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.

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Attachments: IFA New Award Template
IFA Amended Award Template

UNIVERSITY OF CALIFORNIA

UC Intramural Funds Award (IFA) No.
NEW AWARD
Date Issued:

Supported by
Intramural Funds

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 Email:		

PRIME AWARD

Project Title:

Prime Award No:

Sponsor:

REMS Sponsor Code: REMS Sponsor Category: 14 (UC Campus, Location or Pgm)

Prime Campus Fund/Project No.:

BUDGET AND PERFORMANCE PERIOD

IFA 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:

PAYMENT
The Participating Campus will be paid via Interlocation Transfer of Funds (ITF). To request payment, the Participating Campus shall provide chartfield values to which awarded funds shall be transferred, on the appropriate lines of the ITF Form provided in the link below. The Participating Campus shall submit the ITF Form to the contact specified below. The Prime Campus shall transfer awarded funds from the Fund/Project No. stated above, to the account number provided by the Participating Campus on the ITF Form. Refer to RPAC Guidance Memo No. 24-01.
Submission of the ITF Form constitutes acceptance of this award and its terms.

The ITF amount shall be for the "Amount Funded This Action" stated above.

The Participating Campus shall complete the following ITF Form: *(provide URL link to form)*

The Participating Campus shall submit the completed ITF Form to:

(Optional) The intramural funds for this Award at the Prime Campus are held and managed by:
☐ Extramural Fund Management Office   ☐ General Accounting Office
☐ Other:

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): If required by your Campus's procedures for intramural funding, please advise your accounting office that manages intramurally funded awards (e.g. your General Accounting Office or the Extramural Funds Management/Contracts & Grants Accounting Office) of this IFA. 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 UC Intramural Funds 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 Intramural Funds Award are incorporated herein as Exhibit C.

UNIVERSITY OF CALIFORNIA

UC Intramural Funds Award (IFA) No.
AMENDMENT No.
Date Issued:

Supported by Intramural Funds

	Prime Campus	**Participating Campus**
Campus and REMS Sponsor Code:		
Principal Investigator:		
PI Email:		
Central Email:		
Department/Financial Contact Email:		

PRIME AWARD

Project Title:

Prime Award No:

Sponsor:

REMS Sponsor Code: REMS Sponsor Category: 14 (UC Campus, Location or Pgm)

Prime Campus Fund/Project No.:

BUDGET AND PERFORMANCE PERIOD

Cumulative Budget Period(s):	IFA Start Date:	Amount Funded This Action:
	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 Intramural Funds Award and successive previous amendments are unchanged and remain in effect.