



Data Access Guideline – Institutional Base Salary

Executive Summary

This Data Access Guideline is a recommendation being put forth by the Office of Research (OR), Research Accounting and Analysis (RAA), the Office of Information Management (OIM), and the Data Management Committee (DMC) to allow cross-organizational access to “Institutional Base Salary” (IBS) data. Access is being requested especially for the SAGE (System to Administer Grants Electronically) and eFECs (Electronic Faculty Effort and Cost Share) applications. Accurate IBS, as outlined in Grant Information Memorandum (GIM) 35, is critical to managing compliance around Faculty Effort Certification and cost share. This IBS is comprised of data originating in UW and UW Physicians payroll systems.

Rationale

Allowing cross-organizational access to IBS through SAGE will support more accurate development and management of research budgets throughout the grant life-cycle, reduce faculty and administrator time spent on tracking down accurate salary information, and more accurately project effort related cost share. Allowing cross-organizational access to historical IBS expenditures associated with a given faculty or budget will allow faculty and administrators to drill down into detailed salary expenditure data and assess the accuracy of aggregate effort percentages being certified as part of the Faculty Effort Certification process.


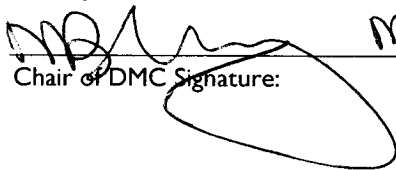
Advisory Opinions Sought

The SAGE and eFECs teams worked with the DMC to identify an appropriate vetting process. The proposed access outlined in this document was shared with Administrators in Arts & Sciences, School of Medicine, Engineering, Ocean & Fisheries, Public Health, and through 2 open invitation sessions. In total over 100 administrators across campus were consulted and asked to weigh in on pros and cons. Individual opinions gathered through a follow-up survey indicate that 95% of 45 respondents support the proposed access. The only concern regarding allowing access relates to potential faculty retention issues resulting from easier access to others’ salary information, and this concern was held by only a small minority of those consulted.

Note: This proposal includes incorporating “clinical salary” data which is not currently accessible via UW or state systems. The SOM Dean’s office has been briefed and is in agreement with providing access as described in this proposal.

Concurrence

The undersigned concur with the proposed change in data access described in this Data Management Guideline.

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|  | Phyllis M. Wise | Provost | 5/29/08 |
| Executive Officer Signature: | Printed: | Title: | Date: |
|  | Michael Beisenberg | Dean Emeritus | 5/29/08 |
| Chair of DMC Signature: | Printed: | Title: Professor | Date: |

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Attachments:

Questions regarding this document should be emailed to: dmc-support@u.washington.edu