ARRA Quarterly Reporting Guide

Awards granted under the federal American Recovery and Reinvestment Act (ARRA) have mandatory reporting requirements. The Research Office has created an online tool in Oracle/PeopleSoft where PIs will enter the required information about their awards.

Reports are due by the 7th calendar day of the month after the quarter ends:

- January 7
- April 7
- July 7
- October 7

For additional assistance, contact the Research Office at 831-2136 and ask for Janet Ianni or Chris Cook.

1. Log into Oracle/PeopleSoft
   - www.udel.edu/ARRAreporting
   - Enter your UdellNet ID and password
   - Click Sign In

2. Click UD Processes in the Menu
Click **ARRA - Interface for PI** (from either location)

This is the **Search page** where you select your award

- Click the **Search** button
- If you have more than one award, click the **Contract** number on which you want to work

**NOTE** - If you have one award, you will go immediately into the first tab

The **PI Interface** consists of six tabs

- Four tabs are used for the current quarterly report (circled below)
- The two “Prior” ones are reference information from prior quarters
- **PI EmplID**, **Contract** and **Calendar Year/As Of** display at the top of every page
- **Current PI Narrative tab** is the primary entry page for ARRA reporting.

**PI EmplID** is belongs to the person logged in (probably you)
On the **Current PI Narrative tab** you will enter:

- Project Status
- Descriptions of the award and project purpose
- Description of jobs created
- Number of Jobs created
- Final report - Y/N

**Current PI Narrative tab**

**Project Status** refers to the percentage of cumulative progress of the project, you should consider:

- Programmatic progress
- Burn rate
- All projects related to the award

Choose the status that represents cumulative progress of the award.

**Current PI Narrative tab**

**Award Description** – enter the award title and overall purpose of the award

- Type or cut & paste from another document
- Maximum is 4000 characters
**Current PI Narrative tab**

**Project Description** – enter the award’s expected outcomes, results, or significant deliverables (including first tier sub awards).
- Type or cut & paste from another document
- Maximum is 2000 characters

A description of the overall purpose and expected outputs and outcomes of results of the award and first-tier Subaward(s), including significant deliverables and, if appropriate, units of measure.

**2,000 character limit:**

![Project Description]

**Current PI Narrative tab**

**Number of Jobs**
- Leave blank for now
- You will come back to this section after gathering data from 2 or 3 other tabs

![Number of Jobs]

**Current PI Narrative tab**

**Description of jobs created**
- Skip this for now also
- You will complete this box after reviewing the Current Job Info tab data

![Description of jobs created]

**Current PI Narrative tab**

**Infrastructure Rationale** – this section will only be used if funding is for an infrastructure project
- Explain how the award will contribute to one or more of the five ARRA purposes listed below.
- Otherwise, type “Not Applicable”

![Infrastructure Rationale]
Current PI Narrative tab

Final Report, choose:
  • Yes, if the award has ended
  • No, if it has not

Current PI Narrative tab

At the bottom of the page, click the Save button to keep your work.

Current PI Narrative tab

Scroll to the top
  • Click the next tab, Current Job Info

Current Job Info tab displays the people paid on this award.
  • The system uses the Amt Percent and FTE columns to compute the actual Total Job FTE for this award.

Current Job Info tab

Total Job FTE
  • Jot this number down; you’ll need it later for Number of Jobs on the first tab.
  • You may modify the Total Job FTE number based on your knowledge of work schedules.

Current Job Info tab

Navigate to the next info tab
  • At the top of the page, click the Right Arrow to display the last two tabs
  • Click Sub Recipient Info tab

Current Job Info tab

Look here to see the number of people paid on this award.

Click View All to see the people on one page.
Sub Recipient Info tab displays the data provided by sub recipients on your award.

- **You do not need to enter any data on this tab.**
- Jot down the **Number of Jobs**; you need it later for **Number of Jobs** on the first tab.
- Also note the **Sub Recipient Job Titles** for inclusion in the **Description of jobs created** on the first tab.

Navigate to the next tab

- Click the **Vendor Info Tab**

Click **View All** to see multiple **Job Titles** on one page.
**Vendor Info tab** displays the vendor activity for this award (cumulatively). The system adds up the amounts and divides by $91K to get an FTE calculation.

- You will be adding descriptions to each vendor.
- **Total Vendor FTE** – jot this number down, you’ll need it later for the first tab.

### Vendor Info tab

#### Multiple vendors

- Look in the header bar to see the number of vendors on this award.
- Click **View All** to see all the vendors on one page.

#### Description

- Enter a narrative of the goods or services provided by each of the vendors.
Vendor Info tab

Navigate back to the first tab, Current PI Narratives

- Click the Left Arrow
- Click Current PI Narratives tab

Current PI Narratives tab – just two more entries left.

- Scroll down to Number of Jobs
- Based in the FTEs you jotted down from the previous tabs, enter the total (rounded to two decimal points).

![Number of Jobs input field with value 2.80]

Current PI Narratives tab

- Scroll down to Description of jobs created
- Provide a brief description of job(s) created and/or retained as a result of this funded project; include jobs from UD and any sub recipients.

![Description of jobs created text box]

Current PI Narratives tab

- Scroll to the bottom
- Click the Save button

This completes the entry for ARRA Quarterly Reporting.

- If you have another ARRA award, click Return to Search to find the next one.

- Otherwise, Sign-out of Oracle/PeopleSoft at the upper right.