

RECHARGE PROPOSAL REVIEW NOTES AND CHECKLIST

RECHARGE REVIEW CHECKLIST		
Complete	N/A	
Services and Rate Calculation		
<input type="checkbox"/> <input type="checkbox"/> Recharge service(s) are fully identified and described <input type="checkbox"/> <input type="checkbox"/> Rate assumptions are attached and are adequately clear		
External Revenue		
<input type="checkbox"/> <input type="checkbox"/> A waiver for collection of F&A has been requested and approved (include documentation in file); note in letter <input type="checkbox"/> <input type="checkbox"/> Proposal provides for collection of F&A on external revenue of 26% <input type="checkbox"/> <input type="checkbox"/> Overhead Base Code "L" (OHBC) has been assigned <input type="checkbox"/> <input type="checkbox"/> Confirm that external revenue has been deposited in the appropriate account (i.e. 42105 - Educational-product/svc sales, 42106 - Educat-product/svc-F&A waived)		
User Committee (If Plan is Greater than or equal to \$500,000)		
<input type="checkbox"/> <input type="checkbox"/> A user committee has been identified with a member list provided <input type="checkbox"/> <input type="checkbox"/> Proposal includes documentation that the user committee has endorsed the rates		
Expenditure Projections		
<input type="checkbox"/> <input type="checkbox"/> Costs appear to be reasonable in relation to proposed work scope <input type="checkbox"/> <input type="checkbox"/> Levels of personnel support appear to be reasonable in relation to proposed work scope <input type="checkbox"/> <input type="checkbox"/> Salary, benefits and FTE are calculated correctly <input type="checkbox"/> <input type="checkbox"/> Personnel costs are documented by name, title, % effort and annual salary <input type="checkbox"/> <input type="checkbox"/> Expenditures are listed in sufficient Account detail <input type="checkbox"/> <input type="checkbox"/> A21 unallowable expenditures are not included (see list)		
A21 Unallowable Costs <ul style="list-style-type: none"> * Equipment purchases > \$5,000 * Capitalized space renovations or improvements * Rent, utilities, custodial or occupancy costs for University owned space * Mail stop, phone lines, (except fax recharges), phone tolls and LD (tolls and LD allowable if directly related to goods/services provided) * Gifts, charitable contributions, political contributions * Memberships * Administrative support salaries unless effort is directly related to administrative services necessary to support the recharge activity * Decorations * STIP expense * Fines or penalties * Travel unless directly related to services necessary to support the recharge activity * Advertising expense * Any expense already paid by the Federal Government <input type="checkbox"/> <input type="checkbox"/> Generally unallowable expenses approved (including justification)		

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Equipment Depreciation (If Budgeted)

- Equipment/renovation depreciation schedule(s) are included in the proposal
- Equipment purchased before December 2019 has not BEGUN to be depreciated on the recharge (already counted in the 2019-20 F&A Rate Proposal)
- Equipment/renovation depreciation schedule(s) has been added to the tracking worksheet
- Equipment Useful Life matches OP's Useful Life Schedule
- Future annual budgeted depreciation included for multi-year approvals

Working Capital (If Budgeted)

- Working Capital is not more than 16.6% of budgeted expense

Liens

- Liens are included in the carry forward balance or in the current cost pool for rate calculation

Subsidies (If Budgeted)

- Subsidy has been entered into the database record
- Supporting documentation of federal subsidy or program income activity

Prior Year Fund Balances (Renewals only)

- Prior year balance as a % of proposed expense: _____ %
- If greater than 16.7% (excluding working capital for surplus balances), list issue(s): _____
- Prior year balances are reflected accurately in rate calculation(s)
- Review prior year approval letter for any stipulations

Overall Budget

- Fund balances match the ledger (adjusted for transfer of STIP expense and/or other adjustments)
- The budget breaks even

APPROVAL LETTER CHECKLIST (NEW OR RENEWAL)

- Control # is not duplicated
- Annual Plan
- Prior Year surplus/deficit
- Planned working capital
- If prior year balance was > 16.7% of proposed expense, caution department regarding validity of business plan
- Project ID(s) requested and end dates updated
- UBIT Questionnaire attached (for new rates with external revenue is > 5% and/or \$1,000)
- Subsidy application, amount and source
- CC Government & Business Contracts Unit (Janellyn Chiu) in Approval Letter (if external rates are included)
- Recharge Database record updated
- Box UCSF Approved Recharge Rate Table updated