

Oregon University System – Fiscal Policy Manual

Section 1512 Reporting - Roles and Responsibilities

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Section: Research and Sponsored Programs

Number: 75.100

Title: Section 1512 Reporting - Roles and Responsibilities

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POLICY

.100 POLICY STATEMENT

The policy sets forth Research and Sponsored Programs roles and responsibilities for the Chancellor's Office and the Institutions in regard to carrying out the reporting requirements included in Section 1512 of the American Recovery and Reinvestment Act of 2009 (Recovery Act).

.110 POLICY RATIONALE

Primary purpose of this policy is to ensure accuracy, completeness, and timely reporting and to avoid material omissions and significant reporting errors.

.120 AUTHORITY

- [Office of Management and Budget Memorandum M-09-21](#)
- [Office of Management and Budget Memorandum M-10-08](#)
- [ORS 351.085 - Duties and Powers of Chancellor](#)
- [OAR 580-040-0005 - Delegation and Assignment of Responsibility](#)

.130 APPROVAL AND EFFECTIVE DATE OF POLICY

Approved by the Associate Vice Chancellor for Finance and Administration/Controller on January 5, 2010. The effective date of the policy is September 30, 2009. This Policy update was approved by Associate Vice Chancellor for Finance and Administration/Controller on 5/15/12. This May 2012 update was due to revision of reporting model which eliminated OUS reporting through the State of Oregon Economic Recovery Executive Team.

.140 KNOWLEDGE OF THIS POLICY

All Chancellor's Office and institutional personnel with research and sponsored program-related responsibilities should be knowledgeable of this policy.

.150 DEFINITIONS

Material Omissions: Instances where required data is not reported or reported information is not otherwise responsive to the data requests resulting in significant risk that the public is not fully informed as to the status of a Recovery Act project or activity.

Significant Reporting Errors: Instances where required data is not reported accurately and such erroneous reporting results in significant risk that the public will be misled or confused by the recipient report in question.

Prime Recipient: A non-Federal entity that receives Recovery Act funding as Federal awards in the form of grants, loans, or cooperative agreements directly from the Federal government.

Sub-recipient: A non-Federal entity that expends Federal awards received from another entity to carry out a Federal program but does not include an individual who is a beneficiary of such a program.

Vendor: a dealer, distributor, merchant, or other seller providing goods or services that are required for the conduct of a Federal program.

Point of Contact: FederalReporting.gov will use the same Point of Contact (POC) as published in the Central Contractor Registration (CCR) database. The POC helps to validate that each user reporting on behalf of a recipient organization is authorized to submit on that organization's behalf.

FRPIN: 9-digit number created by FederalReporting.gov and is required in order for a Prime Recipient or Sub-recipient user to submit reports.

.160 HIGH LEVEL ROLES AND RESPONSIBILITIES

A. CHANCELLOR'S OFFICE

| Roles | Responsibilities |
|------------------------------------|--|
| Director of Accounting & Reporting | <p>Complete OUS monthly reporting to the state of Oregon for all reportable funded projects.</p> <p>Foster a common understanding of data definitions, reporting instructions, and data quality responsibilities and to support institutions when necessary.</p> <p>Ensure accuracy, completeness, and timely reporting of awards where OUS is a sub-recipient of the State of Oregon or other agency as directed by the prime recipient of the award.</p> |

B. INSTITUTION

| Roles | Responsibilities |
|------------------------|---|
| Institutional Preparer | <p>Initiates appropriate data collection and reporting procedures to ensure that Section 1512 reporting requirements are met in a timely and effective manner.</p> <p>Implements internal control measures as appropriate to ensure accurate and complete information.</p> <p>Collect and review data from Sub recipients, including vendor data for vendors paid by Sub recipients, in a timely manner for submission in federalreporting.gov. No reporting will be delegated to Sub recipients.</p> <p>Review internal control measures implemented by Sub-recipients to ensure accurate and complete information.</p> <p>Performs data quality reviews for material omissions and/or significant reporting errors, making appropriate and timely corrections to prime recipient data and working with the designated sub recipient to address any data quality issues. (See <i>OUS Data Quality Assurance Plan and related Reporting on Jobs Created/Maintained Estimates methodology</i>)</p> |

in the [Appendix](#) of this policy.)

Submit required data for Prime Recipient, Recipient Vendors, Sub Recipient, and Sub Recipient Vendors per guidance provided on the OMB website [Recovery.gov](http://www.recovery.gov) to federalreporting.gov.

<http://www.recovery.gov/?q=content/recipient-reporting>

Responds to and, when necessary, makes corrections in relation to error messages and comments from federalreporting.gov and /or the sponsoring agency.

Submit a file to Governor's office ERET team through the ORSTATS reporting tool or another compatible file form with the information reported to federalreporting.gov. If the ORSTATS reporting tool is used, the file is automatically available to the State.

Report Recovery Act funds as a Sub-recipient as directed by the Prime recipient.

.690 CONTACT INFORMATION

Direct questions about this policy to the following offices:

| Subject | Contact |
|---|--|
| General questions from institutional personnel | Institutional Preparer |
| General questions from institutional central administration and Chancellor's Office personnel | Chancellor's Office Controller's Division |

.695 HISTORY

01/05/10 - Approved

Policy Last Updated: 05/15/12

APPENDIX

[.700 OUS DATA QUALITY ASSURANCE PLAN](#)

.710 REPORTING ON JOBS CREATED/RETAINED ESTIMATES

Appendix Last Updated: 05/15/12