

# Extramural Funds Award Set Up

*(Note: This communication replaces the November 2005 award setup communication.)*

In order to meet campus requirements for review of externally funded awards, and to ensure that the accounting transactions for these awards are established efficiently and accurately, the campus adopted the PeopleSoft research administration system (RAS) in April 2006. Since that time, award setup, control point, and departmental level service agreements have changed substantially, in order to correspond to the roles of the Office of Sponsored Research (OSR) and the Controller's Office, Extramural Funds unit (EMF).

The purposes of this communication are (1) to clarify the specific processes that are undertaken in EMF, once an award is routed from OSR through RAS, and (2) to provide guidance to the departmental research services administrator (RSA) in verifying award setup accuracy. These steps reflect our efforts to streamline and standardize the services we provide.

The award setup team in EMF is responsible for the following:

- assigning a new fund number, or additional fund years on an existing fund
- verifying data in RAS
- entering or modifying attributes in the account-fund profile (AFP)
- coordinating award activation with EMF billing service team members
- appropriating the approved budget for awards received from OSR.

The EMF Award Set up process is narrated below. Please note those instances where the department needs to provide information that is necessary for the completion of the setup process.

- I. OSR notifies the department and EMF of new awards and award modifications. These notifications are transmitted to EMF to email boxes designated **EMF Awards** (for new awards) and **EMF Modifications** (for modifications).
  - a. For **new awards**: Departments **must** respond to the original e-mail notification from OSR by **forwarding** the department code and primary expenditure DPA to [EMFAwards@ucsf.edu](mailto:EMFAwards@ucsf.edu). At the same time, it should request from that the award setup team complete any additional setup steps, such as a department code change, or PI ID changes for specific projects, or any additional project / DPA.  
*[Please forward the original e-mail notification from OSR with setup information; do not make up a new e-mail with a different subject line.]*
  - b. For **award modifications**: No response is generally needed, unless requested by EMF, or unless the department has identified a change that needs to be made to the existing award, such as the need for an additional project / DPA.
- II. Unless OSR, EMF, or a departmental manager has identified a specific situation where an expedited setup is required, all new award setups will be processed in the order that EMF receives the response to the original OSR email.

- III. For new awards, EMF will set up the award in RAS and the AFP, notify the departmental contact with the new information, and expect that the departmental contact will review the RAS award profile and WebLinks for accuracy.
- a. Please check, in the following order, the WebLinks reports below:
- Fund Inquiry ... to verify fund level data
  - DPA/Fund Inquiry ... to verify total number of projects
  - DPA/Fund/FY Inquiry ... to verify that project(s) correspond to correct competitive cycle(s)
- b. It is crucial to forward the original OSR e-mail with any changes no more than 2 days after receiving it, before the award setup team posts the appropriation, and before the award is forwarded to the billing service team for activation.

*Once a budget or financial transaction posts to an award with incorrect attributes, the award will need to be reviewed, and a decision will need to be made about whether or not to close the award, assign a new award number, and assign a new fund-DPA.*

**IV. The award setup team is committed to meeting its November 2005 service level agreement to set up an award within 6 working days:**

- **from the date that the department responds with department code, DPA, and other information for NEW AWARDS**
- **from the date that the Office of Sponsored Research transmits its e-mail notification for AWARD MODIFICATIONS**

**This six-day turnaround time will increase to an 8 days during periods of high volume, particularly during the months of June and September.**

If you do not hear from us and/or see a budget appropriation within two weeks or have any outstanding issues regarding award set up, please contact Faye Ou, Award Setup Team Lead, at (415) 476-0826.

Other EMF Award Setup Issues

- 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 NCA groups.  
EMF will make the appropriation for all other awards to a single expenditure DPA, with an entry to budget NCA group 438888 for the direct cost portion, and to budget NCA group 490000 for indirect cost recovery. *The department may use the on-line journal process, source code 135 budget adjustment journal, to reallocate budgets to other expenditure DPAs and budget NCA groups, (but not to a revenue or unexpended balance NCA), to facilitate management of the fund.*
- Reflecting the success of our faculty in obtaining increasing research support to UCSF, we do 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 years** 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 in the 18000 to 18199 fund range, where fund years are never assigned. **This setup has not changed.** Examples include UARP, 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 year. **This has not changed.** Examples include P01 program projects, U01 cooperative agreements, T32 training grants, and F32 fellowships.
- 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 R01 basic science SNAP awards from NIH, federal equipment and construction grants, and other funds that have multiple years but only a final reporting requirement.

*If a competitive segment has NO fund year, and the grant receives a competitive renewal, the new competitive segment will be assigned a new fund number and FY-01 for the new competitive segment budget period. The specific competitive segment has an alpha designation in the period ID information(PID) on the fund profile.*

For example, if a grant has ended its sixth competitive cycle on fund 32xxx without a fund year, the seventh competitive renewal cycle will be assigned a new 32xxx fund number, assigned FY-01, with a PID designation of G.

- Single period awards (one year or longer) will now receive a fund year designation. The 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 AFP, please contact the award setup individual assigned to your award within two days of receiving the 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.

#### FIRST EXAMPLE: R01 SNAP

Prior practice		New process	
Award Type	Federal R01 SNAP	Award Type	Federal R01 SNAP
DPA	445599	DPA	445599
Fund	32989 (PID "E")	Fund	32999 (PID "F")
Fund Begin Date	09/30/2006	Fund Begin Date	09/30/2006
Fund End Date	09/29/2011	Fund End Date	09/29/2011
FY	None	<b>FY</b>	<b>01</b>
FY Begin Date	None	<b>FY Begin Date</b>	<b>09/30/2006</b>
FY End Date	None	<b>FY End Date</b>	<b>09/29/2011</b>

SECOND EXAMPLE: LOCAL GOVERNMENT CONTRACT

Prior practice		New process	
Award Type	Local Contract	Award Type	Local Contract
DPA	628990	DPA	628990
Fund	87300	Fund	87300
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.