



University of California
Office of the President

Vice President—
Research & Graduate Studies

Research Administration Office

Memo Operating Guidance

No. 09-03
Supplement 1
May 26, 2009

CGX SYSTEM CONTACTS CONTRACT AND GRANT OFFICERS INSTITUTIONAL RESEARCH DIRECTORS

Subject: Reporting of American Recovery and Reinvestment Act of 2009 (ARRA) Proposals

In response to requests for information on the volume of proposals submitted by the University of California to ARRA-funded programs, we are providing guidance on reporting these proposals to the Office of the President. This memo supplements RAO Operating Guidance Memo 09-03, which specifies procedures for reporting ARRA Awards and expenditures to the Contracts & Grants (CGX) System, Corporate Account Fund Profile (CAFP) System and the Corporate Financial System (CFS).

Reporting ARRA Proposals to the Contracts & Grants (CGX) System

The Office of the President has been called upon to provide information on the volume and potential dollar value of proposals by the University of California to federal programs supported solely with ARRA funds. This will require additional proposal information from reporting locations when they submit quarterly Proposal files to the CGX system. Most if not all locations are already flagging ARRA proposals in their research administration systems, and the same criteria should be used in reporting these proposals to the Office of the President.

1. Flag ARRA Proposals Using a New CGX Data Element.

To identify all ARRA proposals, the CGX system will be modified to include a new, single-character data element that can be used to denote proposals for ARRA and other special-source funds that may become available in the future. Currently, this field will have a single valid value of 'A' for ARRA, and should be left blank for all other proposals. The new CGX Data Element will have the following characteristics:

Name:	SPECIAL FUND SOURCE
Type:	ALPHANUMERIC
Length:	1
Format:	N/A
General Description:	Code indicating that the proposal is directed towards a special fund source.
Code Interpretation:	'A' – American Recovery and Reinvestment Act (ARRA) Proposal

The Special Fund Source field will occupy Position 08 (currently a blank field) on the 350-character CGX Proposal File Layout for the quarterly Proposal report file transmitted to the Office of the President. Additional information on the Proposal File Layout may be found here: http://www.ucop.edu/irc/campus_specs/cgx/cgxprpdt.html.

Changes to the reporting of proposals to the CGX system will be effective as of July 1, 2009, and will apply to all proposals reported for Q409. This immediate implementation requirement is a departure from the usual process. Normally, campuses are given a minimum six-month notice for similar changes; however, the unique circumstances regarding ARRA-funded programs necessitate this extraordinary request.

If you have any questions on these new procedures, please contact:

Charles Drucker, Ph.D.
Institutional Research
University of California
1111 Franklin Street, 11th Floor
Oakland, CA 94607-5200
Phone: 510-587-6011
charles.drucker@ucop.edu

Thank you.

William T. Tucker
Executive Director
Office of Technology Transfer and
Research Administration Office
UC Office of the President