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Costs that post after the Final Action Date (FAD)

The Final Action Date is determined by the due date of the final financial report or invoice, or last day the budget is available for letter of credit draw. If GCA has the specific details of each pending transaction we can include them manually on the final report or invoice, or draw the expenditures via letter of credit in advance of them posting. (However, this is not preferred, as drawing funds before expenditures post incurs interest that must be refunded to the federal government).

Note that sponsors are under no obligation to accept a late or revised report or invoice,
or to allow a late draw of funds. We encourage departments to see that expenditures post before the FAD whenever possible. If not possible, please provide detail on any pending charges and credits on or before the FAD.

Once GCA receives and approves the details of the pending transactions, the budget will be reopened to allow the charges to post and to be included on the final report, invoice or draw. If the final financial report, invoice or draw has already been completed GCA will require you to obtain sponsor concurrence that they will accept or pay any late or revised submissions before reopening the budget. Note that these exceptions are an audit risk and additional justification may be required to confirm allowability as well as establishing steps to prevent such delays in the future.

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**Fast Cash – When money arrives before budget setup is completed**

GCA is always delighted to work with sponsors who pay the UW promptly. However, very early payments—those received before a budget number is established—create challenges for identifying the funds and ensuring they are properly allocated.

These extra-prompt payments normally occur in the following circumstances:

- **Pay in Advance:** The sponsor provides payment in full for the award via check or bank transfer at the time the award is fully executed. Often the sponsor encloses a check with the award letter itself.
- **Milestone or Schedule Payment Awards:** When the sponsor pays on a set schedule or upon completion of deliverables, the first payment may be issued as soon as the award agreement is fully executed—i.e. before GCA receives a Funding Action from OSP to establish the budget number.
Sponsors who request an invoice before the award is fully executed

If your department receives a check or a notification of an electronic payment for an award that does not yet have a budget number, please follow these steps:

- Checks: Write the eGC1 number on the check documentation and make two copies of the check and all associated documentation.
  - Send the originals to GCA via campus mail at Box 354966
  - Send one copy to OSP at Box 359472
  - Save the second copy for your files
- Electronic Transfer Notification: Forward the email to gcahelp@uw.edu, noting the eGC1 number, and CC osp@uw.edu.

GCA’s Cash Team will deposit the check or claim and transfer the funds to our suspense account, tracking the transaction by its eGC1 number. Once we receive the Funding Action associated with the eGC1 and establish a budget number, we will move the funds from our suspense account to the new budget number.

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**Letter of credit awards: Direct all draw inquiries to GCA**

At the end of an award’s lifecycle, a sponsor may reach out to a PI and their staff to see if there are any outstanding financial issues on an award. While the department should report on programmatic and technical aspects of the award, we ask that you forward inquiries related to financial issues to gcahelp@uw.edu.

Federal draw information falls under GCA purview because departments do not have access to the federal payment systems, and the information is not displayed in any campus-facing system. Receiving inaccurate draw information could cause the sponsor to de-obligate awarded funds. By allowing GCA to respond to these inquiries directly, departments can avoid providing contradictory or inaccurate information that could
adversely affect our ability to obtain reimbursement for expenditures on your award. We will follow up with the department if we need additional information to meet the sponsor’s requirements. If GCA is unable to draw funds due to a miscommunication regarding draw amount between the department and the sponsor, the department is responsible for the resulting cash deficit.

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**Suggestions on advance budgets and the dollar amount to request**

GCA often sees advance budget requests with dollar amounts near or equal to the expected award amount, or, conversely, at $0.00. If the award falls through, the PI and department are responsible for absorbing all expenses incurred on the advance budget irrespective of the amount listed on the advance budget request form. However, for planning purposes we recommend that the dollar amount guaranteed be based on an actual estimate of the funds required to initiate the project prior to award execution without incurring undue financial risk.

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**Budget number prefix change for non-federal sponsored research**

GCA recently exhausted our supply of 63-xxxx budget numbers and has switched back to 66-xxxx for all non-federal and federal flow through sponsored research grants and contracts.

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Next GCA Brown Bag – Tuesday, April 25 @ Foege N130A

If you would like to suggest a topic for the Brown Bag, please email gcahelp@uw.edu.
POD Class: Post-Award Financial Administration: Processes, Offices, and Best Practices
May 25, 8:30a-11:30a
Roosevelt Commons East Suite 120
Registration required

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