

October 17, 2014

To: Contracts & Grants Officers

Subject: UC Multiple Campus Award and Multiple Campus Commitment Forms

Memo History

This RPAC Memo cancels and replaces [Contract & Grant Memo 02-02](#) (and its supplements).

Background

This Memo updates the guidance on the procedures for the administration of Multiple Campus Awards (MCAs) among University of California campuses, the Division of Agriculture and Natural Resources (DANR), and the Office of the President (OP) (all are referred to as “campuses” for the purposes of this Memo).

This Memo is not applicable to campus issued subawards to the UC managed or co-managed DOE national laboratories (which are covered under separate RPAC Memos).

This Memo includes an updated “UC Multiple Campus Award” template and a new “Multiple Campus Commitment Form,” developed in consultation with a systemwide workgroup.

Guidance

1. Instructions for completing the Multiple Campus Award (MCA) form

The information requested on this form is mostly self-explanatory, but additional instructions are provided here for some sections.

- The Funding Source Sponsor Code and the Campus Sponsor Code are different. The Campus Sponsor Code is that of the University campus issuing the MCA (the “prime campus”), while the Funding Source Sponsor Code is that of the extramural entity that awarded the funding to the University. Under “Funding Source,” enter the name of this extramural entity.
- When federal grant funds are involved, the Federal Award Identification Number (FAIN) and the Catalogue of Federal Domestic Assistance (CFDA) number must be provided. Additionally, if the Fund Source is partially or entirely federal, the corresponding box must be checked.
- If the extramural award is subject to Federal Funding Accountability and Transparency Act (FFATA), the UC campus issuing the MCA should check the FFATA Reporting box at

the bottom of the form and insert its FFATA contact information. In this manner, per [RPAC Memo No. 14-03](#), the campus receiving funds under the MCA (the “participating campus”) is reminded of the requirement to provide the prime campus’s authorized official all applicable reporting information for any qualifying subaward (no later than 15 days after full execution or modification of the subaward).

- If the extramural award terms require more detail than the standard Intercampus Request for Reimbursement (IRR) form provides (see Billing section below), a line-item invoice or other detail may be required. In addition, in some cases, invoices or IRRs may need to be sent to the prime campus PI department for review instead of to the prime campus Extramural Funding/Contract and Grant Accounting Office. Deviations such as these should be noted in the “Other” box of the Reporting Requirements section of the MCA.
- In addition to the information provided on the MCA itself, the MCA should be transmitted with copies of the following as applicable:
 - A copy of the prime award document or a distillation from the prime award of all the appropriate flow-down requirements for the MCA;
 - A copy of the approved Scope of Work and Budget.
- Prior to expending any funds, the participating campus must ensure that all campus policies and prime sponsor terms and conditions, including as applicable Conflict of Interest (COI), Institutional Review Board (IRB), Institutional Animal Care and Use Committee (IACUC), and other ancillary approvals, have been met and followed.
- Appropriate approvals must be in place at the participating campus prior to commencement of any affected work under the MCA, and that work may not take place outside of the approved period, except at the participating campus’s own risk.

2. Billing and transfer of funds procedures for MCAs

Both the Contract and Grant Offices and Extramural Funds Management Offices each have distinct roles with regard to billing, as outlined below.

2.1. Billing

Contract and Grant Office (C&G Office):

1. The prime campus C&G Office sends the participating campus C&G Office an MCA.
2. The **prime campus** C&G Office notifies its own EFM Office of an MCA.
3. The **participating campus** C&G Office notifies its own EFM Office of the MCA as part of its award set up.

Extramural Funds Management Office (EFM Office):

1. On a monthly basis, but not less frequently than every quarter, the participating campus should send an IRR to the prime campus EFM Office.
2. The participating campus should initiate an IRR to the prime campus EFM Office no later than the last Friday of the month in order for the financial journal to be included in that month's activity. If the IRR is received by the prime campus EFM Office after that date, the prime campus has the option of processing the transfer as that month's business or holding the request until the following month.

2.2. Transfer of Funds

1. The prime campus EFM Office transfers the funds via a financial journal.
2. Whenever possible, transfers of funds should be done and responded to in the same month requested.
3. Without undue delay, a copy of the transfer of funds should be sent to the participating campus EFM Office for an immediate response to avoid any unreconciled transfers appearing on the Financial Control Accounts.

2.3. Closeout

1. The participating campus EFM Office should submit its final claim, marking the IRR or invoice as "Final" no later than sixty days after the award period has ended, or as otherwise indicated on the MCA.
2. The participating campus shall not automatically carry forward any unobligated balance to the next year unless there is prior agreement in writing between the Principal Investigators and the C&G Offices of both campuses. However, grants awarded under the Federal Demonstration Project shall be exempted. The participating campus may carry forward any unobligated balance without prior approval as long as such carry forward is allowed by the prime grant and the intention is clearly conveyed to the prime campus EFM Office on the final claim.

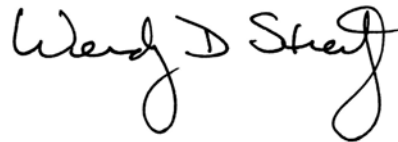
The procedures outlined above simplify the process of managing MCAs, but are not meant to preclude campuses from agreeing, in advance, on other procedures as applicable under a prime award. For example, even though advance payments to participating campuses are not mentioned, this is certainly an option if the prime campus has received advance payments from the sponsor and can, therefore, make advances on its MCA.

Contact

Andrew Boulter

Andrew.Boulter@ucop.edu

(510) 987-9840

A handwritten signature in black ink that reads "Wendy D Streit". The signature is written in a cursive style with a large, looping 'S' at the end.

Wendy D. Streit
Executive Director
Research Policy Analysis & Coordination

Attachment: MCA Award Template
MCA Commitment Form

The attachment may not be viewable in your web browser. Download this memo, and view it in a PDF viewer, such as Adobe Reader or Acrobat, to ensure your access to the attachment.

This Multiple Campus Award allocates funds from the above-cited prime award for the participation of your campus. Copies of all prime award documents are enclosed (Exhibit A). Any special terms and conditions that this MCA is also subject to are outlined in Exhibit B. As a Multiple Campus Award, this project is to be administered pursuant to University Contract and Grant Manual Section 10-240 through 10-248, as supplemented by relevant Research Policy Analysis and Coordination (RPAC) Guidance Memos.

The direction and monitoring of the research effort will be carried out as described in the scope of work (Exhibit C).

Please advise your Extramural Funds Office of this award. Funds should be appropriated in accordance with the budget (Exhibit D), including direct costs, F&A costs, and cost-sharing elements. (In the event any budgeted cost-sharing commitment is not met, the Participating Campus agrees to bear responsibility for any resulting payments to the Prime Sponsor) 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 copies of the Intercampus Request for Reimbursement (IRR) for billing purposes (please refer to [RPAC Guidance Memo No. 14-08](#)). The final IRR should be marked "Final" and submitted to our Extramural Funds Accounting Office on or before the date listed above.

See above for the reporting requirements and schedule (e.g., technical progress reports, equipment inventory reports, final patent report, etc.)

Before funds are expended, Participating Campus will ensure that all campus policies and prime sponsor terms and conditions, including as applicable COI, IRB, IACUC, or other ancillary approvals, have been met and followed. Appropriate approvals will be in place prior to commencement of any affected work, and that work will not take place outside of the approved period.

Please direct any questions regarding administration of this award to the Authorized Official listed above.

Exhibit B
Special Terms and Conditions
(pre-award or any other specifics)

MULTIPLE CAMPUS (MCA) COMMITMENT FORM

All UC campuses participating in another UC prime campus' award should submit this form when submitting a proposal to UC Prime Campus. It provides a checklist of required documents and certifications.

Prime Campus PI:

Prime Sponsor:

Project Title:

Participating Campus:

Participating Campus PI:

Participating Campus Department:

Participating Campus' Total Funds Requested:

Participating Campus' Performance Period Begin Date:

End Date:

SECTION A – Proposal Documents (check all that apply)

The following documents are included in our subaward proposal submission and covered by the certifications below:

- STATEMENT OF WORK** (required)
- BUDGET AND BUDGET JUSTIFICATION** (required)
- OTHER** (specify):

SECTION B - Certifications (check or insert all that apply)

1. **Facilities and administrative rate and base** applied in this proposal is _____ % based on the following:
 - Federally negotiated F&A rates for this type of work.
 - Other (specify):
2. **Human Subjects** Yes No
3. **Animal Subjects** Yes No
4. **Stem Cells** Yes No
5. **Recombinant DNA** Yes No
6. **Cost Sharing** Yes No

Cost sharing amounts and justification must be included in the Participating Campus budget. Please be advised that an annual verification of cost share commitment will be required.

UNIVERSITY OF CALIFORNIA

APPROVED FOR PARTICIPATING CAMPUS:

The information, certifications, and representations above have been read, signed, and made by an authorized official named herein. Participating campus is responsible for following all applicable UC and sponsor policies. Participating campus is prepared to accept any resultant MCA in accordance with UC Policy.

Any work begun and/or expenses incurred prior to receipt of a MCA agreement are at the Participating Campus' own risk.

(Signature of Participating Campus Authorized Official)

(Type or print name and title of Authorized Official)

(Address)

(Date)

(City, State, Zip)

(Email)

(Phone)

(Fax)

DUNS number

Congressional District

Campus EIN

(Award Inbox Email)