
June 9, 2023

To: Contact & Grant Officers

Subject: UC Multiple Campus Award/Amendment and Multiple Campus Commitment Forms

Memo History

This RPAC Memo cancels and replaces Contract & Grant Memo 14-08 (and its supplements).

Background

This Memo updates the guidance on the procedures for the administration of Multiple Campus Awards (MCAs) among University of California campuses, the Division of Agriculture and Natural Resources (DANR), and the Office of the President (OP) (all are referred to as “campuses” for the purposes of this Memo).

This Memo is not applicable to campus-issued subawards to the UC-managed or co-managed DOE national laboratories (which are covered under separate RPAC Memos).

This Memo includes an updated “UC Multiple Campus Award (NEW AWARD)” template, a new “UC Multiple Campus Award (AMENDMENT)” template, and an updated “Multiple Campus Commitment Form,” developed in consultation with a system-wide workgroup.

Guidance

1. Instructions for completing the Multiple Campus Award (MCA) forms

The information requested on these forms is mostly self-explanatory, but additional instructions are provided here for some sections.

- The REMS Sponsor Code is the unique-identifier code assigned to the funding source Sponsor through the [Research Enterprise Management System](#)’s (REMS) “Entity Information” section.
- Under “Sponsor,” enter the name of the extramural entity associated with the REMS Sponsor Code. For flow-through Prime Awards, list the Sponsors and REMS Sponsor Codes, in flow-through order, separated by slashes (e.g. Sponsor: “NSF / Yale Univ”; REMS Sponsor Codes: “5400 / 9340”).

- Under “REMS Sponsor Category,” choose the appropriate value from the drop-down menu. Each Sponsor’s category information is also provided in [REMS](#) (see the “Category” field in the “Entity Information” section).
- Under “Prime Campus Fund/Project No.” enter the Prime Campus’s unique identifier assigned to the Prime Award. For campuses that use the new Chart of Accounts, this value is the “Project Number”; for campuses that use the older Chart of Accounts, this value is the “Fund Number.”
- When federal grant funds are involved, the Federal Award Identification Number (FAIN) and the [Assistance Listing Number](#) must be provided. Additionally, if the Fund Source is partially or entirely U.S. federal, the corresponding box must be checked.
- If the extramural award is subject to the Federal Funding Accountability and Transparency Act (FFATA), the UC campus issuing the MCA should check the FFATA Reporting box and insert its FFATA contact information. In this manner, per [RPAC Memo 14-03](#), the campus receiving funds under the MCA (the “Participating Campus”) is reminded of the requirement to provide the Prime Campus’s authorized official all applicable reporting information for any qualifying subaward (no later than 15 days after full execution or modification of the subaward).
- If the extramural award terms require more detail than the standard Intercampus Request for Reimbursement (IRR) form provides (see Billing section below), a line-item invoice or other detail may be required. In addition, in some cases, invoices or IRRs may need to be sent to the Prime Campus PI department for review instead of to the Prime Campus Extramural Funding/Contract and Grant Accounting Office. Deviations such as these should be noted in the Billing section of the MCA.
- In addition to the information provided on the MCA itself, the MCA should be transmitted with copies of the following as applicable:
 - A copy of the prime award document or a distillation from the prime award of all the appropriate flow-down requirements for the MCA;
 - A copy of the approved Scope of Work and Budget.
- Prior to expending any funds, the Participating Campus must ensure that all campus policies and prime sponsor terms and conditions, including as applicable Conflict of Interest (COI), Institutional Review Board (IRB), Institutional Animal Care and Use Committee (IACUC), and other ancillary approvals, have been met and followed.
- Appropriate approvals must be in place at the Participating Campus prior to commencement of any affected work under the MCA, and that work may not take place outside of the approved period, except at the Participating Campus’s own risk.

2. Billing and transfer of funds procedures for MCAs

Both the Contract and Grant Offices and Extramural Funds Management (EFM) Offices each have distinct roles with regard to billing, as outlined below.

2.1. Billing

Contract and Grant Office (C&G Office):

1. The Prime Campus C&G Office sends the Participating Campus C&G Office an MCA.
2. The Prime Campus C&G Office notifies its own EFM Office of an MCA.
3. The Participating Campus C&G Office notifies its own EFM Office of the MCA as part of its award set up.

Extramural Funds Management Office (EFM Office):

1. On the interval specified in the MCA, the Participating Campus should send an IRR to the Prime Campus EFM Office.
2. The Participating Campus should initiate an IRR to the Prime Campus EFM Office no later than the last Friday of the month in order for the financial journal to be included in that month's activity. If the IRR is received by the Prime Campus EFM Office after that date, the Prime Campus has the option of processing the transfer as that month's business or holding the request until the following month.

2.2. Transfer of Funds

1. The Prime Campus EFM Office transfers the funds via a financial journal.
2. Whenever possible, transfers of funds should be done and responded to in the same month requested.
3. Without undue delay, a copy of the transfer of funds should be sent to the Participating Campus EFM Office for an immediate response to avoid any unreconciled transfers appearing on the Financial Control Accounts.

2.3. Closeout

1. The Participating Campus EFM Office should submit its final claim, marking the IRR or invoice as "Final" no later than sixty days after the award period has ended, or as otherwise indicated on the MCA.
2. The Participating Campus may carry forward any unobligated balance to the next year only in accordance with the carry-forward terms included on the MCA Face Page.

The procedures outlined above simplify the process of managing MCAs, but are not meant to preclude campuses from agreeing, in advance, on other procedures as applicable under a prime award. For example, even though advance payments to Participating Campuses are not mentioned, this is certainly an option if the Prime Campus has received advance payments from the sponsor and can, therefore, make advances on its MCA.

Contact

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A handwritten signature in black ink, reading "Lourdes A DeMattos". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Lourdes DeMattos
Director
Research Policy Analysis & Coordination

Attachments: Multiple Campus Award – New Award Template
Multiple Campus Award – Amendment Template
Multiple Campus Award Commitment Form