

Purpose

To ensure that San Jose State University Research Foundation (SJSURF) meets the reporting requirements included in Section 1512 of the American Recovery and Reinvestment Act of 2009 (ARRA). These guidelines provide resource for information about ARRA reporting.

Background and History

The American Recovery and Reinvestment Act of 2009 (i.e. the "economic stimulus package") was signed into law on February 17, 2009. The Act allocates \$21.5 billion for research, providing funding for a broad array of opportunities. Funds received from ARRA require special tracking and reporting as a condition of the award.

Section 1512 of the ARRA requires reports on the use of ARRA funding by recipients no later than the 10th calendar day after the end of the each quarter (beginning the quarter ended September 30, 2009) and for the Federal agency providing those funds to make the reports publicly available no later than the 30th day after the end of that quarter. The recipient reports are required to include the following detailed information:

- Total amount of funds received; and of that, the amount spent on projects and activities;
- A list of those projects and activities funded by name to include:
 - Description
 - Completion status
 - Estimates on jobs created or retained;
- Details on vendors or subawards:
 - For any vendor that is over \$25,000 or any sub-recipients, detailed information as required in the ARRA report format must be provided for the individual vendor or sub-recipient.
 - For any vendor that is less than \$25,000, information (total amount paid and number of payments) shall be reported on an aggregate basis.

Policy

San Jose State University Research Foundation will comply with all ARRA reporting requirements for ARRA awards received. If SJSURF is the prime recipient of ARRA funds, the Office of Sponsored Programs (OSP) will report directly to the Federal Government as the prime and for our sub-recipients. If the University is a sub-recipient of ARRA funds, the Office of Sponsored Programs will report in accordance with the prime recipient's requirements.

Responsibilities

1. OSP has the overall responsibility to ensure compliance with ARRA reporting requirements on any extramurally funded ARRA contract or grant.

Responsibilities (continued)

2. Principal Investigators (PI) are responsible for providing required ARRA Reporting Data Elements to OSP in accordance with schedule (see procedures and schedule below). PI is also responsible for complying with specific ARRA Terms and Conditions of the award.
3. PI and OSP will be responsible for maintaining documentation to support data elements provided.

Procedures

1. Approximately 1 week prior to the end of each reporting quarter, OSP will contact the PI to obtain the following 3 data elements: project status (% of project completion); quarterly activity; and description of job(s) created or retained. These required data elements need to be received prior to the quarterly report due date. (See Definitions section)
2. For vendors over \$25,000 or sub-recipients, OSP will work with PI to obtain the required data elements prior to the submission due date of the quarter.
3. OSP prepares the prescribed excel template/report, fills out the ARRA reporting checklist (see attached) and provides to Associate Director of Post Award for review before submitting the report to federalreporting.gov prior to or on the due date.

Schedule

All awards funded by ARRA require awardees to submit quarterly reports for all awards received. Quarterly reports are due no later than 10 calendar days after each calendar quarter ends.

Quarter Ending	OSP Review and Input Period	Federal Reporting Deadline
September 30	September 25 – October 5	October 10
December 31	December 25 – January 5	January 10
March 31	March 25 – April 5	April 10
June 30	June 25 – July 5	July 10

Resources (click to go to web page)

[Recovery.gov FAQ for recipients](#)

[Federal Reporting.gov](#)

Also, check individual federal agency websites for specific instructions

Definitions

Key Data Elements	Definition
Award Description	<p>For Grants and Loans: Award title and description with purpose of each funding action if any. The description should capture the overall purpose of the award. For example, "community development", "comprehensive community mental health services to adults with a serious mental illness", etc.</p> <p>For Federally Awarded Contracts: Provide a description of the overall purpose and expected outcomes, or results of the contract or action under the contract funded by the Recovery Act, including significant deliverables and, if appropriate, associated units of measure.</p> <hr/> <p>NIH Guidance – Enter project abstract as provided by the HHS Readiness Tool, public health relevance statement, or other text that may be more informative to the public.</p> <p>NSF Guidance – Enter the value from the field entitled, "Abstract at Time of Award" in Research.gov. If the abstract shown in Research.gov is longer than the space allotted, enter as much text as the space will permit, and end with the statement, <i>"The complete abstract for this award is available in Research.gov at: www.research.gov."</i></p>
Quarterly Activities/Project Description	<p>A description of the overall purpose and expected outputs and outcomes or results of the award and first-tier subawards, including significant deliverables and, if appropriate, units of measure.</p> <hr/> <p>NIH Guidance – If there are no significant changes from the Award Description field, then it is acceptable to say, <i>"As defined in the Award Description field."</i> Otherwise report any significant progress or changes.</p> <p>NSF Guidance – Recipients should provide a very brief summary of activities conducted to date to include items such as:</p> <ul style="list-style-type: none">• Personnel in place• Research underway; and /or• Equipment purchased or installed.
Project Status	Evaluation of completion status of the project based on work

	<p>performed. Select one of the following four options:</p> <ul style="list-style-type: none"> • Not started • Less than 50% completed • Completed 50% or more • Fully Completed <p>For awards funding multiple projects, provide your best estimate of completion of all projects combined.</p>
<p>Number of Jobs Created and Retained</p>	<p>An estimate of the number of jobs created and jobs retained in the United States and outlying areas for the current reporting quarter. A job created is a new position created and filled, or an existing open position that is filled, as a result of ARRA funding. A job retained is a previously existing filled position that is now funded, fully or partially, by ARRA funds. Do not count unfilled positions.</p> <p>For grants and loans, the number shall also include the number of jobs created and retained by sub recipients. The number shall be expressed as "full-time equivalent" (FTE), calculated quarterly as all hours worked divided by the total quarterly hours in a full-time schedule (520 hrs/quarter).</p> <p>For instance, two full-time employees working full days and one part-time employee working half days would be reported as 2.5 FTE. A job cannot be reported as both created and retained.</p> <p>For ARRA reporting of jobs created or jobs retained, you may use the percent of effort funded by ARRA awards for the reporting quarter as an FTE equivalent. A funded job is defined as one in which the wages or salaries are either paid for or will be reimbursed with ARRA funding.</p>
<p>Description of Jobs Created and Retained</p>	<p>A brief description of the types of jobs created or retained, and a narrative description of the impact on the recipient's workforce (including the impact on subrecipients). Use job titles, do not list individual names.</p> <p>Example of brief description: <i>"ARRA funds used to support 6 graduate student researchers, 1 Lab Manager, and summer salary for Principal Investigator"</i></p>
<p>Primary Place of Performance</p>	<p>Physical location of prime recipient's primary place of performance (city, state, congressional district, and country).</p>
<p>Vendor Payments \$25,000</p>	<p>A description of the product(s) and/or service(s) provided by the</p>

**and over – Description of
Products or Services
Purchased**

vendor.

Note: Only individual payments \$25,000 and over trigger this reporting requirement.