

ARRA Quarterly Reporting Guide

Awards granted under the federal American Recovery and Reinvestment Act (ARRA) have mandatory reporting requirements. The Research Office has created an online tool in Oracle/PeopleSoft where PIs will enter the required information about their awards.

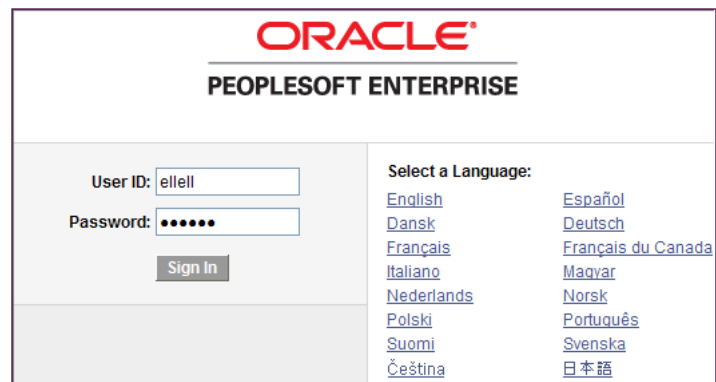
Reports are due by the 7th calendar day of the month after the quarter ends:

- January 7
- April 7
- July 7
- October 7

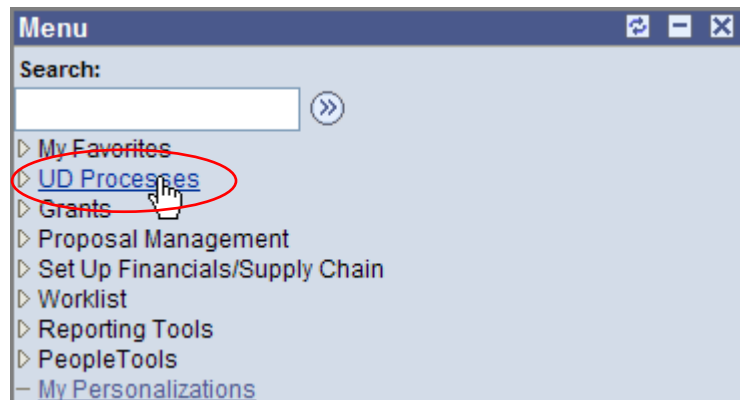
For additional assistance, contact the Research Office at 831-2136 and ask for Janet Ianni or Chris Cook.

1 Log into Oracle/PeopleSoft

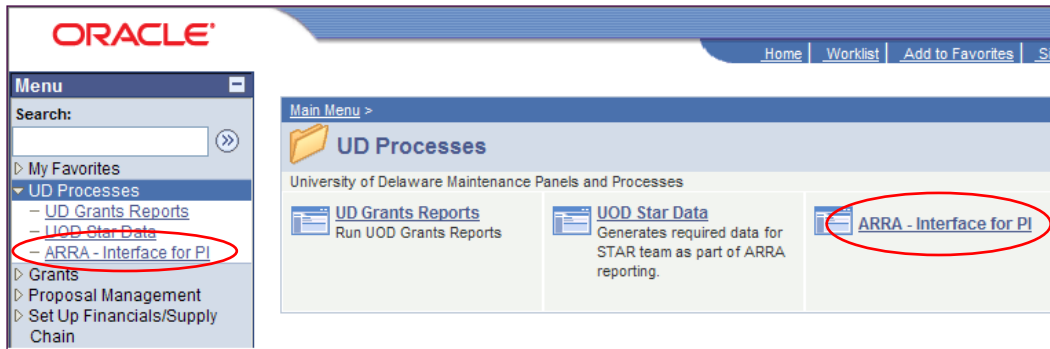
- www.udel.edu/ARRAreporting
- Enter your **UdelINet ID** and **password**
- Click **Sign In**



2 Click **UD Processes** in the Menu



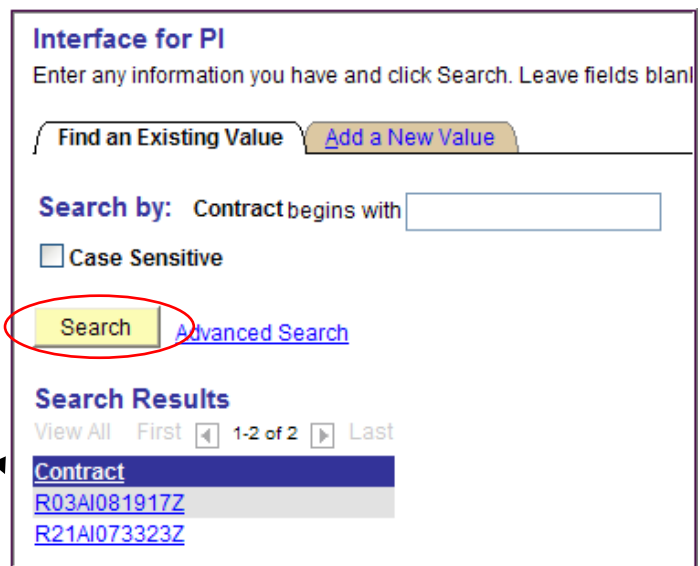
3 Click **ARRA - Interface for PI** (from either location)



4 This is the **Search** page where you select your award

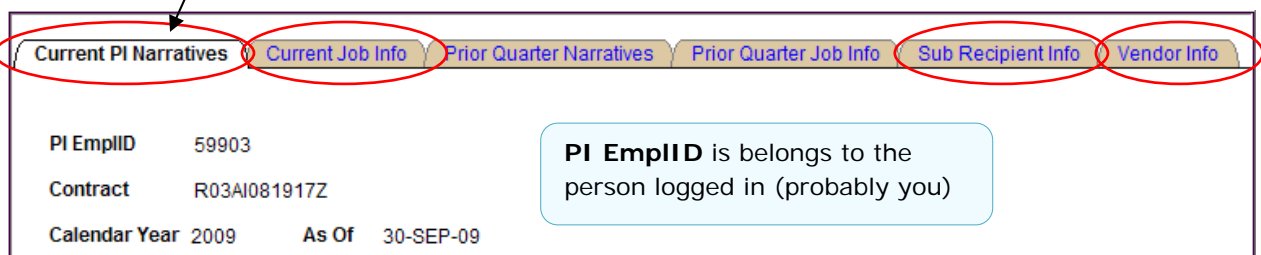
- Click the **Search** button
- If you have more than one award, click the **Contract** number on which you want to work

NOTE - If you have one award, you will go immediately into the first tab



5 The **PI Interface** consists of six tabs

- Four tabs are used for the current quarterly report (circled below)
- The two "Prior" ones are reference information from prior quarters
- **PI EmplID**, **Contract** and **Calendar Year/As Of** display at the top of every page
- **Current PI Narrative tab** is the primary entry page for ARRA reporting.



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On the **Current PI Narrative tab** you will enter:

- Project Status
- Descriptions of the award and project purpose
- Description of jobs created
- Number of Jobs created
- Final report - Y/N

Current PI Narrative tab

Project Status refers to the percentage of cumulative progress of the project, you should consider:

- Programmatic progress
- Burn rate
- All projects related to the award

Choose the status that represents cumulative progress of the award.

Current PI Narrative tab

Award Description – enter the award title and overall purpose of the award

- Type or cut & paste from another document
- Maximum is 4000 characters

Current PI Narrative tab

Project Description – enter the award’s expected outcomes, results, or significant deliverables (including first tier sub awards).

- Type or cut & paste from another document
- Maximum is 2000 characters

A description of the overall purpose and expected outputs and outcomes or results of the award and first-tier Subaward(s), including significant deliverables and, if appropriate, units of measure.
2,000 character limit:

Project Description:

Current PI Narrative tab

Number of Jobs

- Leave blank for now
- You will come back to this section after gathering data from 2 or 3 other tabs

Review the job, sub award and vendor tab to determine the number of jobs:

Number of Jobs

0.00

Current PI Narrative tab

Description of jobs created

- Skip this for now also
- You will complete this box after reviewing the **Current Job Info tab** data

Sub award and vendor tab, reflect on the types of jobs created and describe them below.
4,000 character limit:

Description of jobs created:

Current PI Narrative tab

Infrastructure Rationale –this section will only be used if funding is for an infrastructure project

- Explain how the award will contribute to one or more of the five ARRA purposes listed below.
- Otherwise, type “Not Applicable”

IF INFRASTRUCTURE (CONSTRUCTION), complete the following narrative. 4,000 character limit.
Purpose and rationale of funds received for infrastructure investment with funds made available under the Recovery Act.
Identify the purpose and explain how the infrastructure investment will contribute to one or more purposes of the Recovery Act.
Purposes:

- (1) To preserve and create jobs and promote economic recovery.
- (2) To assist those most impacted by the recession.
- (3) To provide investments needed to increase economic efficiency by spurring technological advances in science and health.
- (4) To invest in transportation, environmental protection, and other infrastructure that will provide long-term economic benefits.
- (5) To stabilize State and local government budgets, order to minimize and avoid reductions in essential services and counterproductive state and local tax increases.

Infrastructure Rationale:

Current PI Narrative tab

Final Report, choose:

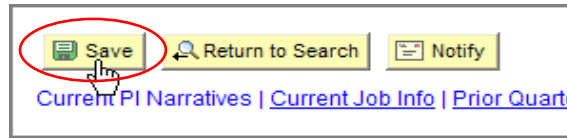
- **Yes**, if the award has ended
- **No**, if it has not

Is this the final report for this award? Answer yes ONLY if the award has ended.

Final Report

Current PI Narrative tab

At the bottom of the page, click the **Save** button to keep your work



Current PI Narrative tab

Scroll to the top

- Click the next tab, **Current Job Info**



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Current Job Info tab displays the people paid on this award.

- The system uses the **Amt Percent** and **FTE** columns to compute the actual **Total Job FTE** for this award.

Current PI Narratives **Current Job Info** Prior Quarter Narratives Prior Quarter Job Info

EmpID 24335
Contract 03SE3325/01
Calendar Year 2009 As Of 30-SEP-09

A full list of persons paid on this award is provided below. Using this list, determine the number of people created or retained at UD. This number, combined with the number of jobs from the calculation is the total number of jobs for the "Current PI Narratives" tab.

NOTE: Student workers and Graduate students are equal to .5 FTE.

Total Job FTE 0.131504

EmpID	Name	Project	Project Description	Job Descr	Amt Percent	FTE
1 18532	C Graves	DSEC32222909000	NSF ARRA CSMIC RAY ICE CHERNKV	Family Advocate	0.84	1.000000
2 23009	D C Koch	DSEC32223409000	DHHS NDEHS YR 13 ARRA COLA PRO	Asst To The Director	0.03	1.000000
3 23632	A L Summers	DSEC32222909000	DHHS NDEHS YR 13 ARRA COLA ADM	Program Coordinator	0.80	1.000000

Current Job Info tab

Total Job FTE

- Jot this number down; you'll need it later for **Number of Jobs** on the first tab.
- You may modify the **Total Job FTE** number based on your knowledge of work schedules.

NOTE: Student workers and Graduate

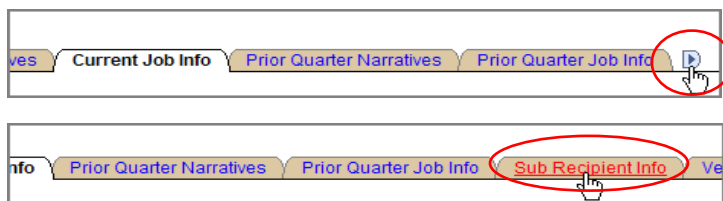
Total Job FTE 0.131504

EmpID Name

Current Job Info tab

Navigate to the next info tab

- At the top of the page, click the **Right Arrow** to display the last two tabs
- Click **Sub Recipient Info tab**



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Sub Recipient Info tab displays the data provided by sub recipients on your award.

- **You do not need to enter any data on this tab.**
- Jot down the **Number of Jobs**; you need it later for **Number of Jobs** on the first tab.
- Also note the **Sub Recipient Job Titles** for inclusion in the **Description of jobs created** on the first tab.

Sub Recipient Info tab

Navigate to the next tab

- Click the **Vendor Info Tab**

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Vendor Info tab displays the vendor activity for this award (cumulatively). The system adds up the amounts and divides by \$91K to get an FTE calculation.

- You will be adding descriptions to each vendor.
- **Total Vendor FTE** – jot this number down, you'll need it later for the first tab

Vendor Info tab

Multiple vendors

- Look in the header bar to see the number of vendors on this award
- Click **View All** to see all the vendors on one page

Vendor Info tab

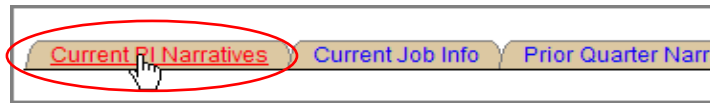
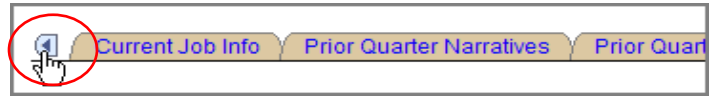
Description

- Enter a narrative of the goods or services provided by each of the vendors.

Vendor Info tab

Navigate back to the first tab,
Current PI Narratives

- Click the **Left Arrow**
- Click **Current PI Narratives** tab



10 Current PI Narratives tab – just two more entries left.

- Scroll down to **Number of Jobs**
- Based in the FTEs you jotted down from the previous tabs, enter the total (rounded to two decimal points).

Review the job, sub award and vendor tab to determine the number of jobs.
(enter a whole number with up to 2 decimal points, for example 12.55):

Number of Jobs

Current PI Narratives tab

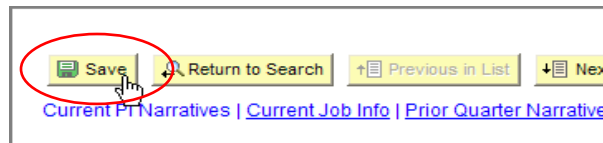
- Scroll down to **Description of jobs created**
- Provide a brief description of job(s) created and/or retained as a result of this funded project; include jobs from UD and any sub recipients.

as a result of Recovery Act funding. This description may rely on job titles, broader labor categories, or the recipient's existing practice for describing jobs as long as the terms used are widely understood and describe the general nature of the work. Using the job, sub award and vendor tab, reflect on the types of jobs created and describe them below.
4,000 character limit:

Description of jobs created:

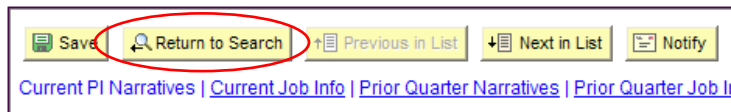
Current PI Narratives tab

- Scroll to the bottom
- Click the **Save** button



11 This completes the entry for ARRA Quarterly Reporting.

- If you have another ARRA award, click **Return to Search** to find the next one.



- Otherwise, **Sign-out** of Oracle/PeopleSoft at the upper right.

