

UNIVERSITY OF PITTSBURGH
GUIDANCE ON REPORTING OBLIGATIONS UNDER THE
AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009

With the recent passage of the American Recovery and Reinvestment Act of 2009 ("ARRA"), many University researchers will be seeking funding under ARRA. ARRA includes additional mandatory reporting requirements. This guidance provides preliminary instruction to department administrators regarding these requirements. As federal funding agencies provide more specific information, we will update this guidance.

The Office of Research will tag all ARRA proposals, as well as funded awards, in InfoEd with a unique identifier. For funded awards under ARRA, the University must file a report, within ten (10) calendar days after the close of each quarter, providing certain detailed information. The reporting requirements of ARRA go beyond the standard reporting on most federal awards. The official report by the University for each ARRA award will be submitted through Research and Cost Accounting through Recovery.gov, but certain additional information must be provided from the department to Research and Cost Accounting. The following information will be the responsibility of the principal investigator and/or department to provide for each ARRA award:

- (1) Total amount of ARRA funds obligated in the preceding quarter.
- (2) A detailed list of all projects or activities under the award for which ARRA funds were obligated and expended in the preceding quarter, including the project or activity name, a description of the project or activity, and an evaluation of the completion status of the project or activity.
- (3) An estimate of the number of jobs created and jobs retained under the reported project or activity.

The University is developing a central website to which departments can upload the necessary information. Because of the short time frame for reporting, departments should ensure that they have systems in place to track the necessary data in a timely manner. All departments should plan to submit the required information within seven calendar days after the close of each quarter. The University will distribute further guidance to departments regarding the necessary back-up documentation that must be maintained by the department for each of the elements listed up within the next several weeks.

ARRA also requires prime recipients to report information quarterly about subrecipients. The [attached form](#) will be used by the Office of Research to gather the necessary information for sub-awards equal to or greater than \$25,000. Departments are reminded that ARRA awards

cannot include a foreign component, unless the foreign component does not exceed 10% of total requested direct costs, or \$25,000 aggregate for all foreign sub-awards, whichever is less.