

**March 13, 2009**

**Deans, Directors, Department Chairs and Administrative Officers**

**Re: Recovery Act Funding**

The American Recovery and Reinvestment Act and the \$21.5 billion directed to various federal agencies for research offers tremendous opportunities for the campus. As a result, we anticipate that there will be a major surge in campus research activity. The UCLA Office of Research Administration is preparing for a sharp increase in the volume of proposals that will be submitted within the next few months, the new information that must be captured, and the quarterly reports that will be required. We also recognize the additional burdens that will be placed upon the researchers themselves and upon their departments. This will be the first in a series of communications about the Recovery Act.

We want to alert you to the following:

- All NIH applications must be prepared and submitted electronically and we expect that most other agencies will have similar requirements. The federal Office of Management and Budget (OMB) has already expressed concern about Grants.gov's limited capacity. As we have previously experienced systems failures, especially during periods of high usage, it is vital that proposals be provided to OCGA early enough to ensure that submission can begin at least five working days prior to the submission deadline. Proposals submitted after this time may not be successfully submitted in spite of OCGA's best attempts. We strongly encourage use of the S2S Grants system (Cayuse) wherever possible in order to avoid the traffic of manual submissions at the Grants.gov website. Additional training sessions on use of Cayuse are being scheduled and will be offered as needed.
- In light of the variety of proposal formats in use and the multiple ways in which proposals are delivered to OCGA, we are reexamining the proposal intake process and the options for increasing efficiency in the immediate term. We will provide additional information and recommendations in the coming weeks as we work to find ways of efficiently reviewing and submitting large numbers of proposals under tight time constraints.
- Given the unusual requirement for frequent reports of expenditures, job creation, job retention, and progress, project staff may need to work with departmental or school staff to manage and review expenditures and track other data. Thus, while federal costing principles generally do not permit Universities to include the cost of administrative personnel as a direct cost in research proposals, exceptions are permitted when a project requires extensive administrative support that is

significantly greater than the level of service routinely provided by academic department staff. I believe that many proposals may meet the requirements for this exception and could include a request for some administrative support. Such requests will need to be carefully justified to address the exception criteria. Sample language and guidelines for requesting the exception are being developed and will be issued soon.

- Recovered Facilities + Administrative (indirect) costs are critical for supporting the research infrastructure, especially in light of these increased compliance activities and costs. I will not be inclined to consider requests for waivers.
- OCGA and EFM will be able to quickly establish accounts upon receipt of awards when proposal files are complete and all conflict of interest reviews and other necessary approvals are in place before an award is made.
- If prior to receipt of a formal award document, faculty learn that a proposal will be funded, we encourage use of the electronic Request for Authorization to Spend (eRAS) process to establish advance accounts. UCLA Policy 920 (*Expenditure of Funds Against Contracts and Grants Based on Firm Commitments*) is being revised. We anticipate that the revised policy will be issued within a few weeks.

As information released by the federal agencies changes on an almost daily basis, I suggest that you check the websites below for specific information:

- The NIH has released a number of announcements about Recovery Act funding including the program announcement for NIH Challenge Grants in Health and Science Research (see <http://grants.nih.gov/grants/guide/rfa-files/RFA-OD-09-003.html> and [http://grants.nih.gov/grants/funding/challenge\\_award/Omnibus.pdf](http://grants.nih.gov/grants/funding/challenge_award/Omnibus.pdf)).
- For NSF updates, see: <http://www.nsf.gov/recovery/>.
- For DoE updates, see: <http://www.energy.gov/recovery/index.htm>.
- Additional monies will be directed to other federal agencies. See: <http://www.recovery.gov/?q=content/agencies> for an overview of information about the federal Recovery Act program. Information about Recovery Act funding opportunities across multiple federal agencies can also be found at: <http://grants.gov/>.

Finally, a Research Administrators Forum (RAF) has been scheduled for March 19, 2009 at 10am in the Louis Jolyon Auditorium of the Semel Institute. Campus response to the Recovery Act will be one of the items to be discussed at that session.

Sincerely,

**Roberto Peccei**

Vice Chancellor for Research