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

PARTIES

Direct questions regarding administration of this award to the appropriate Central Email, below.

Direct questions regarding project-specific terms and conditions to the Prime Campus Principal Investigator and/or Departmental/Financial Contact, below.

Prime Campus

Participating Campus

Campus and REMS Sponsor Code:

Principal Investigator:

PI Email:

Central Email:

Department/Financial Contact:

PRIME AWARD

Project Title:

Prime Award No:

FAIN:

Sponsor:

[Assistance Listing Number](#) (ALN):

[REMS Sponsor Code:](#)

[REMS Sponsor Category:](#)

Prime Campus Fund/Project No.:

☐ The fund source is partially or entirely U.S. Federal.

BUDGET AND PERFORMANCE PERIOD

MCA Budget Period:

–

Amount Funded This Action:

Estimated Performance Period:

–

Estimated Total (all years):

☐ Participating Campus is responsible for cost-sharing (see Exhibit B).

CARRY-FORWARD

Carry-forward of unobligated funds is:

REPORTING REQUIREMENTS

Contact the Prime Campus's Principal Investigator for questions regarding reporting requirements.

Technical Reports

Other Reports

Interim:

Final:

☐ Prime Award is subject to FFATA. Prime Campus FFATA Contact Email:

Per [RPAC Memo No 14-03](#), the Participating Campus must provide to the Prime Campus FFATA Contact all applicable reporting information for any subaward (under prime Federal grants), or subcontract and vendor agreement (under prime Federal contracts), meeting the FFATA threshold of \$30,000 or more. All such reporting information must be provided to the Prime Campus no later than 15 days after full execution or modification of the subaward, subcontract, or vendor agreement, as applicable.

BILLING

The Participating Campus must submit Intercampus Request(s) for Reimbursement (IRRs) for billing purposes according to [RPAC Guidance Memo No. 23-09](#). Contact the Prime Campus's Department/Financial Contact for questions regarding billing and budgets.

Submit IRRs to:

☐ Please send copy of submitted IRRs to the above Prime Campus Departmental/Financial Contact.

Final IRR, marked as "FINAL," is due on or before:

Additional Financial Reporting:

SPECIAL TERMS AND CONDITIONS

As a Multiple-Campus Award, this project is to be administered pursuant to [University Contract and Grant Manual](#) Section 10-240 through 10-248, as supplemented by relevant [Research Policy Analysis and Coordination \(RPAC\) Guidance Memos](#).

PRIOR APPROVAL: Please note that any actions that require prior approval must be coordinated with the Prime Campus.

ANCILLARY APPROVALS: Before funds are expended, Participating Campus will 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), or other ancillary approvals, have been met and followed. Appropriate approvals will be in place prior to commencement of any affected work, and that work will not take place outside of the approved period.

EXHIBITS

EXHIBIT A (SCOPE OF WORK): The direction and monitoring of the research effort will be carried out as described in the Scope of Work incorporated herein as Exhibit A.

EXHIBIT B (BUDGET): Please advise your Extramural Funds Office of this UC Multiple-Campus Award. Funds should be appropriated in accordance with the Budget incorporated herein as Exhibit B, including direct costs, F&A costs, and any cost-sharing elements. In the event any budgeted cost-sharing commitment is not met, the Participating Campus/Division agrees to bear responsibility for any resulting payments to the Prime Sponsor.

EXHIBIT C (PRIME AWARD): This Multiple-Campus Award allocates funds from the above-cited Prime Award for the participation of your campus. Terms of the Prime Award also apply to the Participating Campus. Copies of Prime Award documents relevant to this UC Multiple-Campus Award are incorporated herein as Exhibit C.

PARTIES

Direct questions regarding administration of this award to the appropriate Central Email, below.

Direct questions regarding project-specific terms and conditions to the Prime Campus Principal Investigator and/or Departmental/Financial Contact, below.

Prime Campus

Participating Campus

Campus and REMS Sponsor Code:

Principal Investigator:

PI Email:

Central Email:

Department/Financial Contact:

PRIME AWARD

Project Title:

Prime Award No:

FAIN:

Sponsor:

[Assistance Listing Number](#) (ALN):

[REMS Sponsor Code:](#)

[REMS Sponsor Category:](#)

Prime Campus Fund/Project No.:

☐ The fund source is partially or entirely U.S. Federal.

BUDGET AND PERFORMANCE PERIOD

Cumulative

MCA Start Date:

Amount Funded This Action:

Budget Period(s):

End of Latest Budget Period:

Total Funds Obligated to Date:

☐ Participating Campus is responsible for cost-sharing (see Exhibit B).

CARRY-FORWARD

Carry-forward of unobligated funds is:

SUMMARY OF AMENDMENT ACTION

The purpose of this amendment is outlined above and/or summarized below. Except as modified herein, all other terms and conditions of the original UC Multiple-Campus Award and successive previous amendments are unchanged and remain in effect.

MULTIPLE CAMPUS (MCA) COMMITMENT FORM

All UC campuses participating in another UC prime campus' award should submit this form when submitting a proposal to UC Prime Campus. It provides a checklist of required documents and certifications.

PARTIES

Prime Campus

Participating Campus

Campus and REMS Sponsor Code:

Principal Investigator:

PI Department:

PRIME AWARD

Project Title:

Sponsor:

BUDGET AND PERFORMANCE PERIOD

Participating Campus' Performance Period Dates:

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Participating Campus' Total Funds Requested:

SECTION A – Proposal Documents

The following documents are included in our subaward proposal submission and covered by the certifications below: *(check all that apply)*

- ☐ Statement of Work (required)
- ☐ Budget and Budget Justification (required)
- ☐ Other *(specify)*

SECTION B - Certifications

(check or insert all that apply)

1. Facilities and administrative rate and base applied in this proposal is % based on the following:

- ☐ Federally negotiated F&A rates for this type of work.
- ☐ Other *(specify)*:

2. Human Subjects Yes ☐ No ☐

3. Animal Subjects Yes ☐ No ☐

4. Stem Cells Yes ☐ No ☐

5. Recombinant DNA Yes ☐ No ☐

6. Cost Sharing Yes ☐ No ☐

Cost sharing amounts and justification must be included in the Participating Campus budget. Please be advised that an annual verification of cost share commitment will be required.

APPROVED FOR PARTICIPATING CAMPUS:

The information, certifications, and representations above have been read, signed, and made by an authorized official named herein. Participating campus is responsible for following all applicable UC and sponsor policies. Participating campus is prepared to accept any resultant MCA in accordance with UC Policy. Any work begun and/or expenses incurred prior to receipt of a MCA agreement are at the Participating Campus' own risk.

Signature of Participating Campus Authorized Official

Date Signed

Type or print name and title of Authorized Official

Email

Phone

Street Address, City, State, Zip

Award Inbox Email

Unique Entity Identifier (UEI)

Congressional District

Campus EIN