



OFFICE OF SPONSORED PROJECTS & INDUSTRY PARTNERSHIPS

OSPIP Process for BSO Acceptance of Federal ARRA Awards

Office of Sponsored Projects & Industry Partnerships
One Cyclotron Road, MS46R0125 Berkeley, CA 94720 USA

October 29, 2009

DOE must request OMB apportionment authority for federal awards (interagency agreements and grants) using ARRA funds. This must be done **prior** to acceptance of any award.

The process may take days. In order to have timely acceptance, the OSPIP CO needs to inform BSO of such awards prior to them arriving at LBNL.

The OSPIP CO will inform BSO of an ARRA award as soon as they know the award is very likely. To obtain the necessary OMB approvals, send BSO:

1. An email informing them of a federal ARRA award. A template for this purpose is found [here](#). If in doubt, overestimate the funding amount.
2. Complete the information on the template, including the Abstract.
3. BSO will inform the OSPIP CO when OMB approval is received.
4. Use the revised [Reconciliation sheet](#) to indicate whether the award is ARRA funded. For Grants, forward the award with the revised DOE [transmittal letter](#).
5. BSO will process IAGs in the same manner as before. Hopefully all OMB approvals will be obtained prior to the award so there is no delay in BSO acceptance (or in the case of grants, LBNL acceptance).

If an award is received without advance notice, the acceptance will be delayed. The OSPIP CO should inform the PI of the OMB requirement and ask the PI to keep the CO informed if they hear of a funding possibility.