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RAPID - Bridge Funding Approvals and RAPID Actions

Bridge Funding refers to the limited University of California (UC) Funds that are used to temporarily cover WFO Costs under certain conditions. Please refer to LBNL's Financial Policy and Procedure: Bridge Funding (http://www.lbl.gov/Workplace/CFO/assets/docs/fpt/policies/BridgeFunding_policy.pdf). The OSPIP - Bridge Funding Approvals and RAPID Actions reflects the RAPID process followed for the Sponsored Projects Office staff in implementing this policy.

OSPIP's Role in Bridge Funding Approval:

OSPIP reviews the "Request for Use of UC Post-Contract Contingency Funds - Bridge Funding" form for compliance to policy and to assess contract risk of a Bridge Funding Request in accordance with LBNL's Financial Policy and Procedure: Bridge Funding

Since continuing or starting Bridge Funding is the same as authorizing the continuance of an award or a new award, all approvals must be in place in accordance with DOE Order 481.1C and other Laboratory/University policies (i.e. human subject approval, animal use approval, DOE approvals, etc.) before Bridge Funding can be entered into RAPID and the SPAA issued. At times, Bridge Funding may be approved while OSPIP is still working on internal approvals that are required to be in place before costs can be incurred.

Bridge Funding Scenarios that outline Bridge Funding process and RAPID actions are divided into NonFederal Sponsor and Federal Sponsor sections. Release of Bridge Funding is described separately for both the NonFederal Sponsor and Federal Sponsor sections.

NonFederal Sponsors

Scenario #1: Continuation of Award (To Add Funds & Time or Just Time)

Award Number Remains the Same:

This type of Bridge Funding request provides for the continuation of the current award while waiting for the award amendment from the Sponsor. Upon receipt of an approved Bridge Funding Request from the Budget Office, OSPIP COs will complete the following steps in RAPID:

- Change the Award Status to Bridge Funding on the Award Profile Page only. No other update of the Award Module is required. No Bridge Action is recorded in the RAPID/Award/Award Modification Sub-Page.
- Issue the SPAA with the attached approved Bridge Funding Request and distribute in the same manner as an Award Action

The screenshot shows the 'Award Profile' page in a Microsoft Internet Explorer browser. The browser's address bar displays the URL: `https://fmsrsvd2.lbl.gov:8801/psp/fmsbox/EMPLOYEE/ERP/c/ESTABLISH_AWARDS.GM_AWARD.GBL?Folderf`. The page features a navigation menu on the left with categories like 'Awards', 'Institutions', 'Departments', 'Professionals', 'Sponsors', 'Subrecipients', 'Interactive Reports', 'RAPID Setup and Administration', and 'LBNL DOE MOD Request Functions'. The main content area is titled 'Award Profile' and contains a form with the following details:

- Award ID:** LB06000662
- Business Unit:** LBNL
- Currency:** USD
- Reference Award Number:** [Empty field]
- Project PI:** Blakely,Eleanor A
- Award PI ID:** 079275
- Name:** Blakely,Eleanor A
- Title:** AD Pathogenesis in the Lens: Biochemistry & Diagnostic
- Sponsor:** BRIGHAM AND WOMEN'S HOSPITAL
- Status:** Bridge Funding
- Start Date:** 08/01/2006
- End Date:** 11/30/2009
- Award Type:** NonFederal Agreement (Contract)
- Purpose:** BASRE
- Proposal ID:** 000662
- Version ID:** JK

Below the main form, there is an 'Associated Project' table and an 'Additional Information' section. The 'Associated Project' table has the following data:

PC Business Unit	Project	Description
LBNL	L0200	

The 'Additional Information' section includes a dropdown for 'Type' set to 'Non-Federal Advance A' and a 'Comments' field.

Scenario #2: Continuation of Award - Sponsor Award Number Changes

This type of Bridge Funding request provides for the continuation of the research award while waiting for the amendment and a new Sponsor Reference Award Number (i.e. PO, etc) for continued research. A new award is generated to capture the new Sponsor Award Number. See Scenario #2 in the guide "RAPID: [Non Automatic Proposal Numbering in RAPID](#)" for how to Create the New Proposal and to Generate the Award.

Upon receipt of an approved Bridge Funding Request from the Budget Office, OSPIP COs will complete the following steps in RAPID:

- Work with Division to make sure the original proposal was copied in its entirety.
- Make sure that in the new proposal that the Award Type and Advance Type are correct
- Assure that the AR Review has been completed in the Proposal. (See RAPID: AR Review and Approval).
- Generate the Award in RAPID.

On the Award Profile

- Do not enter a Sponsor Reference Award Number until Award is received.
- Change the Award Status to Bridge Funding
- Update the Begin and End Dates in the Award Profile to reflect the anticipated Period of Performance of the Bridge Funding Begin Date the day Bridge Funding is authorized.
- No other update of the Award Profile is required.
- DO NOT enter any Issue date on any Award Modification line on the Award Modification Table. (Remember, Bridge Funding lines in the Award Modification Table are no longer required.)
- Issue the SPAA with the attached approved Bridge Funding Request and distribute in the same manner as an Award Action.

Release of Bridge Funding for NonFederal Sponsors Scenarios #1 & #2:

For NonFederal Sponsor Bridge Funding Scenarios #1 and #2, when the OSPIP CO receives action from the Sponsor that releases the award from Bridge Funding, the OSPIP CO completes the following steps:

- Update the Award Profile/Award Status field into Accepted status and new End date.
- If it is a new award, enter the Award Reference Number, if provided.
- Update the Award Modification Table with Award funding and period of performance,
- Update the Notes page indicating that Bridge Funding is released.
- Issue SPAA with the attached Award documentation and distribute the Award Action.

Scenario #3: New Award or Amended Award - New Award or Award Amendment Has Been Fully Executed but Advance Has Not Been Received

This type of Bridge Funding approval provides for the beginning of a new award or continuation of the current award while waiting for the advance from the Sponsor. The new award or award amendment must be fully executed and LBNL is only waiting for the Advance to begin or continue work. The OSPIP CO can work with both the Budget Office and the Field staff to obtain Bridge Funding approval to cover the advance so research can either begin or continue.

If the Award is for brand new research and the Division wishes to start research prior to receipt of the Advance, it is up to the Division to request Bridge Funding to cover the Advance so the research can begin.

If the Award has been on Bridge Funding while waiting award action (Scenario #1 above), the Bridge Funding request to continue work while waiting for the Advance is a separate action and requires a separate Bridge Funding approval and process.

Upon receipt from the Budget Office of an approved Bridge Funding Request to cover the Advance, OSPIP COs will complete the following steps in RAPID:

- Once the Bridge Funding request has been approved for the Advance, place the Award in "Accepted Status" on the Award Profile
- Then, OSPIP CO updates the RAPID Award Modification Table with Issue Date, correct Period of Performance and Funding.
- **DO NOT PLACE IN BRIDGE FUNDING STATUS.** By placing the Award in "Accepted Status", AR can bill for research costs while LBNL waits for the Advance to be received and released.
- The OSPIP CO issues a SPAA and distributes with Bridge Funding Approval along new or amended Award documentation.

Release of Bridge Funding: NonFederal Scenario 3

When OSPIP CO receives an email from AR that the advance has been received, the OSPIP CO then

- Records in RAPID the Bridge Funding has been received; and
- Issues SPAA with a copy of the AR Email

Federal and M&O Contractors:

Scenario #4: Federal & M&O Sponsor Continuation of Award (To Add Funds & Time or Just Time) - Award Number Remains the Same:

This type of Bridge Funding request provides for the continuation of the current award while waiting for the award amendment from the Sponsor. Upon receipt of an approved Bridge Funding Request from the Budget Office, OSPIP COs will complete the following steps in RAPID:

- Change the Award Status to Bridge Funding on the Award Profile Page only. No other update of the Award Module is required. No Bridge Action is recorded in the RAPID/Award/Award Modification Sub-Page.
- Issue the SPAA with the attached approved Bridge Funding Request and distribute in the same manner as an Award Action

Scenario #5: Bridge Funding for a Federal or M&O Contractor Continuation of Award - New Sponsor Award Number:

This type of Bridge Funding request provides for the continuation of the current award while waiting for the contract action that will issue a new sponsor award number. When a Sponsor issues a new Sponsor Award Number (i.e. PO, MIPR, etc) for continued research, a new award must be generated to capture the new Sponsor Award Number. See Scenario #4 in the guide "RAPID: Non Automatic Proposal Numbering in RAPID" for how to Create the New Proposal and to Generate the Award.

Upon receipt of an approved Bridge Funding Request from the Budget Office, OSPIP COs will complete the following steps in RAPID:

- Work with Division to make sure the original proposal was copied in its entirety.
- Make sure that in the new proposal that the Award Type and Advance Type are correct
- Assure that the AR Review has been completed in the Proposal. (See RAPID: AR Review and Approval).
- Generate the Award in RAPID.
- **On the Award Profile**
 - Do not enter a Sponsor Award Number until Award is received.
 - Change the Award Status to Bridge Funding
 - Update the Begin and End Dates to reflect the anticipated Period of Performance with the Begin Date the day Bridge Funding is authorized.
 - No other update of the Award Profile is required.
 - DO NOT enter any Issue date on any Award Modification line on the Award Modification Table. (Remember, Bridge Funding lines in the Award Modification Table are no longer required.)
 - Issue the SPAA with the attached approved Bridge Funding Request and distribute in the same manner as an Award Action.

Release of Bridge Funding for a Federal or M&O Contractor Scenarios 4 & 5:
When the OSPIP CO receives the award for an award on Bridge Funding, the OSPIP CO completes the following steps:

- Update the Award Profile/Award Status field into Accepted status.
- Enter the Federal Award Reference Number
- Update the Award Modification Table with Award funding and period of performance
- Issue SPAA with the attached Award documentation and distribute the Award Action.