

FUND SET-UP PROCEDURE

Funds can be setup in the Weblinks system either pre award or post award. Award setup is establishing the fund number, DPA and deocode in the system and requesting speedchart(s). Pre award fund setup is when a fund number and speedchart are requested prior to an award being provided to UCSF. This should be done only in exceptional cases and only when an award is certain to be made. Normally, a fund is setup after an award is made to UCSF. The steps below outline the process for both situations.

STEPS FOR FUND SETUP:

1. Request fund number and DPA.
2. Request speedchart(s).
3. Request program codes (if needed)
4. Work with accounting to ensure award budget is appropriated correctly in Weblinks
5. Review award details in Weblinks FUND DETAIL.

STEPS FOR PRE-AWARD FUND SETUP:

In exceptional circumstances a fund number, DPA and speedchart may be requested in advance and award being made. Advance fund setup is only approved for three circumstances:

1. For awards under the Federal Demonstration Partnership (FDP) in which 90 day pre-award spending is allowed;
2. When an award has not been finalized by the institution but the project begin date has passed and;
3. For a new fund year on an already existing award.

Advance fund setup should never be requested for an award that is not working its way through the system or that has significant contract negotiation issues (intellectual property, liability, budget). In addition, for non-federal or non-federal flow-through grants or contracts, the PI on the proposed new award must understand that if the award is late in appropriated in the system or if it is withdrawn, that he or she is liable for any expenses (including negative STIP) that are incurred on the award due to delays or withdraw. He or she must have sufficient unrestricted funds to cover such deficits or the department/division must agree to cover the deficits if there are problems with the award.

To initiate the process for an advance fund number, a request must be made through UCSF Contracts and grant and the request must be approved by the PI and the Chair for the Department. The Advance Fund Request form and more detail on the process is available at:

<http://www.research.ucsf.edu/cg/forms/cgFundAdvReq.asp>.

If a fund is set up in advance of the award, the same fund number will be used for the award once it is officially set up in the accounting system. This will minimize the number of cost transfers, purchase order and HR changes that need to be made after the award is at the institution.

Once a fund number and DPA are provided by Extramural funds, a speedchart can be requested and the same process outlined below for Post Award fund setup is followed.

STEPS FOR POST AWARD FUND SETUP:

Under normal circumstances, after an award is made and entered into the Peoplesoft system and forwarded to Extramural funds (EMF) for further processing, the PI and the appropriate analyst will be contacted by EMF to request a DPA for the fund (or multiple DPAs if the award necessitates this) and for the department to provide cost sharing information (if applicable). The analyst replies to the email with the DPA(s) to be used for the fund and generally is provided a fund number within 2-4 days.

Once the fund number is obtained, the next step is to obtain a speedchart number for each DPA attached to the fund number. This is done by completing the speedchart request form, available at http://acctg.ucsf.edu/archives/pdf/Consolidated_Fund_SCN_Form.pdf. Extramural funds can also be contacted to setup a program code or program codes if needed.

After the fund number and speedchart are obtained, the next step is to ensure that the awarded budget is appropriated to NCA groups in Weblinks accurately. Extramural funds is responsible for doing this, but the appropriation should be reviewed against the budget to ensure it is done accurately. In addition, for budgets that do not follow the UCSF NCA distributions exactly, EMF staff may need assistance in determining where to allocate funds. Communication to correct or refine distributions is done via email with the appropriate EMF Team Member.

Finally, the award details (indirect cost code and rate, start and end dates, speedchart, etc...) should be reviewed in the FUND DETAIL section of Weblinks to ensure that the system has the details accurately reflected. Any corrections should be communicated to EMF immediately, in particular if the indirect cost rate is inaccurate.