Procedures for Administration of American Recovery and Reinvestment Act (ARRA) Projects at the University of Maine

American Recovery and Reinvestment Act (ARRA) funds come with additional compliance and reporting requirements. This document outlines the procedures followed when administering these grants.

At the proposal stage, the Principal Investigator is advised by ORSP about the special conditions and reporting requirements of ARRA funding.

All proposals submitted to request ARRA funding must be titled “ARRA:” followed by the functional title of the proposed project. These proposals are also tagged in a field in the ORSP grants management database as “ARRA”. An email group is maintained for communicating reminders, reporting forms, changes or other information specific to ARRA awards.

Projects which receive an award are set up in the University financial system with a project number that begins with “5700”. The University of Maine System has designated this block of accounts to be used solely for ARRA projects.

For ARRA projects that are passed through from the Federal source to the University of Maine by a third party, reporting requirements and procedures are determined by the pass-through agency as specified in the contract. The University project director is responsible for supplying requested information to the pass-through entity. Assistance with particular reporting items is available from ORSP as necessary.

For ARRA projects that are awarded directly from a Federal agency to the University of Maine, the following steps must be completed quarterly:

1. ARRA Quarterly Reporting Forms are emailed to the ARRA group during the last week of the reporting period. Narrative and personnel information is entered into the form, which is then returned to ORSP.
2. A report of ARRA projects is produced and used to track responses and completion/upload. Follow-up notices or other contacts are made to insure 100% response.
3. Financial information is gathered from the general ledger by ORSP staff.
4. Quarterly Reporting forms are reviewed and entered, along with the financial data, into the FederalReporting.gov website by ORSP staff. The report is reviewed by a second ORSP staff member before submission.
5. Completion of reporting tasks is monitored by the University of Maine System Office.