

## Extramural Funds Award Set Up

After discussing with a number of departmental administrators their issues, concerns, and ideas about award set up, we have made some changes to the award setup process. These changes reflect our efforts to improve and standardize the services we provide. As we gear up for the upcoming Research Administration System (RAS) implementation, you can expect to see a number of quick improvements, which will be followed by additional process and systems improvements at the time of RAS implementation. We intend to keep you informed in a timely fashion as business processes and procedures change.

I write to you now to share with you three updates related to sponsored project award set up:

- What to expect from EMF's award set up process, including who to contact and when
- Changes to award appropriations
- Changes in the use of fund years for new awards

### What to expect when you have received an award synopsis

Effective December 1, 2005, EMF commits to the following:

- Within two days of receipt of an award synopsis – EMF will notify your department or division RSA or post-award contact as to the EMF contact for the award set up and any information needed from your department to complete the set up.
- Within three days of your response – EMF will set up the account fund profile (assign the fund, fund year, DPA(s), F&A rate, and other fund attributes) and notify your contact. We will ask you to review the profile in WebLinks to ensure the fund year and other attributes are correct. If we do not hear from you within two days, we will assume the set up is correct and will proceed to make the budget appropriation.
- Within three days of notifying you of the fund setup – EMF will appropriate the award. See attached process diagram.

If your department contact responds to our information request on the same day, we will complete the award set up and appropriation within 8 business days from receipt of the award synopsis. If you do not hear from us and/or see a budget appropriation within each of the time standards above, please contact Michael Grafton for grants or Janis Lenox for contracts. They will ensure any outstanding issues are resolved and the award set up can continue according to the standards. Key phone numbers: Michael 476-1462 and Janis 476-1340

If you believe you have justification for an expedited award set up (faster than the standard provided), please contact the help desk. The help desk will ask a few questions, provide guidance if possible, and refer the call to a member of the EMF Award Set Up team to follow up with the department and determine whether priority action is appropriate. We do expect that, so long as we meet the standards above, these requests will be infrequent. Key phone number: Help Desk 514-4100

**In order to make this process work, we ask that you confirm the name, email, and phone number of your post-award administrator, as well as the depcodes for which s/he is responsible, by email to Linda Midgett ([lmidgett@accounting.ucsf.edu](mailto:lmidgett@accounting.ucsf.edu)) by November 25, 2005.** Please send no more than one contact per deocode. We expect that the contact provided will be knowledgeable about your department's or division's deocode and DPA structure, grant and contract budgeting, on-line journal processing, and how to review the fund profile attributes (fund year, STIP ID, F&A rates, etc.) for values appropriate to the PI, your unit, and the award. If you need to change the contact information at any point in the future, please forward the changes to Linda Midgett.

### Changes to award appropriations

Also, effective December 1, 2005, EMF will utilize the following rules to appropriate award budgets:

- EMF will continue to provide a detailed award appropriation for all contracts, training grants, and fellowships. This will include appropriations to multiple DPAs and/or to specific NCAs or NCA Groups, as appropriate.
- EMF will provide for all other grants a simple award appropriation to a single DPA, with an entry to campus unallocated (direct cost portion) and an entry to expense recovery (indirect cost portion). For these grants, your department may use the on-line journal process to make all other desired budget allocations to other DPAs and NCA groups to assist in your management of the fund. This change will help EMF to provide all departments with more timely award appropriations.

### Changes in the use of fund years for new awards

Reflecting the success of our faculty in obtaining increasing research support to UCSF, we face the eventuality of running out of fund numbers in the sponsored fund ranges. To address this issue, we need a rational and consistent method for conserving the use of fund numbers. To that end, EMF has changed the methodology used to assign fund numbers when setting up an award, effective July 1, 2005. A summary of what to expect regarding assignment of fund numbers to new awards follows:

- Special state awards are assigned a series of UCOP-mandated fund numbers and are not assigned fund years. **This has not changed.** Examples include UIARP, BCRP, and TRDRP awards.
- Multiple year awards that require annual financial reporting continue to be assigned a fund number with a sequential fund year. At competitive renewal, these funds retain their fund number and are assigned the next consecutive fund years. **This has not changed.** Examples include program projects and cooperative agreements.
- Multiple year awards that require a financial report or closeout at the end of the award will now receive a fund year designation. Each fund year will identify a competitive segment (which, in this case, will be longer than one year). **This has changed from prior practice.** Examples include NIH SNAP awards.
- Single period awards (one year or longer) will now receive a fund year designation. Initial fund year will identify the duration of the award. Future fund years would identify the renewal periods, if any. **This has changed from prior practice.** Examples include city contracts, clinical trials, and some subcontracts.

Please see below for an example of how the chart fields will be used in support of these business rules. If you have questions about how fund numbers were assigned to your new award in the Account Fund Profile (AFP), please contact the Award Set Up Administrator assigned to your award within two days of receiving notice of the set up. This change will support the growth of research funding on our campus for the time being. You can expect to hear more from EMF on this topic in the future, as we will eventually need to develop and convey business rules for recycling fund numbers.

Prior practice		New process	
Award Type	Local Contract	Award Type	Local Contract
DPA	620000	DPA	620000
Fund	87001	Fund	87001
Fund Begin Date	10/15/2005	Fund Begin Date	10/15/2005
Fund End Date	06/30/2007	Fund End Date	06/30/2007
FY	None	<b>FY</b>	<b>01</b>
FY Begin Date	None	<b>FY Begin Date</b>	<b>10/15/2005</b>
FY End Date	None	<b>FY End Date</b>	<b>06/30/2007</b>

We look forward to working with all of you to provide consistent and timely award set up service for your department.