



University of California
Office of the President

Vice President—
Research & Graduate Studies

Research Policy Analysis & Coordination

Memo

Operating Guidance

No. 02 – 02 Sup. 1
October 7, 2009

CONTRACT AND GRANT OFFICERS

Subject: UC Campus Subaward and Inter-Campus Award Administration: Treatment of Federal American Recovery and Reinvestment Act (ARRA) Funds

Attachment I to Contract and Grant Operating Guidance Memo 02-02, published March 15, 2002, provided a model subaward for campuses and the Division of Agriculture and Natural Resources (DANR) to use when providing funds to another campus or DANR under an extramural award.

As a result of the new reporting requirements of the American Recovery and Reinvestment Act (ARRA) of 2009, this model subaward has been revised to provide the additional reporting requirements necessary when a subaward is funded by federal ARRA funds. If your office has already developed additional language to include in campus subawards to address the ARRA requirements, you can compare to the attached model additions.

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Andrew Boulter
Research Policy Manager

Attachment

Cc: Extramural Funds Managers

ATTACHMENT I

University of California Campus Subaward – Extramural Funds

University of California, _____ (Prime Campus)	University of California, _____ (Participating Campus/Division)
PI:	PI:
Department:	Department:
Authorized Official:	Authorized Official:
Prime Award Information	
Prime Award No.:	Project Title:
Prime Sponsor:	
CFDA No.:	
Campus Subaward Information	
Subaward No.:	Performance Period:
Date issued:	Total Amount Awarded: \$

The Campus Subaward allocates funds from the above-cited award for the participation of your campus. Copies of all award documentation are enclosed. (Attachment 1.) As a campus subaward, this project is to be administered pursuant to University Contract and Grant Manual Section 10-240 through 10-248, as supplemented by relevant Contract and Grant Memos.

The fund number for this award that we have assigned for purposes of reporting in the Corporate Financial System (CFS) is _____, which is in the fund block: [check one as applicable] ☐ federal; ☐ State agency; ☐ other govt; ☐ private]. The sponsor code we have assigned for CFS purposes is _____ and the sponsor category is _____. The ultimate sources of the funds for this award (check one): ☐ are not ☐ are partially ☐ are entirely federal and (check one) ☐ are not ☐ are subject to the American Recovery and Reinvestment Act of 2009 (ARRA), UCOP Operating Guidance Memo No. 09-03. The prime campus ☐ is delegating authority to submit ARRA reporting information directly onto FederalReporting.gov [OR] ☐ is not delegating authority to submit ARRA reporting information directly onto FederalReporting.gov. Please note subrecipient reporting obligations under ARRA below.

For Contract and Grant Reporting System (CGX) purposes, the sponsor code for reporting this award should be the code for [campus/division name and sponsor code]. The direction and monitoring of the research effort will be carried out as described in the project [proposal dated _____ OR Scope of Work Attachment 2].

Please advise your Extramural Funds Office of this award. Funds should be appropriated in accordance with the budget, including direct costs, indirect costs, and cost-sharing elements, Attachment 3. Please note that any actions which require prior approval must be coordinated with this office.

Please arrange for your Extramural Funds Accounting Office to submit to our Extramural Funds Accounting Office [and prime campus department with contact name and address] copies of the Intercampus Request for Reimbursement for billing purposes. [Available with C&G Memo 02-02 <http://www.ucop.edu/raohome/cgmemos/02-02.htm>.]

The final request should be marked "Final" and submitted to our Extramural Funds Accounting Office [OR prime campus department] on or before _____.
Funds to cover expenditures will be transferred to your campus according to procedures outlined in Accounting Manual Sec. F-351.

Technical progress reports shall be provided to _____ at [campus/division] on or before _____. [For ARRA funds, ADD: No later than ten (10) days after the end of each calendar quarter. Campus shall (check one) ☐ enter the delegated ARRA reporting information directly onto FederalReporting.gov and provide to the prime campus all non-delegated ARRA reporting information; [OR] ☐ submit all ARRA required information to: _____.]

Equipment inventory reports are due to this office by _____. A final patent report is due to this office by _____. [Any special terms and conditions or responsibilities are listed on Attachment 4.]

Please direct any questions regarding administration of this project to _____ at _____.

Contract and Grant Officer
[Prime Campus/Division]
Date _____

Attachments

cc:

_____ (prime campus PI)
_____ (prime campus Extramural Funds Accounting Officer)