RECHARGE PROPOSAL REVIEW NOTES AND CHECKLIST

RECHARGE REVIEW CHECKLIST				
Complete	N/A			
Services and Rate Calculation				
		Recharge service(s) are fully identified and described		
		Rate assumptions are attached and are adequately clear		
External Rev	enue			
		A waiver for collection of F&A has been requested and approved (include documentation in file); note in letter		
		Proposal provides for collection of F&A on external revenue of 26%		
		Overhead Base Code "L" (OHBCL) has been assigned		
		Confirm that external revenue has been deposited in the appropriate account (i.e. 42105 - Educational-product/svc		
		sales, 42106 - Educat-product/svc-F&A waived)		
User Committee (If Plan is Greater than or equal to \$500,000)				
		A user committee has been identified with a member list provided		
		Proposal includes documentation that the user committee has endorsed the rates		
Expenditure Projections				
		Costs appear to be reasonable in relation to proposed work scope		
		Levels of personnel support appear to be reasonable in relation to proposed work scope		
		Salary, benefits and FTE are calculated correctly		
		Personnel costs are documented by name, title, % effort and annual salary		
		Expenditures are listed in sufficient Account detail		
		A21 unallowable expenditures are not included (see list)		
		A21 Unallowable Costs		
		* Equipment purchases > \$5,000		
		* Capitalized space renovations or improvements		
		 Rent, utilities, custodial or occupancy costs for University owned space 		
		* Mail stop, phone lines, (except fax recharges), phone tolls and LD (tolls and LD allowable if		
		directly related to goods/services provided)		
		* Gifts, charitable contributions, political contributions		
		* Memberships		
		* Administrative support salaries unless effort is directly related to administrative services		
		necessary to support the recharge activity		
		* Decorations		
		* STIP expense		
		* Fines or penalties		
		* Travel unless directly related to services necessary to support the recharge activity		
		* Advertising expense		
		* Any expense already paid by the Federal Government		
		Generally unallowable expenses approved (including justification)		

RECHARGE PROPOSAL REVIEW NOTES AND CHECKLIST

Equipment D) Pepreciati	on (If Budgeted)		
		Equipment/renovation depreciation schedule(s) are included in the proposal		
		Equipment purchased before December 2019 has not BEGUN to be depreciated on the recharge (already counted in		
		the 2019-20 F&A Rate Proposal)		
		Equipment/renovation depreciation schedule(s) has been added to the tracking worksheet		
		Equipment Useful Life matches OP's Useful Life Schedule		
		Future annual budgeted depreciation included for multi-year approvals		
Working Capital (If Budgeted)				
		Working Capital is not more than 16.6% of budgeted expense		
Liens				
		Liens are included in the carry forward balance or in the current cost pool for rate calculation		
	_	are included in the carry for ward balance of in the carrent cost poor for rate calculation		
Subsidies (If Budgeted)				
		Subsidy has been entered into the database record		
		Supporting documentation of federals subsidy or program income activity		
Drior Voor Eu	ınd Balan	ces (Renewals only)		
		Prior year balance as a % of proposed expense: %		
		If greater than 16.7% (excluding working capital for surplus balances), list issue(s):		
		Prior year balances are reflected accurately in rate calculation(s)		
		Review prior year approval letter for any stipulations		
		Neview prior year approvarietter for any stipulations		
Overall Budg	get			
		Fund balances match the ledger (adjusted for transfer of STIP expense and/or other adjustments)		
		The budget breaks even		
ADDDOVALI	ETTED CI	FOULET (NEW OR DENEMAL)		
		ECKLIST (NEW OR RENEWAL)		
		Control # is not duplicated		
		Annual Plan		
		Prior Year surplus/deficit		
		Planned working capital		
		If prior year balance was > 16.7% of proposed expense, caution department regarding validity of business plan		
		Project ID(s) requested and end dates updated URIT Questionnaire attached (for new rates with external revenue is > 5% and (or \$1,000)		
		UBIT Questionnaire attached (for new rates with external revenue is > 5% and/or \$1,000)		
		Subsidy application, amount and source CC Covernment & Rivinger Contracts Unit (Innellyn Chiu) in Approval Letter (if ovternal rates are included)		
		CC Government & Business Contracts Unit (Janellyn Chiu) in Approval Letter (if external rates are included)		
		Recharge Database record updated Box UCSF Approved Recharge Rate Table updated		
		DON OCH APPIOYER VERIGIËE VAIE TANE APRAIEN		