC has been certified.

For compliance information, visit MAA's website: http://f2.washington.edu/fm/maa/fec/faculty-effort/process