



OFFICE OF THE VICE PRESIDENT AND  
CHIEF INFORMATION OFFICER  
Information Technology Services

OFFICE OF THE PRESIDENT  
1111 Franklin Street, 7<sup>th</sup> Floor  
Oakland, California 94607-5200

April 1, 2021

**IT LEADERSHIP COUNCIL MEMBERS**

Re: Input Specification for Contracts and Grants – Award and Proposal/ SPX files for Campuses transitioning to the new CCOA

Dear Colleagues:

Due to the transition to the new CCoA, UCOP is requiring a new file format for Contracts and Grants – Award and Proposal/ SPX file submissions.

**Changes to Technical Specifications:**

SPX Award file:

| ELEMENT NAME          | LOC     | LN | FMT                    |
|-----------------------|---------|----|------------------------|
| CCOA Department Code  | 792-798 | 7  | Alphanumeric (Level E) |
| CCOA Project Code     | 799-808 | 10 | Alphanumeric           |
| CCOA Award Identifier | 809-838 | 30 | Alphanumeric           |
| CCOA Entity Code      | 839-842 | 4  | Alphanumeric           |

SPX Proposal file:

| ELEMENT NAME         | LOC     | LN | FMT                    |
|----------------------|---------|----|------------------------|
| CCOA Department Code | 661-667 | 7  | Alphanumeric (Level E) |
| CCOA Project Code    | 668-677 | 10 | Alphanumeric           |
| CCOA Entity Code     | 678-681 | 4  | Alphanumeric           |

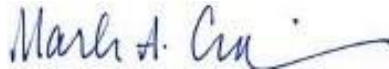
**Effective Date: Beginning with July 2020 for UCSD. January 2021 for UCM and Required No Later Than July 2023 for all campuses.**

The complete file specification may be downloaded:

- Award File Layout: <https://data.ucop.edu/files/documents/file-specs/contracts-grants-award-file-layout.pdf>
- Proposal File Layout: <https://data.ucop.edu/files/documents/file-specs/contracts-grants-proposal-file-layout.pdf>

If you have any questions about these specifications, please send an email to: [irap@ucop.edu](mailto:irap@ucop.edu) or [irapdatainfrastructure@ucop.edu](mailto:irapdatainfrastructure@ucop.edu).

Sincerely,



Mark Cianca

Interim Vice President, UC Chief Information Officer  
Associate Vice President, Operational Services

cc: Vice President Brown, Institutional Research and Academic Planning  
Director Popoola, Institutional Research and Academic Planning  
Acting Director Chan, Institutional Research and Academic Planning  
Developer Ailneni, Institutional Research and Academic Planning  
Project Manager Fraysse, Institutional Research and Academic  
Analyst Cook, Institutional Research and Academic Planning  
Analyst Dandamudi, Institutional Research and Academic Planning  
Analyst Kosanam, Institutional Research and Academic Planning  
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