OFFICE OF RESEARCH—SPONSORED PROJECTS
**Multi-Campus Award (MCA) PROCESSING PROCEDURES**

<span style="background-color:black;color:white">PROPOSAL PROCESSING STEPS</span>
**(1) PI REQUESTS PROPOSAL FROM PROPOSED SISTER CAMPUS**
- Signed MCA Commitment form (UCSB/OR SK Form 101)
- Statement of Work (SOW)
- Budget and Justification
  - PI/Dept.: Responsible for review of Fringe Benefit & F&A rate calculations of Sister Campus' Budget
- Any other documents required by UCSB or Sponsor

**(2) PI PREPARES A PROPOSAL INCLUDING AN MCA**
- Incorporate sister campus' proposal and SOW into UCSB's for consideration as one proposal.
- Include the sister campus' budget as a line item in UCSB's budget.
- Include other sister campus' docs (e.g., budget forms, biosketches, other support) as required by sponsor.
- Forward completed UCSB proposal to Sponsored Projects for review, including signed MCA Commitment Form (UCSB/OR SK Form 101).

**(3) SPONSORED PROJECTS PROCESSES THE PROPOSAL**
- Verifies that all required subrecipient documentation is present
- Endorses proposal and submits to Sponsor for consideration
- Files all subrecipient paperwork in proposal file (available for use when award is made)

<span style="background-color:black;color:white">MCA ISSUANCE STEPS</span>
**(4) UCSB NEGOTIATES WITH SPONSOR AND ENDORSES THE PRIME AWARD, IF REQUIRED**

**(5) PI/DEPARTMENT VERIFIES ANY SUBSEQUENT PAPERWORK NEEDED FROM SISTER CAMPUS' THAT WAS NOT RECEIVED WITH MCA COMMITMENT FORM**
- Revised budget or statement of work (see #6 below) if applicable

**(6) PREPARE UCSB/OR SK FORM 800 PART B**
- Include in UCSB/OR SK Form 800 Part B:
  - ORBiT record number and prime award number
  - Confirmation that SOW and budget are same as proposed; if not, provide a revised SOW and/or budget
  - Name, email, phone, and address for sister campus' PI, administrator, and signing official

**(7) DEPARTMENT LIAISON SENDS REQUIRED DOCUMENTS TO SPO (SK FORM 800 PART B AND ANY ADDITIONAL REQUIRED DOCUMENTS)**

**(8) SPO PREPARES AND ISSUES MCA**
- Pulls existing documentation from award file
- Confirms that all required approvals to enter into the MCA have been obtained
- Prepares MCA, attaches copy of prime award, scans and emails to sister campus, UCSB accounting, PI, Dept. Liaison.

<span style="background-color:black;color:white">MCA MONITORING CLOSEOUT STEPS</span>
**(9) PI MONITORS SISTER CAMPUS' TECHNICAL PROGRESS**

**(10) DEPARTMENT/PI MONITORS SISTER CAMPUS' ADHERENCE TO TERMS OF MCA**

**(11) PI/DEPARTMENT PLAN FOR TIMELY CLOSEOUT—WITHIN REASONABLE TIME, DEPARTMENT LIAISON SHOULD DO THE FOLLOWING:**
- Throughout the life of the MCA Extramural Accounting receives transfer request form from sister campus. When final transfer request form is received and balance remains, Extramural Accounting will contact department regarding the remaining funds.