

Procedures for Reporting ARRA Awards to Federal Reporting Website

General Practices/Procedures

- UAB's Office of the Vice President for Research and Economic Development (OVPRED) has registered at FederalReporting.gov on behalf of all UAB ARRA Awardees.
- Upon receipt of a Notice of Grant Award, the award is processed through the Offices of Grants and Contracts Administration (OGCA) and Grants and Contracts Accounting (GCA), and an account is established for the award.
- For federal award reporting, as much data as possible will be drawn from UAB systems (Oracle for financial data, and ESIS for grant and contract data) to insure quality control and accountability.
- Each system's required data fields will be validated locally within the system and then combined into an online reporting form so that the remaining fields can be completed by the Principal Investigator/Award Manager (PI/AM).
- Data entered by the PI/AM will be validated within the online reporting tool.
- OVPRED will verify information provided by the PI/AM and make needed corrections; the completed form will undergo a final system validation.
- When all reports are complete, the UAB Certifying Official, the Vice President for Research and Economic Development, will certify that the information in the report is accurate and complete.
- The data from all reports will be extracted and sent to the Federal Reporting website as individual xml files, one per award. The information will again be validated by FederalReporting.gov before being accepted by that system. A confirmation email from FederalReporting.gov will be received by the OVPRED mailbox once the file has been accepted.

A. During the Reporting Quarter

- a. Following establishment of an account as defined in [ARRA Grants Accounting](#), OCGA and GCA maintain ARRA Award listings. These lists are reconciled on a weekly basis as follows:
 - i. Comparison of GCA account listing and the OCGA award listing
 - ii. Comparison of the GCA account listing to the DHHS Letter of Credit
 - iii. Review of the NIH listing of grant awards from <http://projectreporter.nih.gov/reporter.cfm> (State Alabama, Congressional District 7)
- b. OVPRED and OCGA load the data elements not provided from UAB's accounting system for each award.

B. End of Quarter

- a. At the end of each reporting quarter, an electronic file is generated for all ARRA awards.
- b. GCA performs a validation of the award and expenditure dollar information to ensure accuracy of the file. Once the validation is complete, the file is forwarded to the UAB Information Technology Department (IT).
- c. IT generates a listing of vendor payments greater than \$25,000 for ARRA Awards .
- d. Simultaneously, the OVPRED reviews the non-financial information compiled throughout the reporting quarter related to the ARRA awards and loads all data on any new or remaining awards. Once the data is complete, the file is received by IT.

- e. Upon receipt of the files from GCA and the OVPRED, IT merges the data into one file.
- f. The single file is loaded to the ARRA Reporting System database.
- g. The status in the ARRA Reporting System is "Open".
- h. The OVPRED reviews the database for completeness. Once the verification is complete, the database is sent to the PI and AM for review.
- i. The PI and AM receive an email notification that ARRA reports are ready for review.
- j. The Status in the ARRA Reporting System is "PI/AM Review".
- k. The PI/AM logs into the ARRA Reporting System.
- l. The PI/AM has the ability to establish a delegate to assist in data entry of required fields.
- m. The PI/AM/delegate completes the data input.
- n. Once the required information is completed, the PI/AM reviews, certifies, and submits the report to OVPRED for central review.
- o. After a system validation that all required fields have been populated, the status in the ARRA Reporting System is changed to "ARRA Review".
- p. The OVPRED reviews the data included for each award. If there is data deemed incomplete, the report is returned to the PI/AM for correction.
- q. Once the OVPRED review is complete, the report status is changed to "ARRA Certified".
- r. Throughout the 10 calendar days following the reporting quarter's end, the OVPRED maintains a listing of the current status of the ARRA Award Reports.
- s. Once the determination is made by OVPRED in consultation with OCGA and GCA, that the population of reports are ready for final certification and submission, the UAB Certifying Official reviews and certifies the reports.
- t. Simultaneously, IT generates an excel extract of the Federal Reporting file and publishes on <http://www.uab.edu/arra/>.
- u. The status is changed to "UAB Certified".
- v. Once the report is UAB Certified, an XML extract is created and OVPRED submits the reports to FederalReporting.gov.
- w. If the reports are flagged by the Federal Government, the OVPRED reviews the issues identified by the Federal Government and addresses them as required.
- x. Following corrections that result from the Federal review, the reports are published on Recovery.gov.

C. State Certification

- a. At the point the status in the ARRA Reporting System is PI/AM Review, IT and GCA will generate a State Certification document.

- b. This document will be transmitted to the State of Alabama via the agreed upon mechanism.
- D. Monthly Reporting to State
- a. GCA will generate an electronic file for all ARRA awards containing the information required by the State.
 - b. This file will be published on <http://www.uab.edu/arra/> .
 - c. The State of Alabama contact will be emailed when the file is published on the above website.