
January 26, 2024

To: Contact & Grant Officers, Accounting Managers

Subject: UC Intramural Funds Awards and Amendments

Background

This memo provides guidance on the procedures for the administration of UC Intramural Funds Awards (IFAs) 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 also includes an IFA award template and an IFA award amendment template.

Intramural funds are those appearing on the University’s general budget, such as direct appropriations to the University of California budget by the State, as opposed to those received via a contract, grant, or other agreement with a sponsor external to the University (i.e., “extramural” funds). Examples of intramural funds programs at UC may include:

- Academic Senate grant funding opportunities
- Campus internal funding programs for faculty development
- University of California Office of the President (UCOP) grant funding opportunities

Purpose

Campuses should use the IFA template when that campus serves as the pass-through entity in transferring intramural funds to another campus (e.g. UC MEXUS makes an award to UC Riverside, then UC Riverside passes on part of its MEXUS award to UC Santa Barbara to complete a portion of the scope of work). Participating campuses should submit the MCA commitment form to the prime campus at proposal stage.

Instructions for completing the Intramural Funds Award (IFA) form:

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

- 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.”

- In the “Payment” section, the prime campus should include a link to its Interlocation Transfer of Funds template as well as a contact email address to which the participating campus must send the filled-out template.
- The prime campus should transmit the IFA to the participating campus along with the following:
 - A copy of the prime award document or a distillation from the prime award of all the appropriate flow-down requirements for the IFA;
 - A copy of the approved Participating Campus’s 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 IFA, and that work may not take place outside of the approved period, except at the Participating Campus’s own risk.

Billing and transfer of funds procedures for IFAs

Participating campuses receiving IFAs will be paid after the execution of the IFA. Intramural funds transfers between UC campuses or locations are processed in the Interlocation Transfer of Funds system (ITF). The participating campus should follow the steps below:

1. The recipient department (or unit) initiates the request by completing and returning the ITF Template as described in the “Payment” section of the IFA document.
2. The appropriate budget personnel at the prime campus reviews the request and enters the transfer in the Interlocation Transfer of Funds system for approval by UCOP.
3. Financial Accounting and Controls Department prepares and posts corresponding financial journals.

Contact

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

Lourdes DeMattos

Director

Research Policy Analysis & Coordination

Attachments: IFA New Award Template
IFA Amended Award Template