

MEMORANDUM

To: Presidents, Provosts, Vice Presidents for Finance and Administration,
and Vice Presidents for Research

From: George Pernsteiner, Chancellor, Oregon University System

Date: September 23, 2009

Subject: Reports required under Section 1512 of the American Recovery and Reinvestment Act of
2009 (Recovery Act)

With the deadline for submitting the first quarter required report under Section 1512 of the Recovery Act fast approaching I would like to provide you with some updates on the process and emphasize the critical importance to all campuses in meeting this deadline on time and with accurate data.

On September 2, 2009 a joint meeting with the Governors Economic Recovery Executive Team and representatives from OUS, PSU, OSU, and UO was held to discuss the reporting process for OUS campuses. At that meeting a decision was made that OUS institutions would report Recovery Act awards subject to section 1512 centrally through the State of Oregon along with all other state agencies. To provide additional transparency and geographical information to the public, the State of Oregon requires that all recipients of Recovery Act awards report to the state through an ORSTATS reporting system. The State of Oregon is a central reporting state for section 1512 required reports and has developed a process in which the data collected by Oregon will be transferred to FederalReporting.gov via an XML schematic file. This method means that campuses, some of which currently have in excess of 40 awards, do not need to and should not report separately to FederalReporting.gov and to the State of Oregon.

The deadline for submitting reports to the State of Oregon is 5:00 p.m. PDT, October 7, 2009. No late reports will be accepted because the state has to meet the federal deadline of October 10. **The reporting deadline that your research and post award offices are preparing for is one of the most critical deadlines we have faced.** Please ensure that these offices have your full support and the full support of your staff to meet this deadline. Post award offices are depending on Principal Investigators and grant accountants throughout campus to provide to them most of the information that has to be entered after September 30: percent of completion, expenditures to date, and information on jobs created and retained. Please advise your PI's and grant accountants that there can be no late reporting to the post award offices and no exceptions or extensions can be granted by these offices, you, me, the governor or anyone else.

It is essential that strict oversight for quality control and assurance of the data included in reports is in place. Every person who has a role in a Recovery Act award should be aware that there is potentially a 100% chance that these awards will be audited by either OUS internal audit, the Secretary of State Audits Division, the Federal Agency, or selected during the A-133 audit. All data elements submitted must be substantiated. It is very important that you can show auditors the methodology followed to obtain each data element. The auditors, in turn, will test to ensure that when they follow the

methodology the same data can be obtained. Of primary importance are the data elements for percent of completion, number of jobs and job creation narratives, and funds received/invoiced. There are many grey areas and estimates included in the quarterly reports, for this reason it is critical that a prescribed and reasonable methodology is followed and an auditor can follow that methodology to obtain the same results as the data reported. The same accountability for data applies to the data you receive from sub-recipients.

In addition, please stress to all Principal Investigators and grant accountants that they must review every federal award received since February to determine if Section 1512 reporting is required. My staff has determined that we have not yet received all the award letters from some campuses.

I commend the work that your research and post award offices have completed to date; they are all working hard ensure that we are in compliance with the Recovery Act. I know how difficult and time-consuming this work can be and I appreciate all the effort by your PI's and staff. I ask you again to provide any support that they may need from now until the first federal reporting deadline is complete on October 10. It is of utmost importance that we do this on time and that we do it correctly.

Thank you.