University of Washington process for incoming Staff Assignment Agreements (SAAs) from Seattle Children’s Research Institute (SCRI)

UW employee participation in SCRI-based activity, where “prime” grantee is SCRI

DRAFTING/EXECUTION

- Department receives request for a staff assignment
  - Department drafts SAA and routes to SCRI Center Business Manager (CBM) for concurrence of payroll, fringe benefits, tuition and other costs
  - Department signs “approval as to form” section of SAA
  - Department Chair or designee with signature delegation from OSP to sign on behalf of Employer signs on behalf of UW
  - Department sends partially executed SAA(s) to SCRI Office of Sponsored Research (OSR) and SCRI returns fully-executed SAA(s)
  - Department maintains Fully Executed SAA(s) within its filing system (do not send to OSP)

ESTABLISHING A BUDGET NUMBER

- Department initiates a “Master” eGC1* per biennium (i.e. two year period, made up of two fiscal years, running from July of an odd year through June of the next odd year)
- Department routes Master eGC1 to Office of Sponsored Programs (OSP)
- OSP creates a Funding Action (FA) and the current amount indicated on the FA is the estimated amount the unit will receive from SCRI via SAAs during the biennium
- OSP sends the FA to GCA for budget number establishment
- Form of Pay is “Pay In Advance” (FOP-11): As checks are received, they are applied to the budget number and the revenue amount will increase
- Revenue in the budget number will never exceed actual cash received

PAYROLL – OPUS

- Enter SAA effort amount into OPUS on Department’s established SAA budget number
REIMBURSEMENT/RECONCILIATION

- Department invoices SCRI monthly for amount charged to account and confirms it’s charged against the executed staff assignments
- Department looks up tuition and other charges in MyFinancial Desktop and invoices SCRI for these costs (This may be combined with the same invoice above)
- Monthly reimbursement checks are issued by SCRI and mailed directly to the mailbox of the Department identified on the SAA with printed backup
  - Deposit cover memos are created for each check, detailing
    - The amount of actual payroll/fringe reimbursement
    - The amount of 4% service fee
  - Checks are hand-delivered to the GCA Check Deposit Desk with a cover memo, indicating the correct budget number
  - Checks are deposited and credited to the Affiliated Faculty Reimbursement Budget
- SCRI provides a monthly excel spreadsheet, including information about
  - the amount reimbursed for each faculty/staff member, and
  - the source of funding at SCRI paying the reimbursement
- Department reconciles the payroll charges in MyFinancial Desktop to the reimbursement spreadsheet/check
  - Discrepancies are revealed and discussed via telecom and email with SCRI finance and Center Business Managers
  - Corrections to reimbursements are made in future reimbursement SCRI checks

SALARY INCREASES (e.g. merit increases) AND OTHER MODIFICATIONS

- Notify SCRI CBM when changes to salary, FTE or other changes will occur
- Issue a modification to the original Staff Assignment for that individual
- Follow signature process set out under DRAFTING/EXECUTION
- To avoid retroactive adjustments, execute the Staff Assignment modification prior to the end of the month in which the change occurs
- No need to route changed eGC1 information
*Master eGC1 instructions:

<table>
<thead>
<tr>
<th>eGC1 Field Title</th>
<th>Data for Field</th>
</tr>
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<tbody>
<tr>
<td>Application Type</td>
<td>New</td>
</tr>
<tr>
<td>Budget Number</td>
<td>None</td>
</tr>
<tr>
<td>Start Date</td>
<td>Start date of Biennium (e.g. July 1, 2013)</td>
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<tr>
<td>End Date</td>
<td>End date of Biennium (even if end date of anticipated SAA issued in biennium end in subsequent biennium)</td>
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<tr>
<td>Sponsored Program Activity Type</td>
<td>Other Sponsored Activity: IPA/JPA/Staff Assignment</td>
</tr>
<tr>
<td>Sponsor</td>
<td>Seattle Children’s Research Institute (SCRI)</td>
</tr>
<tr>
<td>eGC1 Budget allocation</td>
<td>All unallocated and F&amp;A</td>
</tr>
<tr>
<td>eGC1 Budget Amount</td>
<td>The estimated dollar amount for salary, fringe and associated costs for all UW Employees within the department assigned to SCRI in the biennium that will receive a staff assignment</td>
</tr>
<tr>
<td>F&amp;A rate</td>
<td>4%</td>
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<tr>
<td>F&amp;A base type</td>
<td>Total Direct Costs (TDC)</td>
</tr>
<tr>
<td>Compliance Question FG-3</td>
<td>Yes, based on Agreement Regarding Joint Research Projects Between Seattle Children’s Research Institute and The University of Washington (Internal OSP ref #: NAA 82197)</td>
</tr>
<tr>
<td>Compliance Question HS-1</td>
<td>No, and include notation in eGC1 comments that “No human subject research activity will take place at UW”.</td>
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<tr>
<td>Financial Conflict of Interest (FCOI)</td>
<td>UW Employee assigned to the SCRI-based activity must comply with SCRI FCOI policies.</td>
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UW/SCRI Staff Assignment Agreement (form)

Employee Name: 
Department/Center: 

Employee Title: 
Admin. Contact: 

Employer: 
☐ University of Washington 
☐ Seattle Children’s Research Institute 

Agreement Number: 
Agreement Type: 
☐ New ☐ Modification

Agreement Period Start: 
Agreement Period End: 

This agreement between the Seattle Children’s Research Institute (SCRI) and the University of Washington (UW), governs the transfer between the parties of salary expenses for the above named individual to perform the work described herein, is entered into pursuant to the terms of the Implementation Guidelines (MM/DD/YY) signed and as subsequently amended. The terms and conditions of the Implementation Guidelines govern this agreement.

The employee named above is hereby assigned by his/her employer to perform unspecified work at and for the Work Site Organization.

Salary Details:

% Effort
Institutional Base Salary: $ 
Fringe Benefits (Rate: _____): $ 
Subtotal Direct Cost: $ 
Administrative Fee (XX% of Subtotal Direct Cost): $ 
Total Salary Support Cost $ 

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<tr>
<th>Employer</th>
<th>Work Site Organization</th>
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<td>By signature below, the Employer confirms that the employee is authorized to conduct the work contemplated under this agreement for, and as directed by, the Work Site Organization and that the IBS and fringe benefit rate specified are correct and accurate.</td>
<td>By signature below, the Work Site Organization agrees to reimburse Employer an amount not to exceed the amounts for the specified effort contributed by the Employee.</td>
</tr>
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