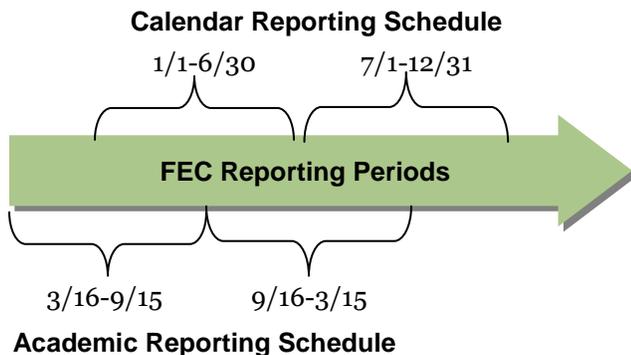


eFECS Online Effort Quick Start

What is eFECS?

An online system that delivers an electronic faculty effort certification (FEC) report.

FECs are available for review an average of 25 days after a reporting period ends. For example the Calendar period that ends 12/31 should be available for review in late January. Faculty have approximately 60 days from when FECs are made available to certify their FEC.



Learn more : <http://f2.washington.edu/fm/maa/fec>

Why eFECS?

The Federal government requires periodic review and certification that the distribution of faculty salaries paid on sponsored agreements represents a 'reasonable' reflection of faculty effort. The UW uses FEC reports to meet this requirement.

Bottom line: Without FEC reports, the salaries are considered unsupported and therefore unallowable.

FEC represent areas where Management Accounting and Analysis (MAA) and internal/external auditors focus their attention. These reports are regularly audited by internal/external audit.

Questions? : efecs@uw.edu

Common compliance areas reviewed by MAA & auditors:

Information below should be reviewed by faculty members needing to complete FEC reports as well as staff involved in the FEC process. More specific information is available on the [FEC website](#).

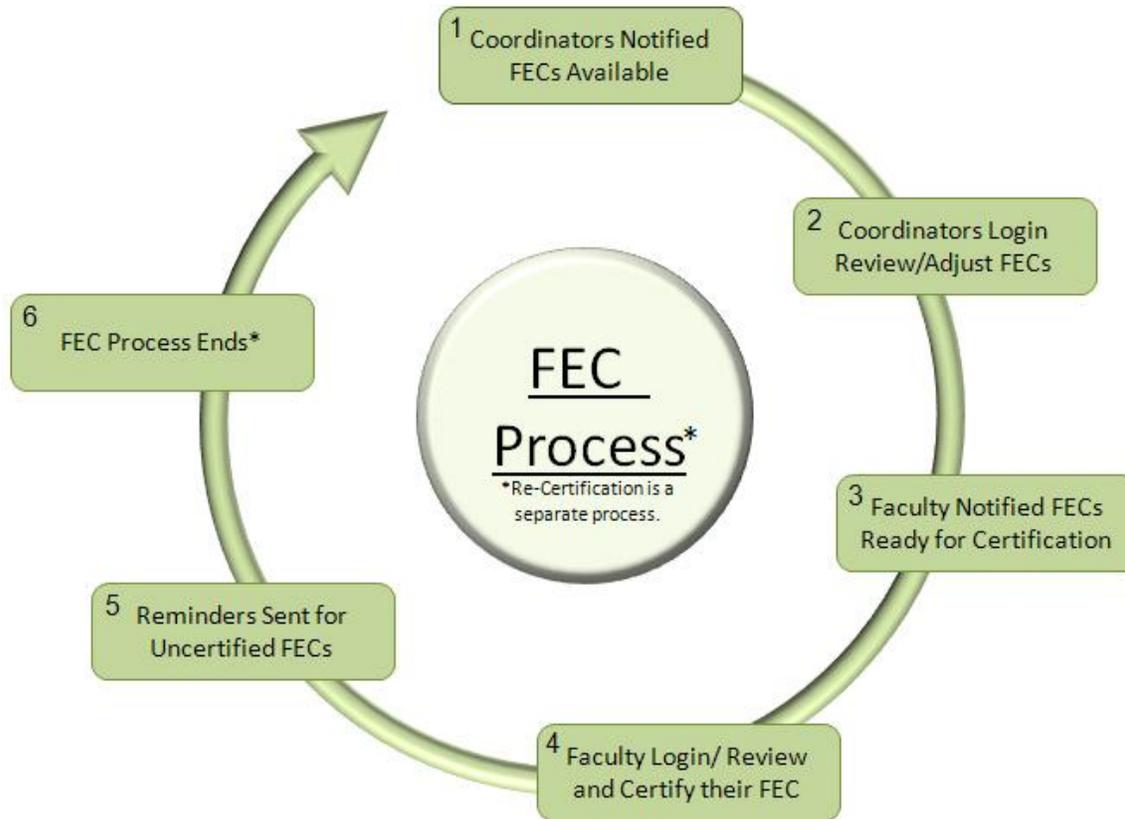
1. Effort commitments are met, both direct charged and cost shared.
2. The individual certifying the report has adequate means to verify effort.
3. Committed and actual effort is based on institutional base salary (IBS) which is defined in GIM 35 .
4. K-award effort is met, including cost share required.
5. Amounts over the National Institutes of Health (NIH) salary cap are charged to non-federal funds.
6. Certifications are done in a timely manner (UW allows approximately 60 days to complete after the end of each FEC cycle).
7. Changes that affect Institutional Base Salary (IBS) are documented and accounted for (e.g. overpayments and retro pay).
8. Salary transfers (a.k.a. OSETs/RSTs), especially those charging sponsored funds, are properly documented, and adequately justified. GIM 15, "Transfer of Expenditures Between Budgets."
9. Re-certifications are properly supported including why the report was originally certified as correct and what circumstances changed to cause the re-certification.
10. Total committed effort (directly charged to sponsored agreements and cost shared) is met when a shift in funding between grant and non-grant sources occurs.

FEC Website: <http://f2.washington.edu/fm/maa/fec>

GIM 35, Effort Reporting Policy for Sponsored Agreements: <http://www.washington.edu/research/osp/gim/gim35.html>

GIM 15, Transfer of Expenditures Between Grant or Contract Budgets: <http://www.washington.edu/research/osp/gim/gim15.html>

eFECS Process and Links



FEC Process

1. Coordinators notified FECs available. Email notification with link to login from efecs@uw.edu.
2. Coordinators login review and coordinate with faculty.
 - a. Review effort, consult with faculty to ensure effort is a reasonable reflection of effort prior to certification.
 - b. Facilitate possible adjustments to an FEC, which may include salary transfers/adjustments, or cost share adjustments.
3. Faculty are notified that FECs are ready for certification.
 - a. FEC Coordinators contact faculty and let them know their FEC is ready for their review and certification. This can happen at any time after FECs are available to FEC coordinators.
 - b. Automated email is sent to ALL faculty 15 days before FEC Cycle ends from efecs@uw.edu indicating their FEC is available for review.
4. Faculty login/review and certify their FEC.
5. Reminders sent to faculty with uncertified FECs. Email from efecs@uw.edu 3 days prior to report deadline to all faculty with uncertified FECs.
6. FEC cycle ends. FECs not certified by this date are considered late.

*Re-certification is a separate process.

Links and Contact Info:

Management Accounting and Analysis (MAA)
<http://f2.washington.edu/fm/maa/fec>
 email : efecshelp@uw.edu

eFECS
<https://f2.washintgon.edu/fm/efecs/home>
 email : efecs@uw.edu

eFECS Cost Share Module
www.washington.edu/provost/oim/SPP/efecs/
 email : efecshelp@uw.edu

MyFinancial.desktop (MyFD)
www.myfd.washington.edu/help
 email : myfdhelp@uw.edu

Office of Sponsored Programs (OSP)
www.washington.edu/research/main.php?page=osp
 email : ospshelp@uw.edu

Grant & Contract Accounting (GCA)
www.washington.edu/research/gca/office/
 email: gcahelp@uw.edu