

ADMINISTERING UC DISCOVERY AWARDS

Awards that are made by the Industry – University Cooperative Research Program (IUCRP), otherwise known as UC Discovery awards, have two streams of funding: intramural general funds provided by one of several University of California research programs, and a private sector matching fund. The purpose of the UC Discovery program is to enhance public-private partnerships in research and discovery.

Below are the specific University of California research programs that are funded at UCSF:

<u>Program Name</u>	<u>Initials</u>	<u>Short Description</u>	<u>Fund ID</u>
Industry-University Cooperative Research Program	IUCRP	Biotechnology	19915
Digital Media Innovation Program	DiMI	Digital Media	19918
IUCRP Fellowships	IUCRP-FEL	IUCRP Fellows	19927
Life Sciences Informatics	LSI	Life Sciences	19928

Each of the UC Discovery studies is assigned two Axxxxxx award numbers in the PeopleSoft research administration system (RAS): one for the state funded portion of the study, and one for the private sector match (if any). Those studies involving matching funds from the private sector are treated as private contracts, in the following fund range(s):

<u>UCOP Group</u>	<u>Fund Range(s)</u>
408410	59000 – 59999 82000 – 84999 12000 – 12999 71000 – 71999

For the state funded portion of the IUCRP study, the award notification e-mail to the principal investigator, the department RSA, and the EMF award mailboxes indicate that the award is a **Sponsor Category 14** award. What this means is that the award is routed in RAS solely at the pre-award stage; billing, accounts receivable, and cash application processes take place outside of RAS. [There is no F&A to calculate on the state funded portion of the IUCRP study.]

For the private sector matching fund portion of the IUCRP study, the award is treated like any other sponsored project fund in RAS; calculation of F&A, billing, accounts receivable, and cash application processes take place within RAS.

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I. Award Setup Structure

- A. There are two sources of funding for UC Discovery: a general fund award set up in the 199xx fund range, and a private sector “match” in either the 59xxx, 82xxx through 84xxx, or 12xxx private contract fund range.
 - 1. The general fund award is set up in the PeopleSoft research administration system (RAS), but is not activated for billing or accounts receivable purposes. There is never any F&A for the general fund award.
 - 2. The private sector “match” is set up as a prepaid PPD private contract in RAS, is activated for billing and accounts receivable processes, and includes applicable F&A.

- B. To provide the essential “linkage” between the 199xx general fund and the private contract fund, a *unique* expenditure DPA in the 5xxxxx range is established in the account-fund profile (AFP), and is coupled to BOTH the 199xx general fund AND the private contract fund.

Below is an example of the setup of a UC Discovery award in the Industry-University Cooperative Research Program:

<u>Name of Sponsor</u>	<u>Award Reference</u>	<u>Award ID</u>	<u>Fund - FY</u>	<u>DPA Code</u>
IUCRP	bio06-10618	A107858	19915	557316
Halozyme	bio06-10618	A107859	84671-01	557316

II. Conditional Approval

- A. Principal Investigator (PI): prepares the scope of work proposal, and provides a dual budget for the general fund award and the private sector match

- B. Office of Sponsored Research (OSR): works with principal investigator to finalize terms of the general fund award, and to execute the private sector contract.

- C. Controller’s Office – Extramural Funds (EMF): sets up the expenditure DPA for both the 199xx general fund award and its corresponding private sector matching fund, and couples the DPA to both the 199xx general fund and its

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corresponding private sector matching fund, either when the contract is executed or when OSR transmits an advance fund request.

III. Award Appropriation

- A. For the 199xx general fund, appropriation is made via a source code 150 interlocation transfer, processed by the Office of Budget and Resource Management, to the specific fund-DPA provided by the UC Discovery program.
- B. For the corresponding private sector matching fund, the appropriation is made by the EMF award setup team, once the contract is executed by the Industry Contracts Division (ICD) of the OSR.

In cases where the contract is delayed, for example, problems in finalizing institutional review board (IRB) approval, an advanced fund request (AFV) can be sent to OSR.

IV. Payment Terms / Invoicing

- A. For general fund awards, payment is applied when state claims are made against the 199xx general fund by the General Accounting Unit of the Controller's Office.
- B. For the private sector awards, EMF will create an invoice and a corresponding prepaid line, based upon the billing terms and/or payment schedule in the executed contract.

NOTE: If the private sector sponsor requires an up-front invoice at the time that the contract is executed, the ICD will create the first invoice, enclose it with the signed contract to the sponsor, and forward a copy of the invoice to EMF, so that EMF can create the proper prepaid line in RAS.

V. Financial Reporting

Financial reporting is completed on-line by the principal investigator and his or her departmental staff. A copy of the report should be sent to the EMF service team, in

order to review it for accuracy, but it is the PI and the department who initiates the periodic financial reports.

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VI. Close-Out Procedures

A. It is up to the principal investigator to certify that a study is complete, that the Online financial reports are correct, and that the awards are ready to close.

B. To close the specific award in RAS and fund-FY-DPA on the general ledger, departments need to following these guidelines:

1. To close the 199xx state funded portion of the IUCRP study, the department will need to work with the Office of Budget and Resource Management and the General Accounting unit of the Controller's Office, following carry forward and reappropriation rules that govern the 199xx state funds.
2. To close the corresponding private sector matching fund, the department will need to follow the procedures outlined in campus administrative policy 400-14:

<http://policies.ucsf.edu/400/40014.htm>

http://acctg.ucsf.edu/extramural_funds/communications/Closeout_C_T_Fixed_Price.pdf

Please note that the second website will be replaced by more detailed procedures, based upon RAS considerations.