Management and Reporting of 
American Recovery and Reinvestment Act (ARRA) Funds

ARRA proposals and awards are subject to the same policies and procedures as other Western Washington University sponsored programs. The Office of Research and Sponsored Programs (RSP), Grant Accounting provides timely and accurate data to General Accounting. ARRA awards are also subject to additional requirements that are addressed by the following:

Quarterly Reporting: 
The University is following all guidance issued by the Office for Management and Budget (OMB) and the sponsoring federal agencies from which it receives ARRA funds. The reports required under Section 1512 of the Act have been submitted beginning in October 2009 and contain detailed information on the projects and activities funded by the Recovery Act. The University has registered at www.federalreporting.gov for submission of these reports. General Accounting is responsible for completing the appropriate data elements and submitting reports no later than the 10th day after each quarter. The Grant Accountant provides all of the data and information for the elements data categories which is posted in a spreadsheet. This information is derived from the University’s financial accounting system in the same manner as with other sponsored projects.

Job information is compiled based on appointment data in the Human Resources System. See “TASK-Completing the Quarterly ARRA Jobs Report” at the end of this section.

Sub-recipients are informed of reporting requirements in the sub-award from the University. Sub-recipients must submit data directly to the University which is included in the University’s quarterly reporting.

“Project Status” and, when appropriate, “Quarterly Activities/Project Description” is updated based on information received from each project’s Principal Investigator. RSP, Grant Accounting is responsible for contacting Principal Investigators prior to the end of the quarter. PIs may also be contacted for assistance if the Grant Account does not receive timely information from sub-recipient(s). During the ten day correction window, the data again is reviewed by RSP, Grant Accounting. Any needed adjustments are submitted to General Accounting.

Training: 
When an ARRA award is funded, the Grant Accountant assigns a special Fast Index code to identify the project as ARRA funded. The Grant Accountant also contacts the PI directly to provide a reminder of the additional requirements, including the importance of conducting the ARRA funded project in a timely manner to meet the objectives of job creation and economic Stimulus. All Grant Accounting staff involved in the management of ARRA funds has participated in webinars and training sessions related to appropriate management of ARRA funding.

ARRA Segregation: 
The RSP is responsible for review and acceptance of all sponsored awards, including those funded by the Recovery Act. RSP establishes and financially oversees ARRA funded awards in the University’s financial accounting system. A separate set of Fast Index has been established within the University’s financial accounting system for ARRA funded projects and each ARRA funded project is managed in its unique project.

PIs are responsible for all aspects of management of their projects, including financial oversight. Federal ARRA reporting is completed and reviewed by the Grant Accountant and submitted to General Accounting to be submitted through FederalReporting.gov