



WFO ARRA Reporting Documentation

2.0 ARRA Federal Contract: IAG/Direct Cite Awards

03/22/2010

2.3 ARRA Federal Contract: IAG Award to MOD Contacts (Budget Office)

The ARRA WFO Acceptance and MOD process for Interagency Agreements (IAG) include both a Work Flow and a detailed Actions and Contact document.

OMB Approval of WFO/IAG Proposal:

1. OSPIP Contracts Officer sends request for Office of Management and Budget (OMB) approval to Berkeley Site Office

Berkeley Site Office contacts:

- Chuck Marshall: Charles.Marshall@bso.science.gov
- *Doug Low: Douglas.Low@bso.science.gov
- Jacolyn Byrd: Jacolyn.Byrd@bso.science.doe.gov

*Doug Low forwards to DOE Chicago the request of OMB Approval. This can coincide with the regular proposal approval process between OSPIP and DOE/BSO. OMB Approval notification will come via Doug Low to the OSPIP Contracts Officer.

Appendix 1: Email Template for Request for OMB Approval

DOE Acceptance of IAG Award and AR Review

2. OSPIP Contracts Officer sends standard reconciliation sheet with notification of ARRA Funding to Berkeley Site Office for DOE acceptance with copy to A/R for AR Review

Berkeley Site Office contacts:

- Chuck Marshall: Charles.Marshall@bso.science.gov
- Doug Low: Douglas.Low@bso.science.gov

A/R contacts:

- arhelp@lbl.gov (Kimmy Cheung, Victor Lorincz, Judy Lee)

SPO Award Authorization and RAPID Actions

3. DOE BSO notifies OSPIP Contracts Officer that they have accepted the award. OSPIP CO generates the award in RAPID.

OSPIP Award Distribution to OCFO Organizations

4. OSPIP Contracts Officer sends IAG with award number to A/R, Budget Office, and Business Systems Analysis (DO NOT ISSUE SPAA AT THIS TIME)

A/R contacts:

- arhelp@lbl.gov (Kimmy Cheung, Victor Lorincz, Judy Lee)

Budget Office contacts:

- Anastasia Schiller: aeschiller@lbl.gov
- Anna Ramos: acramos@lbl.gov
- Nicholas Skowronski: nskowronski@lbl.gov

Business Systems Analysis contacts:

- Aurora Pecoraro: apecoraro@lbl.gov
- UK: krupadhyayula@lbl.gov

OSPIP notification to PI and Division Administration that Award has been received and now going through request for Budget Authority with DOE Chicago

5. OSPIP Contracts Officer sends IAG with award number to A/R, Budget Office, and Business Systems Analysis (SPAA is held until Bilateral Agreement between UCOP and DOE/BSO is signed and the Budget Office notifies OSPIP.)



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Division updates ARRA Header for ARRA Reporting

6. Division RAs review and update the ARRA Header in preparation for ARRA Reporting.
 - ARRA Reporting begins for both Monthly Steering Committee Reporting and Quarterly FederalReporting.gov.

BSA Assigns DOE WFO Value and forwards to DOE Chicago

7. Business Systems Analysis Analyst(s) sends WFO Value assignment to DOE Chicago with copy to Budget Office

DOE Chicago contacts:

- Paulette Hubbard: paulette.hubbard@ch.doe.gov
- Marsha Carpello: marsha.carpello@ch.doe.gov
- Cynthia Rogowski: cynthia.rogowski@ch.doe.gov
- Fritz Auguste: Fritz.Auguste@ch.doe.gov
- Edwina Washington: edwina.washington@ch.doe.gov

Budget Office Contacts:

- Anastasia Schiller: aeschiller@lbl.gov
- Anna Ramos: acramos@lbl.gov
- Nicholas Skowronski: nskowronski@lbl.gov

Budget Office requests Budget Authority from DOE Chicago and Bilateral Agreements between UCOP and DOE Berkeley Site Office

8. Budget Office Analyst(s) send Budget Authority request to DOE Chicago with copy to Berkeley Site Office including:
 - ❖ Complete funding string for the award (reimbursable work order)
 - ❖ BA request amount
 - ❖ Proposal ID
 - ❖ Award title
 - ❖ Copy of award document

DOE Chicago contacts:

- Marsha Carpello: marsha.carpello@ch.doe.gov
- Valerie Kaatz: valerie.kaatz@ch.doe.gov
- Cynthia Rogowski: cynthia.rogowski@ch.doe.gov
- Edwina Washington: edwina.washington@ch.doe.gov
- Ramona Nykodem: ramona.nykodem@ch.doe.gov

Berkeley Site Office contacts:

- Doug Low: Douglas.Low@bso.science.gov

Budget Office notifies OSPIP Contracts Officer that UCOP and DOE Berkeley Site Office have signed the Contract 31 Funding Modification.

9. Budget Office Analyst(s) emails OSPIP Contracts Officer

OSPIP Contracts Officer releases SPAA

10. OSPIP Contracts Officer reviews the RAPID Award Entry for completeness
 - OSPIP Contracts Officer enters into RAPID/Award/Notepad that the Award acceptance and modification process is complete.
 - OSPIP Contracts Officer prints the SPAA and Distributes with the following attachments:
 - ❖ Copy of Accepted IAG
 - ❖ Copy of Budget Office Email indicating the Bilateral Contract 31 Mod has been signed



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- ❖ Copy of OBM Approval of proposal

Division request Project to be opened by the Budget Office - Project begins

- 11.** Division RA places Project(s) into requested status
 - Budget Office reviews request and places Project into Open status.



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Appendix 1: Email Template for Request for OMB Approval

From: [OSPIP Contracts Officer]

Sent: Monday, September 14, 2009 9:24 AM

To: Low, Douglas; Byrd, Jacolyn; Marshall, Charles

Subject: ARRA proposal 000006420 - Request OMB Approval

Doug,

This proposal is likely to be funded in the near future with ARRA funds. Please obtain OMB approval to accept this award when it arrives. If you require additional information, please contact me.

- RAPID proposal # - 000006420
- Appropriation Year- 2009
- Sponsoring Agency & Department or Institute - NIH: NIGMS
- Estimated Amount FY 2009 - \$235,229
- Estimated Amount FY2010 - \$139,407
- Sponsor's Recovery Act TAFS - 75-0852
- Title: PHENIX: new methods for automation in macromolecular crystallography
- Abstract: This administrative supplement request is principally for 2 years of postdoctoral researcher funding to accelerate the progress of crystallographic methods development in the PHENIX software. This does not change the scope of the original research. Support is requested for the postdoctoral researcher, increased computing capacity, software conversion and related activities. The postdoctoral researcher will work with the graphical user interface developer at LBNL, validation method developers at Duke University, and the automated model building methods developer at LANL. This will expedite the integration of structure validation methods in model building, structure refinement and the graphical interface. The increased computing capacity will make it possible for all of the PHENIX developers to run code testing experiments and trials to determine optimal parameters for the software in less time, arriving at better results faster. The software conversion funds will allow for the rapid and efficient conversion of existing Fortran code to C++ code. This will be performed by a small company (Objexx) that specializes in such work. Their tools allow conversion in a few months rather than the year or two of effort it would take PHENIX developers. The requested resources will collectively enable the PHENIX team to more rapidly deliver better software to structural biologists worldwide. They in turn will be able to generate better structures in a shorter time, thus leading to a more rapid biological interpretation of their results. The supplement will create 1 full time postdoctoral researcher position for two years. It will also keep workers at a small software conversion company (Objexx) employed for 3 to 4 months.
- Please find attached a copy of the signed proposal 000006420 submitted to [*name the Federal Agency*]
- *If you have additional information or updated scope and budget, please list and include as attached copies to the email.*

Once approval is obtained, please forward to me directly so SPO can accept the award when it arrives using our ARRA Award and Mod process.