



University of Connecticut Health Center

DATE: September 30, 2009

POLICY: ARRA Data Quality Plan

PURPOSE: To ensure compliance with Section 1512 of the American Recovery and Reinvestment Act of 2009 (ARRA) and Office of Management and Budget (“OMB”) guidance regarding Recipient Reporting Requirements.

STATEMENT:

ARRA Report Preparation and Institutional Review/Approval:

1. The Division of Research Administration and Finance has responsibility for administering and reporting on all Federal funds, including ARRA awards.
2. Current ARRA Recipient Reporting Requirements are available via www.recovery.gov.
3. Two weeks prior to generating each quarterly report, Research Administration and Finance will review OMB guidance (www.recovery.gov) related to ARRA Recipient Reporting Requirements and update existing report templates, as required, in order to comply with OMB standards (i.e., data elements, data type, length, and validation/business rules).
4. Research Administration and Finance shall be responsible for reporting sub-recipient ARRA data consistent with OMB standards and UCHC Policy No.: 2007-27.
5. At least 3 business days prior to the ARRA deadline, the ARRA quarterly reports (due October 10, January 10, April 10, and July 10) shall be prepared by a Research Administration and Finance accountant (presently Sunita Singh) and reviewed by a Supervisor Accountant (presently Patricia Young). The Director of Research Services (presently Julie Schwager) shall review the ARRA quarterly reports to ensure compliance with Federal and State mandates, including, when appropriate, the Davis Bacon Act and UCHC Instruction No. 530.00.
6. Pursuant to the OMB’s 21-day allowance, adjustments to the respective ARRA Quarterly report will be made by a Research Administration and Finance accountant and reviewed by a Supervisor Accountant and the Director of Research Services.

7. Errors/Omissions shall be logged, noted and, if avoidable, corrective action shall be taken.

Data Validation: Data validation shall include built in system/template controls (e.g., formulas, field length, format, etc.); source documents (e.g., the Notice of Grant Award for Project Name, Award Number, etc.); consultation with the named investigator when appropriate (e.g., Project Status); as well as verification against the funding agency's publicly reported data, (e.g., <http://report.nih.gov/recovery>, <http://www.nsf.gov/awardsearch>).

Record Keeping: Source documentation, e.g., Notices of Grant Award and financial status reports, error/omission logs, and documentation of institutional review/approval of ARRA Quarterly reports shall be maintained by Research Administration and Finance and made available to University, Federal and State auditors.
