



Q&A May 2024 Meeting

Greetings Colleagues,

[Meeting materials](#) are available for your review along with a list of links shared during the session. Q&A from our session are included here for reference and will be available with the other meeting materials shortly.

Within a week or so following every MRAM, an email like this one typically goes out with Q&A from the session and a link to the meeting materials.

- [Fiscal Year End 2024](#)
- [GCA Update](#)
- [Subaward Update](#)
- [Required Consultation with HSD for sIRB Studies](#)

Fiscal Year End 2024

Q1: Does payroll generally close on the 5th of every month?

A1: Payroll close can have a range of close business days. Please refer to the [Month-end Close calendar](#) for details on monthly payroll close.

Q2: We have many new grant managers at UW (and >20 open GM positions across the UW). Can you please share why year end close should matter to grants managers, given that many grants don't close at year end?

A2: Sponsored program awards are not directly impacted by the University's fiscal year end process but they can be indirectly affected. Deficits, for example, are typically transferred from a sponsored program award to a non-sponsored program funding source which can be directly impacted by fiscal year end.

GCA Update

Q1: Will we ever be able to search Award portal by grant worktag?

A1: You can search by grant worktag on Award Portal by entering the grant worktag in the "Grant ID".

Q2: Is there a process to change a cost center between UW1861 and UWSOM?

A2: A cost center cannot be changed from a cost center with a UW1861 company to a SOM company. The award line company and the cost center company need to be the same. To change a cost center from a cost center associated with UW1861 to a cost center associated with SOM, please submit a GCA Only SAGE Modification request. GCA will create a new award line in Workday with SOM as the award line company and the cost center.

Q3: For the worktag change requests-does this only apply to changing a worktag's existing designation or will this process also apply to requesting new worktags under a cost center?

A3: GCA will send a communication about the ongoing process toward the end of this month.

Q4: Will we get a notice once these attachments are uploaded in award portal?

A4: An email notification is automatically sent to the Award Portal contacts when GCA posts a final invoice, interim financial report, or final financial report.

Q5: There were previously concerns about cost center changes on grants, particularly the impact to procurement. Has that been resolved?

A5: The previous concerns about cost center worktag changes on grants has been resolved. GCA worked with the Financial Application Management Team to relax the business rules that caused the issues with procurement items.

Q6: As of what date will the fringe benefits begin being transferred by GCA?

A6: GCA resumed the process of transferring fringe benefit expenses in mid-April.

Q7: Can we discuss not having a separate grant line for fringe on fellowships? They seem a legacy of before we closed the IA budget numbers, which changed several years ago.

A7: NIH provides an institutional allowance for expenses such as, but not limited to, fringe benefits. NIH does not allow for rebudgeting between trainee and non-trainee

funds so GCA still needs to create a separate award line for each category.

Q8: Can you talk to the ramifications of changing grant worktags (e.g. when we would need to transfer all expenses to the new worktags, etc.)?

A8: When a change is made to a grant worktag, one consideration is reporting. Changes made to a grant worktag apply to expenses going forward. If the campus unit requesting the change wants previously posted expenses to be associated with the new worktag, they would need to work with their Shared Environment to submit a Payroll Accounting Adjustment or an Accounting Adjustment.

Q9: Will the benefits transfer for fellowships happen automatically at closeout or does the department need to initiate a request?

A9: The benefits transfer is a part of GCA's final reconciliation process so campus does not need to submit a request.

Q10: Will we be able to see award receipts with received dates in the Award Portal soon (like we did in GrantTracker)?

A10: GCA has this on a list of future enhancements but there is currently no timeline for implementation.

Q11: I want to ensure there isn't a duplication of effort for fringe benefits transfer. How will the SE know when to move fringe benefits, via a request if GCA is in process of doing the transfer?

A11: For sponsored program awards, GCA should be the only unit preparing a fringe benefit only journal. GCA will prepare a fringe benefit only journal when the spend restriction "Unallowable | Benefits" is added to an award line in Workday. If you don't see this spend restriction on your award line in Workday or Award Portal, please send an Award Portal ticket, provide the worktag that the fringe benefits should be transferred to, and we will review the award document, update Workday, and prepare the journal. Otherwise, GCA plans to prepare these journals on a quarterly basis and at closeout.

Q12: Is there any movement to get a short title added to mods that we can see on the dashboard so we don't have to look up numbers every time.

A12: SAGE has it on the list of production issues that need to be fixed. We have been fixing issues getting the Workday data back to SAGE first to see if that would resolve the short title missing for MOD requests. We hope to fix missing short titles very soon.

Q13: Is there a report we can pull by grant hierarchy to see a list of newly set-up

awards?

A13: The Workday report "Find Awards - Custom R1230" allows you to search for awards by Grant Hierarchy and when the award was created. You can also save a filter if you plan to use this report often.

Subaward Update

Q1: Can we assure subcontractors on grants that end 6/30 that they will receive their subcontract amendments prior to the end of the fiscal year?

A1: You can assure your subrecipients that OSP is focusing on subawards with upcoming end dates, including those in May and June.

Q2: Is there any consideration being given to issuing NCE to subawards while award processing is happening? For instance if OSP subs can confirm a Y3 NIH award is process could an NCE be issued?

A2: This is not an option we are considering because it would result in 2 subaward modifications instead of one modification for the same action.

Q3: Where can we find a succinct checklist of what you need to issue a subaward?

A3: You can find this information on our [Subawards webpage](#).

Q4: If I pull back a sub modification request that's been sitting since Feb to add the GR number, am I going to the bottom of the list?

A4: Thanks for asking. No. We are currently assigning based on SA (subaward action) end date, not the last in OSP date. And, it will be very helpful for you to add the GR# and relevant ASR/MOD number.

Q5: We submitted several requests for assurance, but have seen none come through. Will folks who submit these requests be copied on the letter?

A5: Yes, I am copying the requesters on the assurance emails. The delay is due to the current volume of requests.

Q6: Why can't the subaward request escalation process use the start date instead of using the end date?

A6: We are aiming to prioritize actions for subrecipients that have been performing at risk for the longest.

Required Consultation with HSD for sIRB Studies

Q1: If a grant would like to submit a single IRB exception, would that require a prior approval request? Or can the PI just email the request to the PO/GMS?

A1: HSD is available for consultation if the PI wishes to seek an exception from the funding agency, but it is not required. If the PI obtains an exception, please make sure to include evidence of that in any submissions to HSD/UW IRB. Because exceptions are rare (outside of VA funded research), HSD operates on the expectation that there will be a single IRB. HSD will honor any exceptions granted by funding agencies.

Q2: Do we need to keep HSD updated on funding decisions and resubmissions?

A2: You do not need to let HSD know if you are not funded. If you are funded, you should follow the HSD provided instructions for how to submit for sIRB review. If you plan to resubmit you should contact HSD and request an updated letter of support. Changes to the proposal between submissions, including the design of the research, the specific FOA, the funder, etc., can impact UW IRB's willingness to serve as the sIRB.

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