UCLA Office of Research Administration

Dear Colleagues,

The Office of Research Administration is very pleased to announce the implementation of the **Single Fund Number** process for extramural research awards. While it has been UCLA practice in many cases to assign a new fund number for each year of contract and grant awards, **effective February 1, 2012**, all awards will be set up as, or transition to, a single fund number for the life of the award.

As discussed in our Research Administrator Forum (RAF) in November, this change in how we manage our research funds will yield significant benefits, including efficiencies that will reduce administrative burden and costs in both central and departmental offices. The benefits of Single Fund Number include:

1. Elimination of an estimated 1,000 fund set-ups and close-outs each year
2. Faster activation of continuation awards for PIs
3. Decrease in the number of required cost transfers
4. Increase in on-time submission of reports and invoices
5. Decrease in number of revised financial reports
6. Decrease in number of required pre-award spending accounts
7. Decrease in recycled fund numbers
8. Decrease in required changes to recharge IDs for PIs

The process for implementing Single Fund Number has been discussed extensively with and developed by representatives of RAPID work groups, campus committees, ORA staff, and members of the RAPID Steering and Faculty Advisory Committees. We thoroughly analyzed scenarios for applying Single Fund Number, including consideration of unusual types of awards and awards with unique reporting requirements. With input from central and department administrators, we prepared the attached FAQs for the Single Fund Number process. We hope this document will assist in answering many of your questions.

Exceptions to this new process will be granted on a very limited basis. Requests for exceptions can be submitted for review using the attached form. We anticipate that most exception requests will be resolved in favor of the Single Fund Number process following consultation with our team.

We are excited about this opportunity to streamline processes, improve performance and achieve cost savings. Please feel free to send questions about the Single Fund Number process to our team at: rapidfeedback@research.ucla.edu. Also, please attend the **upcoming RAF meeting on February 9th at 10 am** to hear a discussion about this process and to ask questions.

Best regards,

Marcia

Marcia L. Smith
Associate Vice Chancellor for Research