

UNIVERSITY of WASHINGTON

NEWS FROM GCA

GRANT & CONTRACT ACCOUNTING



2022 2nd Quarter Newsletter

Next GCA Forum

Thursday, 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](#).

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Updates and Important Reminders

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, 2022**. 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.

Cost Share Contributions

Are your Cost Share contributions up to date? Do your commitments need to be updated in eFECS? With Fiscal Year 2022 ending, now is a good time to review your cost share and get caught up with reports and maintenance. A great deal of stress can be avoided if issues are addressed promptly.

Cost share can be difficult to navigate; but if you submit your contributions in a timely manner and periodically review your commitments in advance of major due dates, you can resolve issues before they become urgent.

Review and Update Your Grant Tracker Contacts

Have there been staffing changes in your department? If so, please review your Grant Tracker contact information.

If you do not have campus contacts set up in Grant Tracker, or they are outdated; your department could be missing important communication from GCA or even sponsors (via GCA). It's also very helpful for working in tandem with GCA on completing items such as financial reports or invoices.

Please routinely review your campus contacts so that we can quickly send information to the right people and provide the best service to your department and our sponsors. You can add or update contacts on individual budgets, or you can update multiple budgets simultaneously through a bulk process that allows you to query based on org code or PI.

For detailed instructions on the process, please visit our web page [Updating Campus Contacts in Grant Tracker](#).

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Fiscal Year End 2022

Fiscal Year 2022 (FY 2022) ends on June 30. Please review fiscal year-end expenditures and resolve any issues before the fiscal year closes. Delayed transfer of expenditures between budgets may result in FY 2022 transactions being charged to FY 2023. Depending on the sponsor and/or award, costs posted to the wrong fiscal year may raise an audit risk.

While fiscal year end does not have the same impact on the University's accounting processes and systems as a biennium close, there are deadlines that can affect the accurate reconciliation of grants and contracts. Procurement Services maintains a current chart of deadlines for all of the University's financial accounting processes and systems on their [2022 Fiscal Year End Close](#) page.

For processes specific to GCA, please note the following deadlines, which are also listed [on our website](#):

- JVs to be processed by GCA for the transfer of costs on grants, contracts and gifts within FY 2022 must be submitted to our office no later than **noon on July 15**. JVs submitted to GCA after this deadline will post to FY 2023. If you are submitting a JV the morning of July 15, please email GCA at gcahelp@uw.edu with a subject line of "URGENT: FY 2022 JV REVIEW" to confirm that we have received your request.
- Deficit transfers processed through [Grant Tracker](#) should be submitted no later than **4 p.m. on July 15** to be included in FY 2022.

For information related to "Last Day" and "Dean's Day" deadlines, please see the Procurement Services chart of deadlines.

During fiscal year end, the accounting month of June will not close in UW's system until August. In order to submit interim invoices or reports due prior to that final close date, GCA must work with preliminary June data. Departments whose grant or contract budgets require cost reimbursable invoicing or financial reporting for the period ending June 30 may see unexpected discrepancies between GCA's report or invoice and the [MyFinancial desktop](#) Budget Summary for the period. Any June transactions not reflected on an interim report or invoice will be included in the next report/invoice to the sponsor.

If your sponsor requires backup documents to be submitted with an invoice, please wait until GCA has posted the June invoice to GrantTracker before compiling the necessary paperwork. This will ensure that your documentation matches the expenditure total on the invoice.

If you are responsible for preparing an interim financial report for the period ending June 30, please create a [Variable Reporting Period Budget Summary](#) report with an end date of **July 6** so that your report is consistent with the financial reports created by GCA.

In most cases, budgets ending June 30 will have a **FINAL** reporting or invoicing deadline 60-90 days after the end date, allowing GCA to prepare and submit these documents after the final June close. However, if your budget's final invoice or report is due less than 60 days after the budget ends, please ensure that GCA is informed of any pending transactions **at least two weeks prior to the report/invoice due date**.

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Training Grant Reconciliation: What to Expect and Best Practices

We are entering our busiest season for training grants with many ending on 6/30. In preparation for the final financial report (FFR), GCA will review trainee appointments and termination notices and complete a reconciliation of the budget for any discrepancies.

Following our reconciliation, we will send your department a Grant Tracker note outlining any stipend errors, unallowable charges, unmet cost share, outstanding trainee obligations, balance available for tuition obligation in the next budget period, and your projected deficit.

We ask that you respond and make any necessary corrections as soon as possible. Some errors may take time to resolve and delay submission of the FFR.

Best Practices: Regular Reconciliation and Knowing Your Stipends

To ensure a smooth report submission and award closeout, we highly recommend reconciling your budget monthly or quarterly so discrepancies can be identified and addressed right away.

Specifically for training grants, we commonly see stipend underpayments/overpayments and trainees being paid under the incorrect earn type. NIH trainees must be paid according to the stipend levels established by NIH, and the actual amount paid should align with their Statement of Appointment or Termination Notice. Additionally, trainees can only be paid out of the following object codes:

Post-Docs:

- With benefits = 01-50
- Without benefits = 08-02

Pre-Docs:

- With benefits = 01-90
- Without benefits = 08-02

We encourage reviewing stipend payments in advance (and regularly) in case corrections are needed, often involving the ISC.

Additional Reading

- Office of Research: [Guidance for NIH Institutional Training Grants](#)
- Post Award Fiscal Compliance: [Training Grants \(T32\)](#)

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Collaborative for Research Education (CORE)

And now, a word from one of our partners!!



Collaborative for Research Education

If you would like to learn more about Grant processes, we recommend checking out the free classes offered by Collaborative for Research Education (CORE).

CORE is the University of Washington's research administration learning program. This is the "go-to" place for training, resources and learning in research administration. **All courses are offered at no charge!!!**

We recommend the following classes to enhance your knowledge of research administration:

1. [Certificate in research administration](#) that includes several courses specific to managing fiscal aspects of sponsored awards.
 2. [Setup and Manage Your Award](#)
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3. [Processes at Award Closeout](#)
4. [Award Administration: Fiscal Compliance](#)
5. [Preparing for Audit](#)

Find more information at [CORE](#) or email corehelp@uw.edu

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GCA Grant Analyst Team – Welcome Jonathan Nagle

Please welcome the newest addition to our team! Here are some fun facts for you to know:



Where did you grow up? Southern California until high school, then Spokane

UW start date? September 2019

GCA start date? November 2021

What are your hobbies? Video games, reading and writing fantasy stories

Favorite movies? V for Vendetta

Favorite local place to eat? [Mazatlán](#)

What's your favorite thing about working at GCA? The flexibility and mission focus.

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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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