

UNIVERSITY of WASHINGTON

NEWS FROM GCA

GRANT & CONTRACT ACCOUNTING



2020 1st Quarter Newsletter

GCA Help Coverage

GCA has implemented a contingency plan to provide customer service during the coronavirus outbreak.

In order to keep everyone safe, we are working from home until further notice. This change means that our call center (GCA Help) is closed; however, you can still reach GCA!

For general GCA questions please email gcahelp@uw.edu, and for grant budget related inquiries, please use [GrantTracker](#).

If you need to speak with a Grant Analyst at GCA, please send an email to gcahelp@uw.edu requesting a call back. Describe the nature of your inquiry and provide, any backup documentation and your phone number. We will call you as soon as we can.

Using email and Grant Tracker will ensure a faster response time from team members working from home.

We know that it will take us longer to complete our work and thank you for your patience during this time of significant change.

Sending Checks to GCA

To ensure checks are applied to sponsored project activity in a timely manner while we are working remotely, please send checks directly to our lockbox:

University of Washington
Grant & Contract Accounting
12455 Collections Drive
Chicago, IL 60693-0001

Be sure to write the **budget number** near the memo line on the check and forward all supporting documentation to gcacash@uw.edu.

We plan to resume normal operations once the University's recommendation to telework is lifted

Indirect Cost Adjustments Change in Process

GCA will be processing Indirect Cost (IDC) adjustments using the MyFD tool. This change will make it easier for campus departments to see entries made by GCA complete with the backup documentation. Using this new method, GCA will reduce the notifications in your in-box as we won't need to send GrantTracker notices.

Surplus Transfer Process Change

Effective February 2020, Transfer to Surplus PACs are no longer required for awards with balances that exceed 25% of the total receipts. All surplus transfer requests should be sent directly to GCA via [GrantTracker](#).

Before requesting a surplus transfer, please review your budget to ensure that all award expenditures have been allocated correctly. When you submit your request to GCA, please provide the following:

1. A statement certifying that all project deliverables have been completed.
2. A statement detailing why the remaining balance is greater than 25% of total receipts.
3. The surplus budget you would like the balance transferred to.

More information on the surplus transfer process is available [here](#).

Allocating Award Costs

When an award is fully executed, it is expected that the expenses proposed to support the project will be charged to the corresponding award budget. Remember the [four cost principles](#) (as set forth in the Federal Regulations) when determining how to allocate costs: reasonable, allocable, consistently treated, and allowable. The UW policy, [GIM 23](#), contains additional information and guidance on the distribution of costs.

If a project's total expenses exceed the award amount, the deficit can be transferred to an allowable, non-grant budget. If a surplus remains, the balance will be handled according to the terms of the award. If the UW is allowed to retain an unspent balance, it will be moved to a surplus budget at closeout.

Failure to properly allocate project costs to an award budget in an attempt to leave or increase a surplus balance is an example of non-compliance. All project-related costs must be allocated

appropriately prior to closeout so a complete and accurate accounting of costs is recorded in our systems.

Termination Notice Challenge – When a fellow or trainee needs to move directly to a new federal award

Lately we've been seeing more and more cases where a fellow or trainee needs to move directly from an NIH fellowship or training grant to another federal award, with no interruption in funding. This is wonderful news for our early-career researchers, but it presents a few challenges to the department and central offices as we manage the transition. In particular, NIH needs to have a completed termination notice in the xTrain system in eRA Commons before they can fully establish the researcher's new funding.

Ordinarily, GCA will not certify a termination notice until all of the fellow or trainee's stipend payments have posted. For example, for a fellowship ending March 31, we would not certify until the April 10 payroll has posted. This enables us to compare the full stipend posting amount in UW's financial records and confirm it matches the amount stipulated in the termination notice.

However, we can certify a termination notice before the fellowship or training period ends if the following criteria are met:

1. Early certification must be a **requirement** for continuous funding.
2. The fellow or trainee is on track to be paid correctly, as determined by GCA.

Please notify GCA as soon as you become aware that a fellow/trainee on your award will need a termination notice processed ahead of schedule. This will allow us to review their payment history to date and notify you of any under- or overpayment issues that need to be corrected.

Once any needed corrections have been made, we can move forward with early certification. We will then review the stipend payments again after the final payroll date has passed and notify the department to make any additional corrections that may be needed.

Why Don't I Have Revenue JV Access Anymore?

For those budgets where only GCA should apply revenue to prevent discrepancies between award and revenue amounts, we have instituted an error message in MyFD directing campus users to contact us.

Please do not try to post a payment to an expenditure object code, unless it is a "reverse expenditure," i.e. a refund from a vendor or subcontractor (see Reverse Expenditures article below).

If you receive this error, here's what to do:

- If you **have not deposited** the check send it to our lockbox:

University of Washington
Grant & Contract Accounting
12455 Collections Drive
Chicago, IL 60693-0001

- Include the budget number on the check and send supporting documentation to gcacash@uw.edu
- If you **have deposited** the check, please send gcacash@uw.edu a copy of the check, the deposit slip, and the Cash Transmittal [form](#). We will then post the revenue to your budget.
- If you are **attempting to correct** a revenue entry made prior to this change in MyFD access, please email gcacash@uw.edu with the budget number and supporting documentation and we will book the correction on your behalf.

As always, if you are unsure about what to do with incoming payments or if you have any questions regarding this new process, please reach out to us at any time.

Reverse Expenditures

When a vendor or sponsor issues a [refund against an expenditure](#), the payment will need to be deposited to the same budget and in the same object code where the expense was initially incurred. Prior to depositing the check, please ensure that the budget is in status 1, as the credit cannot post if the budget is closed. If the budget needs to be re-opened, please contact GCA.

To [deposit](#) the refund check, please follow the direct deposit/cash transmittal process. When filling out the cash transmittal form, be sure to enter the correct object code to be credited.

Example: You receive a \$100 refund check from the vendor for a supply charge that posted under 05-99. When filling out the [Cash Transmittal form](#), you will enter the grant budget where the expense posted and 05-99 in the "GL/Exp/Rev Code" column.

Budgets

Fund/Budget *	GL/Exp/Rev Code *	Task	Option	Project	Amount *	Inv/PO/Ch #	Description/Payor *
67-xxxx	0599-00				\$100.00	12345	Fisher Scientific

Transpasu Forms No Longer Needed For 06 Parent/Sub Transfers

Effective April 1, 2020, Transpasu (TPU) forms will not be required when transferring revenue between parent and sub budgets with budget type "06" (i.e. gift and endowment funds). In the past, we would have you fill out the TPU form, obtain the required signatures, and then submit it to GCA for processing. This new change removes GCA from the process and allows departments to transfer funds using MyFinancial.desktop (MyFD) JVs. Using MyFD JVs reduces the risk for error and provides transparency once the JV posts to FAS.

This process change only affects requests to transfer funds between a parent and an existing sub budgets with budget type "06". We will still need a TPU request form to create new sub budgets under a Parent budget type "06". The process for budget type "05" requests has not changed; requesting new sub budgets or transferring funds to/from existing sub budgets still require TPU forms.

New to submitting JVs? The MyFD Journal Vouchers [webpage](#) has information about how to prepare and approve a JV. Please note the preparer and approver must have JV/Expense Transfer access in ASTRA.

Transpasu (TPU): Tips, Tricks, and Reminders

We are receiving a lot of similar inquiries regarding [sub budget management](#) and the [Transpasu form](#). Listed below are the answers to the most frequently asked questions by category regarding this process:

General Information

- Amounts transferred to sub budgets cannot exceed the amount shown in each object code on the parent budget
- Funds can only be moved between parent and sub budgets (funds may NOT be moved directly from sub budget to sub budget)

- The amount of indirect costs must be proportionate to the amount of direct costs you are transferring
- You can use this form to change the PI on a sub budget
- If you need to extend the end date of a sub budget, you can send a request via [GrantTracker](#) (no form required)

Online Transpasu Form in GrantTracker

- Use this tool to request **new** sub budgets only
- Once the online TPU is routing for approvals you will not be able to edit it
 - [Contact](#) us if you need to edit or cancel a routing online TPU
- You can't use the online tool to request sub budgets under a Parent budget type "06" (use the Excel form instead)

Excel Transpasu Form

- The Excel version of the TPU form can be used for multiple actions related to sub budgets
- Forms should be sent via [GrantTracker](#) under the "Transpasu" topic so that your request is sent directly into the queue for processing
- If you are submitting multiple requests related to a single Parent budget at the same time, please submit them as a single request on the Parent budget in [GrantTracker](#)
- You can submit a [Rebudget](#) form along with your Transpasu request so they can be processed together
- All three signature boxes must be signed by the appropriate people even if the same person will sign in two different places

[GRANT & CONTRACT ACCOUNTING](#)

[GRANT TRACKER](#)

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Customer Service: gcahelp@uw.edu

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