

Spring 2018

Updated Process for NIH Institutional Allowance Sub Budgets

To ensure consistent treatment of the Institutional Allowance portion of an NIH fellowship award, GCA will assign a new Institutional Allowance sub budget (budget prefix 67-xxxx) for each budget period of the fellowship.

At the end of each year, GCA will complete an annual reconciliation and follow the standard closeout process for an award.

For more details on this process, please visit our new [webpage](#).

For more information on NIH Institutional Allowances, please visit Post-Award Compliance's [webpage](#).

GrantTracker Campus Contacts Email Maintenance

This GrantTracker feature enables campus customers to set up and maintain departmental email contacts that GCA uses for post-award correspondence related to a specific budget. GCA strongly encourages all departments to use this tool so that information regarding their awards is sent to the correct individuals. This is extremely important for urgent requests requiring timely action from the department and/or PI.

This feature was designed to be user-friendly and allows you to update email contacts by budget number, organization code or PI, and provides an additional option to make updates by selecting budget prefixes. You can also update multiple budgets at once by using the "Filtered Budget List". Please be aware that using this field will overwrite ANY existing contact information for the budgets you have selected.

GCA is currently developing step-by-step online guidance with detailed instructions and screenshots for easy interpretation. Below are some frequently asked questions regarding the set-up of campus email contacts.

Q&A:**Q: What happens if the contacts are not set up or maintained?**

A: GCA staff then relies on the contacts that are included on the eGC1. The challenge this creates is that the contacts may not be current which can cause unnecessary delays.

NOTE: Automated GrantTrackers don't reference the eGC1 contacts so a budget with no contact listed will default to the PI.

Q: If the eGC1 already provides departmental contacts, why doesn't GrantTracker use the same information as SAGE?

A: The fiscal staff at the time of the eGC1 request may not be the same due to turnover. Also, the eGC1 contacts include faculty members who may prefer that such inquiries be handled by their administrative staff.

Transpasu: The Online Form and General Processing Reminders

Have you tried our online [Transpasu application](#)? Next time you need to establish a new sub budget, look for the "Add New Sub Budget" link located on the left sidebar in GrantTracker.

Through this link you can do the following:

- Create an unlimited number of sub budgets.
- Save your work at any time during the process and come back to it later.
- Route the Transpasu for approval electronically.

Note: "MyTRANSPASUs" is not the same as "Add New Sub Budget."

MyTRANSPASUs is an interface that lets you review all your requests, including those that have been routed for approvals or completed. If the electronic Transpasu is rejected by any of your approvers, modifications can be made from this interface.

A few things to keep in mind when filling out a Transpasu form:

- Rebudget the parent budget if necessary to make sure that the object codes you want to transfer from have sufficient funding, and submit that form to GCA before sending us your Transpasu request.
- You cannot move funds from one sub budget to another. You need to move the funds back from one sub budget to the parent, and then from the parent to the other sub budget.
- Make sure both section C and D are signed even if the same person will sign both.

Final Action Date FAQs

Q: What is the Final Action Date (FAD)?

A: The [Final Action Date \(FAD\)](#) is the last day the budget is open for the department to post expenditures. Budgets are automatically closed to status 3 overnight once the FAD has passed. You can view the FAD on the GrantTracker Budget Information page, or obtain a list of budgets for a selected org code or PI with an end date in the next 90 days by selecting “Org Code Reports (Department View)” on the top of the left toolbar on the GrantTracker page:

The screenshot shows the Grant Tracker interface. On the left, a navigation menu is visible with categories: Reports, Maintenance, Pre Award, and Post Award. The 'Reports' category includes 'Org Code Reports (Dept View)', which is highlighted with a red arrow. The main content area shows the 'Grant Tracker' title and a 'Budget Information' section. This section contains various fields: Budget, Parent, Old Budget, New Budget, Status (1), Department (HEALTH SERVICES/MAIN), Organization Code (3100004300), PI Name, Snap(Y/N) (No), Current Period (02/01/2017 to 01/31/2018), Total Period (05/27/2015 to 01/31/2018), and Final Action Date (04/30/2018). A red arrow points to the 'Final Action Date' field.

Q: What determines the FAD?

A: The FAD is based on the deadline for the final invoice or financial report. For invoiced budgets with no financial reporting requirement, the FAD is approximately

one week before the final invoice is due. For budgets requiring a final financial report, the FAD falls approximately three weeks before the reporting deadline. These time windows allow GCA sufficient time to complete our reconciliation and submit timely, accurate reports and invoices for all budgets that share a given deadline. Because the FAD is calculated based on the terms of the budget's award agreement, it cannot be changed.

But what if it is impossible to post all pending transactions on our budget before the FAD?

If you provide full details of all pending transactions, in most cases we can incorporate them in our final invoice/report. To facilitate this process, we have developed a Pending Transactions Excel tool, which you can download from the [FAD page](#) on our website. Please complete **all sections** of the form and submit it via [GrantTracker](#) on or before your FAD.

If you have any questions, please contact the GCA Help team at gcahelp@uw.edu or 206-616-9995.

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