



Finance & Administrative Services

Office of Accounting Services

Sponsored Program Accounting

Date: September 1, 2009

To: Deans and Directors

From: Patricia M. Territo
Director, Sponsored Program Accounting

RE: American Recovery and Reinvestment Act (ARRA)

Recipients of ARRA funding are subject to unprecedented reporting requirements. These reports are due within 10 calendar days of the end of each quarter: October 10, January 10, April 10, and July 10. Report submission is the responsibility of Sponsored Program Accounting (SPA). However, there are several elements of the report that request information which only the Principal Investigator (PI) can provide. Therefore, in order to ensure minimal interruption of research, to maintain consistency, to avoid duplication of effort, and to ensure all pertinent information is obtained and is complete, SPA has developed the following procedures.

On or about the first day of each month of the last quarter covered by the report (September 1, December 1, March 1, and June 1), SPA analysts will e-mail PIs a spreadsheet containing all of the quarterly reporting data elements. Upon receipt of the spreadsheet, PIs should complete the following elements:

- Award Description
- Project Status
- Number of Jobs
- Description of Jobs Created
- Quarterly Activities/Project Description
- Primary Place of Performance

PIs having more than one ARRA project will receive a separate spreadsheet for each award. Reports are cumulative; therefore, each quarter's report should cover activity from inception to date. The first spreadsheet will be blank; subsequent spreadsheets will contain data from the previous quarter, and request updates. Even if there is no change from the previous quarter, the spreadsheet must still be completed and returned. It is imperative that the spreadsheets be returned to SPA no later than September 20, December 20, March 20, and June 20, to allow enough time to compile the financial information, submit the report, and ensure receipt by the federal government.

If ARRA funds are received via a subcontract from a non-federal entity, no action is required on the PI's part. All data elements will be completed by SPA.

Any questions may be directed to the PI's SPA analyst, found on screen 3 of the Chart of Accounts.

Thank you for your cooperation with this important matter.

cc: Vice Chancellor Jerry Baudin, Finance & Administrative Services
Interim Vice Chancellor Designee Eric Monday, Finance & Administrative Services
Vice Chancellor Brooks Keel, Research & Economic Development
Associate Vice Chancellor Donna Torres, Accounting Services
Mr. Jim Bates, Executive Director, Office of Sponsored Programs