



EMF PROJECT CONTRIBUTION FORMS

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WELCOME to BFS Mini Tune-ups

OBJECTIVE:

Online meetings to provide campus staff with a high level perspective and information on both topics of interest and new/upcoming initiatives and policy updates.

PRINCIPLES:

- Sessions are conducted via Zoom and will last no longer than 30 minutes
- Participants will be muted during the session
- Chat questions can be submitted but priority will be given to questions submitted ahead of time at www.bfs.ucsb.edu/coaching
- The Mini Tune-up website will be updated with session details and information



How to Complete a Project Contribution Report

Helpful links for understanding & completing PCR form:

PCR Instructions can be found on BFS Website at:

<https://www.bfs.ucsb.edu/extramural-funds/project-contributions/how-complete-project-contribution-report>

An Example of a **Completed PCR** can be found on BFS Website at:

https://www.bfs.ucsb.edu/sites/www.bfs.ucsb.edu/files/docs/extramural_funds/PCR%20Template.pdf

Project Contribution Guidance can be found on Office of Research Website at:

<https://www.research.ucsb.edu/media/133094/project%20contribution%20guidance%20122214.pdf>



Project Contribution

Resources that are contributed to a sponsored project **over and above the support provided by extramural sponsor of that project.** The requirements of the award and the funding source determine the type of contribution.



EMF only requires **COMMITTED** project contributions be tracked on PCR Forms.

Committed contributions are those that are quantified in the proposal documents submitted to the sponsor or included in the award document. These can be **mandatory** or **voluntary**.



Mandatory Committed

REQUIRED by the sponsor as a condition of funds being awarded. Typically this requirement is indicated in the program announcement/solicitation. Tracking is required by administering department and reported to EMF on a PCR at regular intervals.

Voluntary Committed

NOT REQUIRED by the sponsor, but because they were quantified in the proposal, they become **mandatory** when an award is made. Tracking is required by administering department and reported to EMF on a PCR at regular intervals.



UNCOMMITTED Project Contributions

(Not reported on PCRs)

Uncommitted project contributions are not quantified within the proposal documents submitted to the sponsor or included in the award documents. These are always voluntary. EMF will not track any uncommitted project contributions, although departments still need to track UC Cash or Third Party Match at their end.



PCR Instructions can be found on BFS

Website at:

<https://www.bfs.ucsb.edu/extramural-funds/project-contributions/how-complete-project-contribution-report>

How to Complete a Project Contribution Report

The project contribution report is emailed to the department for mandatory and institutional cost sharing. It is required on an **annual basis** and at the **termination** of the award.

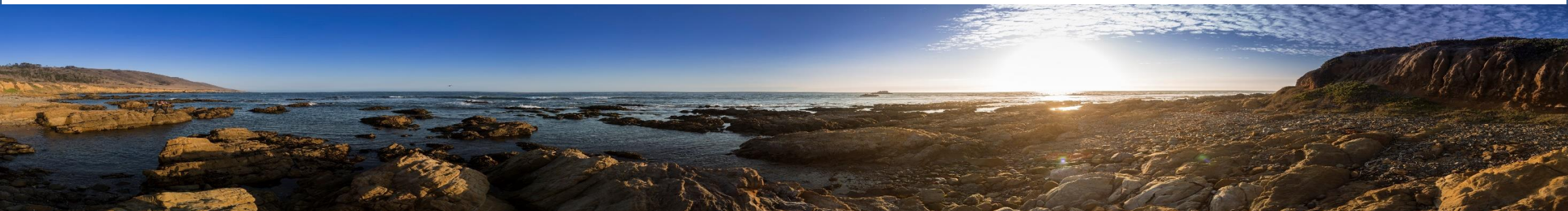
The numbers listed below with the accompanying description refer to and explain the numbered boxes on the [Project Contribution Report Example](#).



PROJECT CONTRIBUTION FORMAT:

Sections 1-13 are completed by Extramural Funds.

- 1 **Fund Number:** The fund number, a five-digit number established for individual contract & grants, is entered in this area.
- 2 **Account Number:** The account number of the campus department administering the fund.
- 3 **Agency Name:** The name of the agency that awarded the funds to the Principal Investigator.
- 4 **Principal Investigator:** The name of the professor who has been awarded the funds.
- 5 **Department:** The name of the department administering the award.
- 6 This box describes the campus recipient of the award. Generally, 'Principal Investigator' is checked in this area.
- 7 **Award Number:** This number is assigned by the agency.
- 8 **Reporting Period:** This is the current period to report cost share. It is normally a one year period.
- 9 **Project Contribution Period:** This is the begin and termination date of the entire award. It can be the length of the reporting period or greater.
- 10 **Funding Agency:** The entity that provides funding for a project conducted by the University. May be a government sponsor or a private organization.
- 11 **Total Committed:**
Commitment - This total is the cumulative financial commitment negotiated for the agency and UCSB portion. These totals should be equal to the sum of all the Award Synopsis' received to date for both agency and University cost sharing.
Expenditures - Cumulative to Date: These are the totals for all reporting periods to date. For awards with more than one reporting period, this would accumulate cost sharing expenditures for all project contribution reports submitted.
Difference- This is the total variance of the commitment totals to the actual expenditures to date.
- 12 **Third Party Contribution:** The sponsor requires the University, as a condition of the award, to “match” the sponsor’s support in a fixed amount, through resources from non-UC sources pledged in support of a project.
- 13 **UC In-Kind/UC Cash:** The data in this section includes the agency and University financial commitments and expenditures for the award.



Boxes 1-13 (Shaded area completed by EMF only)

PROJECT CONTRIBUTION REPORT		DATE: 2/5/2016	
UNIVERSITY OF CALIFORNIA, SANTA BARBARA		1. FUND #	2. ACCOUNT #
SHADED AREAS TO BE COMPLETED BY ACCOUNTING		22701	444012
3. Agency Name U.S. NAVY	4. Principal Investigator JOHNSON	5. Department CHEM	
6. The University has received the award referred to above which names (Check appropriate box):	<input checked="" type="checkbox"/> Principal Investigator <input type="checkbox"/> Other _____	7. Award Number N00014-08-1-0063	
8. Contribution Reporting Period: 6/1/2015 TO 5/31/2016	9. Award Period 7/1/2008 TO 1/31/2017		
10. FUNDING AGENCY U.S. NAVY	(A) Total Award AMOUNT	(B) Expenditures CUMULATIVE TO DATE	(A-B) DIFFERENCE
11. TOTAL COMMITTED	(A) Commitment AMOUNT	(B) Expenditures CUMULATIVE TO DATE	(A-B) DIFFERENCE
12. THIRD PARTY CONTRIBUTION (FORMERLY MATCHING)	128,500.00	89,500.00	39,000.00
13. UC IN-KIND/UC CASH (FORMERLY COST SHARE/UC PARTICIPATION)	54,200.00	25,000.00	29,200.00
TOTAL	182,700.00	114,500.00	68,200.00

Details (Use separate sheet if needed and attach it to the back of this form.)

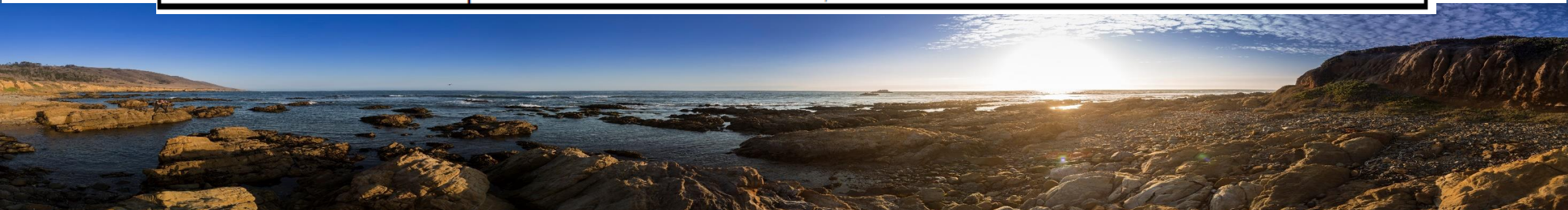


Sections 14-16 are completed by the Department.

Details (Use separate sheet if needed and attach it to the back of this form.). For sections 14-16 All relevant backup must be attached to this form. Attach supporting ledgers, Data Warehouse reports, etc. For Third Party Contributions not managed by UCSB, attach official letters on company letterhead from 3rd party matchers signed by CFO or other head financial officer determining how matching values reported were derived, and any other relevant backup.

14 Third Party Contribution: List the Agency, Account/Fund, and Amount Reported this Period for non-UC sources pledged in support of a project. Third Party Contribution funds cannot be Federal funds.

<i>Details (Use separate sheet if needed and attach it to the back of this form.)</i>		
14. THIRD PARTY CONTRIBUTION (FORMERLY MATCHING)	Agency: _____ Raytheon	(Attach a memo from the agency if the expenditures are not on the UCSB's general ledger.)
	Account/Fund: _____ 8-444012-59876	
	Amount Reported This Period: _____ 10,000.00	



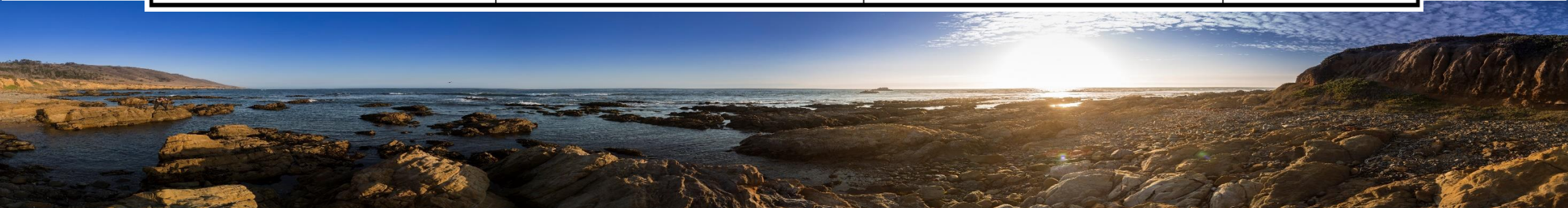
15 UC In-Kind/UC Cash

Salary Contributions: List the **name of the person** whose salary is cost shared, the **account/fund/sub charged**, and **gross pay** for the period. The Cost Contribution is required as a percent of time and the amount is the dollar figure of the gross amount times the percent. Benefits can be specifically identified by person, or the appropriate composite fringe benefit rate entered in box of section 15.

Other Cost Contributions: Report costs other than salaries/wage and benefits. The cost contribution can be reported in percentages or amounts. When reporting percentages, include total amount of cost to derive amount actually shared.

Details (Use separate sheet if needed and attach it to the back of this form.). For sections 14-16 All relevant backup must be attached to this form. Attach supporting ledgers, Data Warehouse reports, etc.

15. UC IN-KIND/UC CASH (FORMERLY COST SHARE/U.C. PARTICIPATION)		** NOTE: UC In-Kind is costs typically under a 40XXXX account & UC Cash is costs typically under a 44XXXX account.**	
Name/Description	Account/Fund/Sub Charged	Total Gross Pay During Period	Cost Contribution Amount
Don Johnson Salary	8-444012-19900-2	72,000.00 x 10%	7200
Don Johnson Benefits	8-444012-19900-6	12,600.00 x 10%	1260
Supplies	8-444012-39850-3		500



16a Signature Block for required **Effort Report creation** when reporting employee **SALARY** in block 15 that is benefitting a **Federal (or Federal-Flow-Through)** award.

In the example provided, because they are reporting SALARY in box 15 (\$7,200 from 8-444012-19900-2) and this Project Contribution Report is for a FEDERAL award (Navy, Fund 22701), Federal regulations require that **an effort report must be created** for an employee (Don Johnson) that put in effort (10%) on a Federal award (Navy, fund 22701) but was paid from a non-federal fund source (fund 19900).

If the Project Contribution Report is for a NON-FEDERAL award and does not have Federal-Flow-Through funds, then salaries like this example being reported in block 15 do NOT need an Effort Report, and “N/A” would be the appropriate response for the Signature line.

For more questions and/or guidance on reporting and creating effort reports for reporting cost sharing on to Federal or FFT awards, please contact UCSB’s Effort Report Coordinator, Rudy Moreno, in the Extramural Funds Accounting Office. It is absolutely imperative that all SALARIES being reported in block 15 that are for a Federal or Federal-Flow-Through award’s Project Contribution Report be reported and adjusted for correctly in the Effort Reporting System. Failure to do so will put the campus out of compliance and jeopardize current and future award funding for the campus.

16a. I certify that an Effort Report has been created (or will be created when ERS period is available) for the Project Contribution salary being reported above. The individual certifying below must have first-hand knowledge of the effort being reported

(Effort Report Certifier's Signature)

(Date)

16b Signature block for PI certifying the period and amounts being reported on the Project Contribution Report. The PI must sign and date the certification statement. Also, the preparer's name and extension are required.

16b. I certify that the above costs represent the amount contributed to the support of the project cited during the reporting period indicated; that these costs are not being used as as University contributions on any other project(s); and that details substantiating these amounts are available in my department in conformance with the terms of the award.

Principal Investigator's Signature

Date

Prepared by

Extension

check appropriate box:

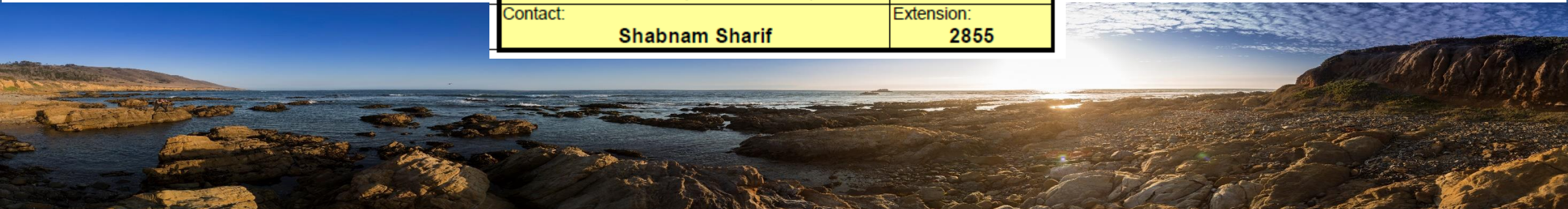
☐ Final Report ☐ Interim Report # ____ of ____.



Sections 17-22 are completed by Extramural Funds.

17-22 The 'For Accounting Use Only' box (sections 17-22) is completed by accounting. These are then filed as official documents and used to complete required financial reporting to the awarding agency.

FOR ACCOUNTING USE ONLY	
17. Salary Contributions per Item 15.	
18. Employee Benefits per item 15.	
19. Other UC In-kind/UC Cash per Item 15.	
20. Total (add Items 17 through 19.)	
21. Overhead Base Code: _____ Rate: _____ Base Amount: _____ CALCULATED AMOUNT:	
22. Total UC In-kind/UC Cash (add items 20 and 21)	
Contact: Shabnam Sharif	Extension: 2855



The last box to be completed by Department is Box 16b.
Do not complete the shaded boxes 17-22. EMF completes those.

Upon completion keep photo copy of report and all relevant backup attached to PCR and return to EMF. Your department is the official office of record for all PCRs.

*PLEASE COMPLETE AND RETURN TO EXTRAMURAL FUND ACCOUNTING
PHOTO COPY FOR DEPARTMENTAL RECORDS*



The award's **administering department** (listed in Box 5 of PCR) is responsible for reporting all required project contribution on award, even if funding is coming from a different area on campus outside of your department. Coordination is essential from the very beginning and should be set up ahead of time with all related parties.



Tracking Project Contribution at Departmental Level

It is HIGHLY recommended that a department tracks its project contribution costs by using a specific project code or some other unique marker in the general ledger so that it can be readily identified, easily pulled up in Data Warehouse, and not double-counted on another award. As is many times the case, certain costs that are being cost shared to an award are often comingled with other costs in a specific account-fund that are not related, so it really helps to identify these costs up front and flag them with an identifier like a unique project code or other department specific identifier.



Department is the Office of Record for Project Contribution Reports

(Back Up Documents are Essential)

The UC Contract & Grant Manual requires that departments retain for audit documents to substantiate sponsored research projects having a project contribution requirement on a project-by-project basis. Principal Investigators & Departments should be prepared to provide auditors with such supplementary information and records as might be practicable to explain the costs certified as having been contributed.



Final Word Regarding Project Contributions

Under Federal **Uniform Guidance**, “Voluntary Committed cost sharing (when UCSB offers to commit project contribution on an award that doesn't require it) will not be used as a factor during the merit review of applications or proposals...” In short, it will not help one proposal with an advantage over another in getting the award, so for Federal awards, it's best to just not offer it (if it is not required). It creates far more work in tracking, reporting, and effort reporting and doesn't give the proposal an advantage during merit review of applications or proposals.



Presenter Contact Information:

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CLOSING - BFS Mini Tune-ups

NEXT STEPS:

Visit the Mini Tune-ups website to:

- View our session blog updates
- Sign up for future sessions and submit questions
- Submit suggestions for future topics

www.bfs.ucsb.edu/coaching





Thank You!
WRAP UP