LOG Procedure

Basic requirements to establish a LOG account:

1. **HARD STOPS** -- No LOG request will be processed under the following conditions:
    1. If **Financial Conflict of Interest (FCOI)** has not been approved;
    2. If **Human Subjects Research** and IRB approval is pending**;** however, if PI submits email to SRS indicating no human subjects work will begin until IRB is approved, LOG can be processed for non-human subject, start-up work.
    3. If project is **Export Controlled** and no Petition for the Conduct of Sensitive but Unclassified Research has been approved by the VPR for that project.

2. Notification in writing (email is ok) from our sponsor (or prime) to indicate anticipated funding to be received, and estimated start date and/or period of performance.

3. Completed Kuali proposal needed in order to create an award in Kuali.

4. Internal Forms Required for Review:
    1. If a **NEW Award** – Proposal Review Sheet(PRS), Award Acceptance Request / Compliance Review Form(AAR/CRF);
    2. If an **Amendment (funding already covered by prior proposal)** – AAR / CRF;
    3. If an **Amendment (add'l funding not covered by prior proposal)** – PRS, AAR / CRF (just like new award);
    4. If an Internal (NCE) **Extension while we wait for next segment** (i.e., NIH at RPPR stage) – AAR / CRF;
    5. If at **Just In Time Stage or Revised Budget Stage** – PRS, AAR / CRF (just like new award).

5. Keep in mind, if the Sponsor awards a multiple year project, with automatic carryforward, the entire project period can be set up initially, thereby, eliminating the need for LOG extensions from one year to another.

6. Requests for LOG should be sent to Grants and Contracts Division SRA's, not to Accounting Division SRA's. Accounting Division SRA's should return a request received directly from a Department, and/or forward it to the appropriate G&C SRA for review.

7. Accounting Division will need to know the sponsor (who we are getting the money from) and the Prime Sponsor (if flow through) to make sure accounts are set up correctly. If NIH, provide the specific Institute funding the award, e.g. NHLBI.
    NOTE: If the sponsor is new, LOG set-up may be delayed while the sponsor is being established in SAP (Treasurer function). The UC Treasurer's Office requires each sponsor's:
    a. Legal name;
    b. Tax ID #;
    c. Address;
    d. Contact person, including phone number and email address.

8. If available, agencies' guidelines and restrictions would be helpful when setting up the award.

9.   As a reminder, the Department acknowledges that any costs incurred or expended by the University prior to full execution of the funding agreement are done at the Department's own risk. No funds will be disbursed to the Department until the funding agreement is fully executed by both parties.