



University of California
San Francisco

Proposal Development Guidelines for Sales and Service Centers

Recharge Review
Budget & Resource Management

These guidelines outline the steps of how to prepare and submit proposals utilizing resources available on the Recharge Review website

Topics

- Criteria for establishing new recharge activities
- Types of proposals and requests
- Guidelines for preparing each type of proposal and request

More detailed instructions on how to develop recharge rates and prepare a recharge proposal are provided in a series of [Recharge Training Modules](#) on the Recharge Review website. Before beginning to prepare a recharge proposal, completing these modules and exercises is recommended.

The functions that best reflect the mission and purpose associated with recharge activities are academic support and institutional support

Academic Support Function Code: 43

- Expenditures incurred to provide support services for the institution's primary missions: instruction, research, and public service
- For example, micro-imaging facility or flow cytometry

Institutional Support Function Code: 72

- All activities for central units and functions that provide core services to the entire campus
- For example, IT services, logistics, and environmental health & safety

Recharges for academic support activities should be developed only when certain criteria are met

- ✓ Service will be unique or specialized, as opposed to general administration or other institutional support services
- ✓ Demand exists for the particular service by more than one University department
- ✓ There will be a significant volume of recharging, both in dollar amounts and in the number of transactions
- ✓ Service will be provided on a regular and continuing basis

Recharges within the institutional support function should be developed only when the following additional criteria are met

- ✓ Costs are for specific and identifiable services, rather than overhead costs
- ✓ Year-to-year activity fluctuates (dollars and customers)
- ✓ Charging for the activity will control demand or promote useful decisions
- ✓ The customer base includes sponsored projects, UCSF affiliates, and/or external users to a substantial degree
- ✓ The service is an allowable cost on sponsored projects
- ✓ The service cost was not previously included in F&A cost pools
- ✓ The total cost of the activity to be recharged justifies the added expense of recharge administration

Determine the type of proposal needed from the following list and obtain rate approval from Recharge Review prior to recharging users

New recharge activity

establishes a recharge activity that did not exist before

Renewal

used for any subsequent year of an existing recharge activity that previously received approval

Rate change

a request to adjust the rates of an approved recharge activity based on changes in the operational cost without a change in the rate methodology

Transfer of ownership

the ownership of an approved recharge activity is transferred from one department to another department

Discontinuation

termination and closing out of a recharge activity

External Sales & Service of Education Related Activity

establishes a sales and service activity charging only external users

Establishing a New Recharge Activity

1. Consult with department management or staff providing services (the PIs and finance managers) to assess if there is a financially viable business plan and sufficient customer base for establishing a new recharge activity.
2. Identify and itemize start-up and on going costs of providing the services, and forecast the volume.
3. Perform market research to ensure the demand for the services and compare to existing rates elsewhere.
4. Review [Preparing a New Recharge Proposal Exercise](#). This rate computation exercise demonstrates the steps to prepare a new recharge proposal.
5. Download and complete the New Proposal Form from the [Rate Proposal Forms website](#).
6. Have the Department Administrative Officer/MSO sign the proposal or include the certification statement of approval from the Proposal Details tab, Section 6 in the submission email.
7. Two months prior to the start date:
 - a. [Category 1](#) proposals: submit directly to [Recharge Review](#) for final review and approval and cc: [Control Point contact](#).
 - b. [Category 2](#) proposals: submit to [Control Point contact](#), then the Control Point will forward proposal to Recharge Review for final review and approval.
 - c. If [user committee endorsement](#) of proposed rates is needed, at the time of submission identify the committee members. It is recommended to obtain endorsement of the proposed rates from committee members after the proposal has been reviewed by the Control Point and Recharge Review and the rates are ready for final approval. Timing of this step will be recommended by the assigned Recharge Review analyst during the review process.

Recharge Renewal

1. Review [Preparing a Renewal Proposal Exercise](#). The purpose of this exercise is to walk through the steps to complete a renewal proposal for an existing recharge activity.
2. Download and complete the Renewal Proposal Form from the [Rate Proposal Forms website](#).
3. Have the Department Administrative Officer/MSO sign the proposal or include the certification statement of approval from the Proposal Details tab, Section 6 in the submission email.
4. By the annual February deadline or the assigned rolling deadline in the final year of approval:
 - a. [Category 1](#) proposals: submit directly to [Recharge Review](#) for final review and approval and cc: [Control Point contact](#).
 - b. [Category 2](#) proposals: submit to [Control Point contact](#), then the Control Point will forward proposal to Recharge Review for final review and approval.
 - c. If [user committee endorsement](#) of proposed rates is needed, at the time of submission identify the committee members. It is recommended to obtain endorsement of the proposed rates from committee members after the proposal has been reviewed by the Control Point and Recharge Review and the rates are ready for final approval. Timing of this step will be recommended by the assigned Recharge Review analyst during the review process.

Rate Change Request

1. If there is a change to the rate methodology, complete a full Renewal Proposal. If there is no change to the rate methodology, only changes in the costs or volume, complete a Rate Change Request.
2. Download and complete the Rate Change Request Form from the [Rate Proposal Forms website](#).
3. Revise and attach the necessary tabs from the last approved proposal to the Rate Change Request Form.
4. One to two months prior to effective date:
 - a. [Category 1](#) proposals: submit directly to [Recharge Review](#) for final review and approval and cc: [Control Point contact](#).
 - b. [Category 2](#) proposals: submit to [Control Point contact](#), then the Control Point will forward proposal to Recharge Review for final review and approval.
 - c. If [user committee endorsement](#) of proposed rates is needed, at the time of submission identify the committee members. It is recommended to obtain endorsement of the proposed rates from committee members after the proposal has been reviewed by the Control Point and Recharge Review and the rates are ready for final approval. Timing of this step will be recommended by the assigned Recharge Review analyst during the review process.

Transfer of Ownership

1. Prepare a transfer of ownership agreement including the following items:
 - a. The effective date of the transfer
 - b. A financial reconciliation of the recharge activity including:
 - i. recharge Dept ID - Fund - Project net position at the time of transfer
 - ii. transfer of reserve net position(s), if applicable
 - c. Personnel transferring to the new department
 - d. New Dept ID
 - e. Approval signature from both department MSOs
2. One month prior to transferring ownership, submit the signed agreement directly to [Recharge Review](#) for final review and approval and cc: [Control Point contact](#).
3. If there are changes in rates or rate methodologies, the new department needs to prepare and submit a full Renewal Proposal.

Discontinuation Request

1. Review [Discontinuation Exercise](#). This exercise demonstrates the steps to complete the discontinuation form.
2. Download and complete the Discontinuation Request Form from the [Rate Proposal Forms website](#):
 - a. Identify all unallowable and unrelated costs
 - b. Propose treatment of the surplus or deficit balance
 - c. Submit for review and approval prior to making any transfers
3. Submit the completed discontinuation request one month after the recharge activity ends:
 - a. [Category 1](#) recharges: submit directly to [Recharge Review](#) and cc: [Control Point contact](#)
 - b. [Category 2](#) recharges: submit to [Control Point contact](#) for review and action on activity net position (surplus/deficit), then the Control Point will forward the discontinuation request to Recharge Review for final review and approval

External Sales and Services of Education Related Activity

1. Confirm that the activity is only for external users and there is no established recharge. If there are internal users expected, a new recharge activity needs to be established.
2. Identify and itemize start-up and on going costs of providing the services, and forecast the volume.
3. Download and complete from the [Rate Proposal Forms website](#):
 1. Business Contract Request Form
 1. Obtain two signatures: Program Director/Initiating Faculty and Department Representative (Chair, MSO, Designee)
 2. Attachment 1 – Rate Calculation Worksheet
4. Submit the form and attachments directly to the OSR Business Contracts Office orbusinesscontracts@ucsf.edu two months prior to the start date. Business Contracts will request rate calculation review and approval from Recharge Review as part of their process of establishing the external business contract.

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