

UNIVERSITY of WASHINGTON

# NEWS FROM GCA

GRANT & CONTRACT ACCOUNTING



## Summer 2018

### Next GCA Brown Bag

Wednesday, July 25 11 a.m. - Noon, Foege N130A

If you would like to suggest a topic for the Brown Bag,  
please email [gcahelp@uw.edu](mailto:gcahelp@uw.edu).

#### Sponsor News

Per notification from **Seattle Children's Hospital** in order to comply with Federal Uniform Guidance they will be enforcing the final invoice due date.

If you anticipate any late posting charges or credits for budgets funded by Seattle Children's Hospital it is important that GCA is notified by your budget's **Final Action Date**.

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#### F&A Rate Changes Effective July 1

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Per our [negotiated F&A rate agreement](#), our on-campus organized research rate will be changing from 55.0% to 55.5% on July 1, 2018. In early July, we will make these changes to 1) the standard and cost share F&A rates for on-campus research grants and contracts and 2) the actual, standard and cost share F&A rates for on-campus fixed price surplus accounts. Fixed price surplus accounts with nonstandard actual F&A rates will not be included in this change.

**Note:** The actual F&A rates for grants and contracts will be adjusted if and when the sponsor has provided funding to support the new rate.

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### **Clarification to the Fixed Price Surplus Policy**

GCA has better defined our process for when a Fixed Price Agreement or Clinical trial ends with an unexpended cash balance. Below is a quick overview.

When an eligible budget is closing with a surplus balance, GCA will:

- Offset unexpended balances under \$25
- Transfer an unexpended balance between \$25 - \$1,000 to the Fixed Price Surplus Account (FPSA) with the nearest F&A rate. If the unit does not have an existing FPSA at the 5<sup>th</sup> organization code level, GCA will create one using the nearest standard F&A rate.
- Transfer an unexpended balance over \$1,000 to the FPSA with the nearest F&A rate. If the nearest FPSA is more than 10% from the award, the department can submit a request to create a new FPSA by emailing a fixed price surplus account form to [gcahelp@uw.edu](mailto:gcahelp@uw.edu).

**Note:** GCA will still need a Post Award Change (PAC) from OSP to transfer an unexpended cash balance that exceeds 25% of the award. To initiate the PAC, please use OSP's [End of Award Form](#).

Check out our updated [webpage](#) regarding surplus balances for more information.

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### **New Cost Share Addendum and Calculator are live!**

There is a new cost share addendum online. We have provided four different versions of the Cost Share Addendum Spreadsheet for use depending on the cycle in which faculty effort is tracked, and whether the effort commitment is a percentage of effort or a fixed dollar amount. Additionally, the addendum is now combined with the cost share calculator to minimize manual entry and reduce the margin for error. The calculators are on the tabs following the addendum. You need only enter your faculty

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effort information into the calculator and it will auto-populate section C of the addendum.

If your proposal does not contain any Faculty Effort Cost Share, please use either the **Calendar Dollar-based addendum (for org codes starting with 302, 304, 308, and 310)** or the **Academic Dollar-based addendum (for all other org codes)**.

The spreadsheets and the instructions are available on the GCA [website](#).

**Tips to ensure the addendum is completed correctly, which will help ensure the cost share process flows smoothly throughout the award:**

- Confirm you have selected the correct form.
  - Confirm the F&A rate fields are correct, especially the Cost Share F&A rate.
    - This is the rate applied to cost share expenses. This F&A Rate is the same as the Standard F&A Rate unless the Sponsor specifically states another F&A Rate must be used on cost share expenses (rare). The F&A Rate entered in this cell is used for all Cost Share F&A Rate calculations so it is important that this field is entered correctly.
  - Confirm your total cost share listed at the bottom of the addendum matches the total cost share listed in the award.
  - Finally, if you have any hesitation or the addendum is out of balance, please contact GCA for assistance.
    - **Phone:** 206-616-9995
    - **Email:** [gcahelp@uw.edu](mailto:gcahelp@uw.edu)
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### **65-xxxx Budget Prefixes: Approval Process Updates**

Recently, GCA has received requests from the Treasury Office and Gift Services for input on requests for new sub budgets along with org code and short title changes on both endowments and gifts, respectively.

A prior approval from the pertinent office is now required before GCA can process any of these requests. If GCA receives a new request without prior approval, we will now add the appropriate individuals on the GrantTracker note or email request.

Please note: Updates will not be processed until approval is obtained.

#### Endowments:

- Sub budget approvals: Ping Tan [pingtan@uw.edu](mailto:pingtan@uw.edu)
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- Short title changes: Review and approval is only required if the underlying activity has changed substantially.
- Org code changes: Level 5 or 6 changes will be updated by GCA without prior approval. All other requests will not be approved.

For questions regarding short title/org code changes on endowments, please contact Dave Beaulieu [db32@uw.edu](mailto:db32@uw.edu) in Financial Accounting.

#### Gifts:

- Sub budget approvals: Tara Warming [warmingt@uw.edu](mailto:warmingt@uw.edu)
  - Org code/short title approvals: [giftdata@uw.edu](mailto:giftdata@uw.edu)
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### **Fiscal Year End**

Fiscal Year 2018 (FY 2018) 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 2018 transactions being charged to FY 2019. 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 [2018 Fiscal Year End Close](#) page.

For processes specific to GCA, please note the following deadlines:

- JVs to be processed by GCA for the transfer of costs on grants, contracts and gifts within FY 2018 must be submitted to our office no later than **noon on July 16**. JVs submitted to GCA after this deadline will post to FY 2019. If you are submitting a JV the morning of July 16, please call GCA Help at 206-616-9995 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 13** to be included in FY 2018.

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

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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 7** 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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### **TRANSPASU (TPU) Best Practices**

Recently an issue came up regarding the number of new sub budgets you can process online at one time. To clarify, there is no limit to the number of new sub budgets you can create using the online application, but you can only process up to five at a time. For example, if you have 10 new sub budgets you need to create you will need to process two batches of five.

If you need to use the Excel TPU form, please remember:

- Use whole dollar amounts.
- A TRANSPASU is required for PI changes on a sub budget.
- Make sure both section C and D are signed even if the same person will sign both.

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### **How to Contact GCA – GrantTracker, Email, or Phone. NOT All of the Above!**

The Grant Analyst team at GCA strives to respond to all requests promptly, regardless of format. Our goal is to answer all phone calls that come in between 8:00 a.m. and

4:30 p.m. Monday – Friday, and to respond to all [gcahelp@uw.edu](mailto:gcahelp@uw.edu) emails and GrantTracker messages within one business day.

However, when we get the same inquiry via more than one method, it often leads to confusion and duplicate work, since the Grant Analyst answering a GrantTracker Note, for example, may not always be aware that one of her colleagues is already working on the issue based on an email or phone call. To avoid this confusion, we ask that campus use **one contact method only** when reaching out to us.

Which method should you use? It depends on the circumstances:

- **GrantTracker** is best for inquiries on specific budgets that only involve UW staff. If you need to include someone outside UW, e.g. a sponsor contact, please use email instead, since GrantTracker is not accessible without a UW Net ID.
- **Email to [gcahelp@uw.edu](mailto:gcahelp@uw.edu)** is preferable for: 1) budget-specific issues where there is a need to cc someone from outside of UW; 2) issues related to multiple budgets; 3) pending awards where no budget number has yet been established; 4) and general inquiries not associated with a specific budget.
- **Phone call to 206-616-9995** is best for urgent matters where an immediate response is required, quick general questions, or cases where spoken communication is more effective than written. If you need an immediate response on an issue that cannot be fully communicated by phone, feel free to send an email or GrantTracker and then follow up with a phone call, but please notify the Grant Analyst who answers your call about email/GrantTracker.

[GRANT & CONTRACT ACCOUNTING](#)

[GRANT TRACKER](#)

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