

August 24, 2009

Dear Colleagues-

As you are aware, recipients of awards under the American Recovery and Reinvestment Act (“ARRA”) are required to complete quarterly reports to comply with the transparency requirements of the Act. To address this new compliance area, UCSB convened a work group to develop a process for UCSB to comply with ARRA’s transparency reporting requirements. The work group consists of members from the Office of Research, Extramural Funds Accounting, Business Services, Purchasing and the GUS Programming staff.

The UCSB ARRA Reporting Work group is pleased to announce that it has finalized the ARRA quarterly reporting process for UCSB. Training on the process will be held in the Marine Sciences Building Auditorium September 9, 10, and 11<sup>th</sup> from 9:30am until 11:30am. The same information will be presented at each session. Attendees are asked to register at:

<https://accounting.ucsb.edu/register>

The training session will consist of an overview of UCSB’s process for ARRA quarterly reporting, and a tool that has been developed to assist departments with gathering and tracking data required for reporting information on jobs created and retained. Enhancements made to GUS for gathering and tracking report data will also be presented.

FederalReporting.gov, the portal used for ARRA quarterly reporting, is live. The first reporting deadline is October 10th, 2009 thus departmental personnel that will be responsible for submitting ARRA quarterly reports are encouraged to register on the website as soon as possible. FederalReporting.gov’s registration quick reference card is attached for your use. Once registration has been completed, personnel who will be responsible for submitting reports on the website will need to request the Federal Reporting Pin Number (“FRPIN”) for UCSB. The FRPIN is required for submission of reports to FederalReporting.gov. Instructions for requesting the FRPIN are attached.

We ask that departments provide the name of the person who will be primarily responsible for completing quarterly reports and a backup to that person so that we know who the points of contact are for questions related to ARRA reports. More than one primary or backup may be assigned for each department. The names of those individuals should be sent to [ARRAreporting@research.ucsb.edu](mailto:ARRAreporting@research.ucsb.edu). Michele Crawford will be the point of contact for questions related to registering in Federalreporting.gov. Questions related to ARRA reporting and training may also be directed to [ARRAreporting@research.ucsb.edu](mailto:ARRAreporting@research.ucsb.edu).

Thank you. We look forward seeing you at the training sessions.

UCSB’s ARRA Reporting Work group