



## Department Chooses Not To Apply The New Increased Salary Cap 187,000. Now What?

Effective January 8, 2017, the Executive Level II salary limit (previously set at \$185,100) was increased to \$187,000. If adequate funds are available in active awards, grantees may rebudget to accommodate the current Executive Level II salary level, however no additional funds will be provided to these grant awards, in part due to the current federal budget freeze. As has been done in the past, eFECS has been programmed to apply an average of the old and new salary caps (\$186,050) for the reporting cycle 9/16/2016 – 3/15/2017. The new limit, \$187,000, will be used for reporting cycle 1/1/2017 – 6/30/2017.

If the department chooses not to rebudget and keeps applying the previous salary cap (\$185,100), affected FECs will need to be adjusted. To do so, FEC coordinators (with the ASTRA action **View and Update Effort Report**) may follow these steps:

1. Log into eFECS, navigate to the FEC you are trying to adjust, and click on the **Edit Comments** button. Select the pre-defined comment “Department chooses not to rebudget with new salary cap”. If the faculty has more than one capped budget and you’re applying this approach to all of the budgets, then in the **Additional Comments** section explain that this applies to all capped budgets. If this applies only to certain budgets, list the budget numbers affected.
2. Calculate the correct salary cap cost share using the **Salary Cap Calculator for adjusting the FEC** on the MAA website [Calculator Tools and Worksheets](#).
3. In eFECS, click on the **Adjust/View Cost Share** button and you will see the salary cap cost share calculated by the system for each capped budget in the **Committed Effort** column. Enter the newly calculated amounts (from MAA’s Salary Cap Calculator) in the **Actual Effort** column.
4. Click save. This will return you to the FEC, which now displays the adjusted Cap amount(s).

Best Practice: If you are changing a system calculated salary cap cost share amount, always add a comment as to why the salary cap is being changed. You may select one of the provided pre-defined comments, add a note in the “Additional Comments” section, or do both.

ASTRA role **View and Update Effort Report** is necessary for adding comments and adjusting cost share.

### Upcoming Training

Select the title of any of the following courses to register.

-  [Salary Limitations - Salary Cap](#)
-  [Salary Limitations - K Awards](#)

For more classes, please visit

<http://www.washington.edu/research/learning>



FECs for reporting cycle 9/16/2016 – 3/15/2017 will be due on 6/12/2017. Please process any final salary transfers, cost share adjustments or other changes before giving faculty members the OK to certify. Faculty will get their 3-day reminder on 6/10. Salary transfers, when submitted before 4:00pm, will be reflected on the FEC the next business day. If FEC is not ready, don’t certify, even if it means missing the deadline. Better correct and late than recertified!

**Questions? E-mail [efecs@uw.edu](mailto:efecs@uw.edu)**