

ATTACHMENT I

**University of California Campus Subaward – Extramural Funds**

University of California, _____ (Prime Campus)	University of California, _____ (Participating Campus/Division)
PI:	PI:
Department:	Department:
Authorized Official:	Authorized Official:
Prime Award Information	
Prime Award No.:	Project Title:
Prime Sponsor:	
CFDA No.:	
Campus Subaward Information	
Subaward No.:	Performance Period:
Date issued:	Total Amount Awarded: \$

The Campus Subaward allocates funds from the above-cited award for the participation of your campus. Copies of all award documentation are enclosed. (Attachment 1.) As a campus subaward, this project is to be administered pursuant to University Contract and Grant Manual Section 10-240 through 10-248, as supplemented by relevant Contract and Grant Memos.

The fund number for this award that we have assigned for purposes of reporting in the Corporate Financial System (CFS) is \_\_\_\_\_, which is in the fund block: [check one as applicable]  federal;  State agency;  other govt;  private]. The sponsor code we have assigned for CFS purposes is \_\_\_\_\_ and the sponsor category is \_\_\_\_\_. The ultimate sources of the funds for this award (check one):  are not  are partially  are entirely federal and (check one)  are not  are subject to the American Recovery and Reinvestment Act of 2009 (ARRA), UCOP Operating Guidance Memo No. 09-03. The prime campus  is delegating authority to submit ARRA reporting information directly onto FederalReporting.gov [OR]  is not delegating authority to submit ARRA reporting information directly onto FederalReporting.gov. Please note subrecipient reporting obligations under ARRA below.

For Contract and Grant Reporting System (CGX) purposes, the sponsor code for reporting this award should be the code for [campus/division name and sponsor code]. The direction and monitoring of the research effort will be carried out as described in the project [proposal dated \_\_\_\_\_ OR Scope of Work Attachment 2].

Please advise your Extramural Funds Office of this award. Funds should be appropriated in accordance with the budget, including direct costs, indirect costs, and cost-sharing elements, Attachment 3. 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 [and prime campus department with contact name and address] copies of the Intercampus Request for Reimbursement for billing purposes. [Available with C&G Memo 02-02 <http://www.ucop.edu/raohome/cgmemos/02-02.htm>.]

The final request should be marked "Final" and submitted to our Extramural Funds Accounting Office [OR prime campus department] on or before \_\_\_\_\_.

Funds to cover expenditures will be transferred to your campus according to procedures outlined in Accounting Manual Sec. F-351.

Technical progress reports shall be provided to \_\_\_\_\_ at [campus/division] on or before \_\_\_\_\_. [For ARRA funds, ADD: No later than ten (10) days after the end of each calendar quarter. Campus shall (check one)  enter the delegated ARRA reporting information directly onto FederalReporting.gov and provide to the prime campus all non-delegated ARRA reporting information; [OR]  submit all ARRA required information to: \_\_\_\_\_.]

Equipment inventory reports are due to this office by \_\_\_\_\_. A final patent report is due to this office by \_\_\_\_\_. [Any special terms and conditions or responsibilities are listed on Attachment 4.]

Please direct any questions regarding administration of this project to \_\_\_\_\_ at \_\_\_\_\_.

\_\_\_\_\_  
Contract and Grant Officer  
[Prime Campus/Division]  
Date \_\_\_\_\_

Attachments

cc:

\_\_\_\_\_ (prime campus PI)  
\_\_\_\_\_ (prime campus Extramural Funds Accounting Officer)