

**KEAN UNIVERSITY**

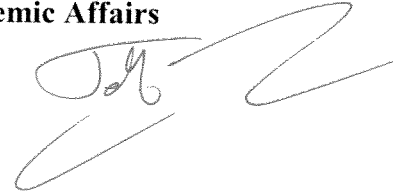
**OFFICE OF RESEARCH AND SPONSORED PROGRAMS**

**Policy Name:** AMERICAN RECOVERY AND REINVESTMENT ACT  
(ARRA) REPORTING

**Approval Authority:** Office of Vice President, Academic Affairs

**Originally Issued:** July 28, 2011

**Revised/Updated:** October 25, 2012



**1. Policy Statement**

This policy establishes the requirements for the reporting of funding through the American Recovery and Investment Act (ARRA) for sponsored projects.

**Reason/Purpose for Policy**

This document describes University policy with regard to the reporting of funding received through the American Recovery and Investment Act for sponsored projects.

**Policy Applies To**

This policy applies to all University personnel who have designated signatory authority to file reports on behalf of the University for ARRA funding.

**Contacts**

- A. Office of Research and Sponsored Programs
- B. Vice President, Academic Affairs

**4. The Policy**

**A. Definitions:**

The American Recovery and Reinvestment Act (ARRA) provided funds for public New Jersey Institution of Higher Education. This act has significant requirements for transparency and accountability.

The federal government required that ARRA reporting be completed on a quarterly basis. The University requires that ARRA reporting comply with federal guidelines.

**B. Applicability:**

In compliance with federal guidelines, the following data will be obtained and retained when reporting for all sponsored projects funded through ARRA.

1. Award Number
2. DUNS
3. Cost Center
4. Congressional District
5. Legal Name, Address, City, State, Zip
6. Funding Agency Code
7. Awarding Agency Code
8. Program Source (TAS) Code
9. CFDA
10. Amount of Award
11. Award Date
12. Award Description
13. Total Number of Sub Awards less than \$25,000/award
14. Total Amount of Sub Awards less than \$25,000/award
15. Total Number of Sub Awards to Individuals
16. Total Amount of Sub Awards to Individuals
17. Total Number of Payments to Vendors less than \$25,000/award
18. Total Amount of Payments to Vendors less than \$25,000/award
19. Project Name or Project Title
20. Quarter Activities/Project Description
21. Project Status
22. Total Federal Amount ARRA Funds Received/Invoiced
23. Number of Jobs Created
24. Description of Jobs Created
25. Total Federal Amount of ARRA Expenditure
26. Total Federal ARRA
27. Activity
28. Vendor Payments in Excess of \$25,000.