



Bridge Funding

Lawrence Berkeley
National Laboratory

Financial Policies and Procedures

Part I

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Primary contact:	CFO Analyst, Budget Office

Summary

The purpose of this policy is to define the guidelines for the appropriate application and use of bridge funding to cover Work for Others (WFO) costs at Lawrence Berkeley National Laboratory (LBNL).

Policy

Scope

Bridge funding refers to limited University of California (UC) funds that are used to temporarily cover funding requirements under certain conditions. The University of California authorizes LBNL to use these funds to cover WFO costs when:

- There is assurance from the federal or Department of Energy (DOE) integrated contractor sponsor that additional funding is forthcoming on a continuing award (cannot be used for new awards), **or**
- When a non-federal sponsor has not yet provided advance funding and it is in the best interest of LBNL to advance the funds to begin or continue an award.

Bridge funding is not intended to serve as a substitute for appropriate cash and funding management. However, it does allow for the start or continuation of research due to various sponsor-timing issues. Agreements with sponsors which may represent a risk of becoming uncollectible should not be candidates for bridge funding.

Requirements

This policy limits requests to less than \$250,000, which may be used for no more than 90 days. If additional time and/or funds are needed, a new request is required. Due to unique scientific and financial reporting requirements, bridge funding requests are not required for agreements under the UCOP Special Research Program. The Sponsored Projects Office will specify the future bridge funding need in the initial SPAA. See [UCOP Special Research Programs](#) for more information.

The use of the University of California's funds does not relieve LBNL of its responsibility to comply with all other DOE requirements for WFO contracts. Any uncollectible receivables resulting from bridge funding activity are ultimately the liability of the University of California. However, if requested bridge funding is not reimbursed, it is the responsibility of

Financial Policies and Procedures Manual

the Division Director (requesting division) to propose appropriate alternate non-DOE sources of divisional funding for review (i.e. gifts) before use of LBNL UC contingency funding is considered. Uncollectible amounts that cannot be funded from divisional funding sources will be charged to the University of California contract fee, thereby reducing the following year's allocation of CSR funding to LBNL.

Sponsor Criteria

The bridge funding request may be submitted for other federal agencies, state and local governments, public or private entities, and DOE integrated contractors.

- **Federal entities and DOE integrated contractors**

For federal entities and DOE integrated contractors, bridge funding may only be used to continue an award when there is assurance from the sponsor that additional funding is forthcoming. It *may not* be used for a new award (research) which has not been previously funded by the same sponsor.

- **Non-federal entities**

For non-federal entities, bridge funding may be used to cover short-term advance requirements for new or continuing awards. For a new award, a written reimbursable agreement, as defined in [DOE Order 481.1](#), must be accepted prior to the allocation of bridge funds. For a continuing award, bridge funding may be used when there is assurance from the sponsor that additional funding is forthcoming.

Approval Criteria

- Approval will be based on funds availability, institutional risk, and institutional need. As bridge funds are limited and *may not* be available in a particular month, costs should not be incurred until approved bridge funding is in place. Requests should be the minimum amount needed to begin and/or maintain the project. Requests should be submitted to the Sponsored Projects Office 60 days prior to the accounting period to which the funding will be needed.
- For continuing awards, the bridge funding request must include written confirmation from the sponsor's contract officer or authorized administrative official confirming the intent to continue the research project and reimburse LBNL for costs incurred while on bridge funding.
- In addition to the standard approvals, any bridge funding request exceeding \$250,000 or for a period greater than 90 days is an exception to policy and must be signed by the Sponsored Project Office (SPO) Manager. Additionally, an incremental monthly spending forecast must be provided by the requestor and accompany the request.

Example: Month 1 - \$100K
 Month 2 - \$75K
 Month 3 - \$150K

Additional processing time is required for requests that exceed the \$250,000 or 90-day thresholds.

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Financial Policies and Procedures Manual

- Bridge funding shall expire on the specified end date or when the sponsor’s funding has been received, whichever is sooner. If additional time and/or funds are needed, a new request is required.

The request must include the following signatures before bridge funds are allocated:

Signor	Purpose of Signature
Principal Investigator	No other method to deal with funding interruption and agrees to comply with all bridge funding control requirements.
Division Director (or designate – limited to Deputy Division Director or Business Manager)	Recognizes risk that any unallowable or uncollected costs from default will be funded out of appropriate alternative divisional funds or LBNL CSR funds, but it is in the best interest of LBNL to assume the risk.
SPO Contracts Officer	Certifies compliance with bridge funding and SPO policies.
SPO Manager	Reviews requests over \$250,000 or 90 days, or other uses of bridge funds that may be an exception to the policy and provides contractual risk assessment.
Budget Office Analyst	Reviews that supporting documentation is appropriate. In consultation with A/R, reviews sponsor’s payment history and verifies that sponsor has not defaulted payment resulting in collection by the US Treasury.
Chief Financial Officer (or designate)	Approves release of bridge funding.

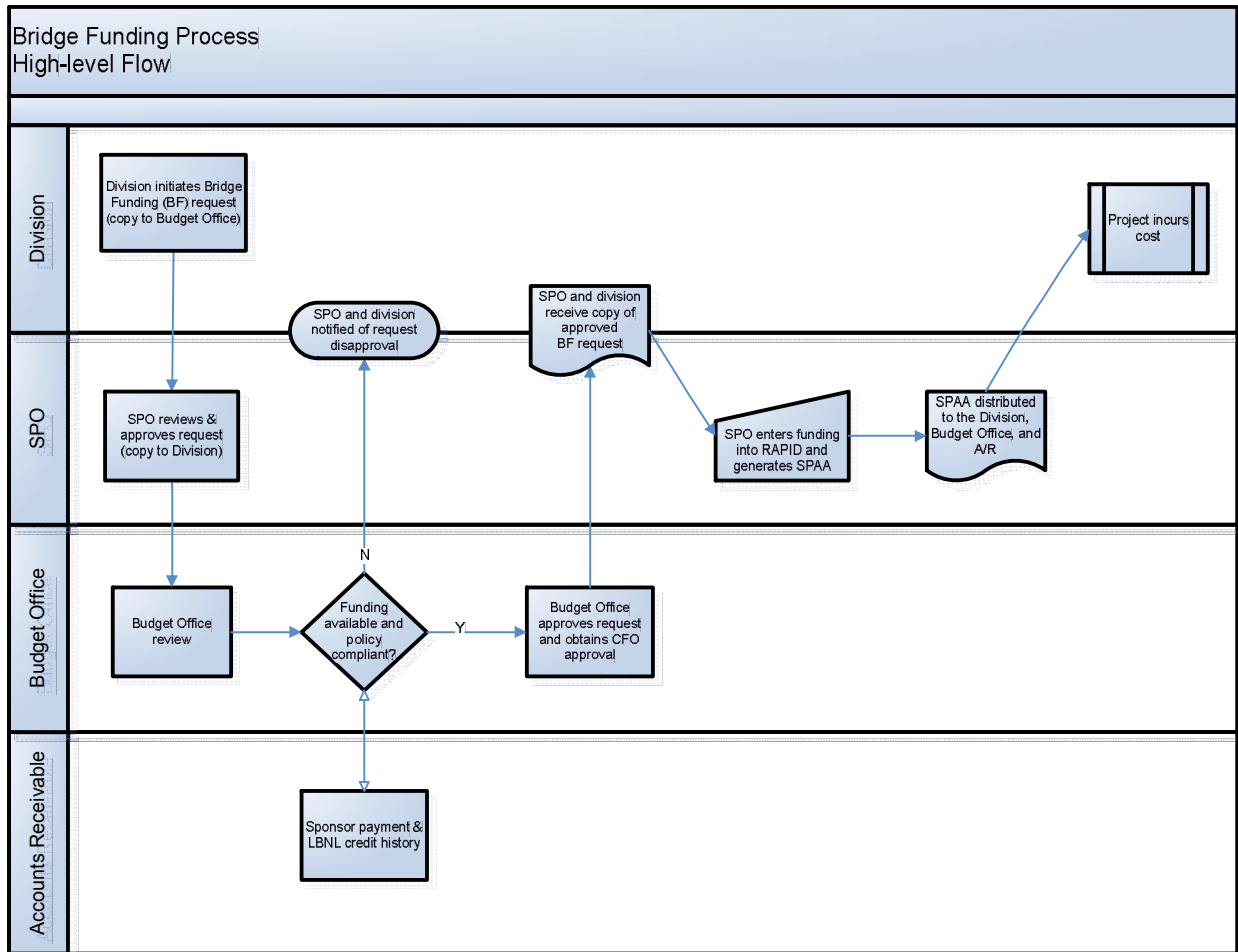
Procedures

- Requestors (Division) complete a [Bridge Funding Request Form](#). The form must be signed by the Principal Investigator and Division Director and submitted to the Division’s respective SPO Contracts Officer for review with a copy sent to the Budget Office. Please note the award number in the subject line if sent by e-mail. The request must be received by SPO 60 days prior to the accounting period to which the funding will be needed (e.g. If funding is required for December 1, the request must be submitted to SPO by October 1).
- The SPO Contracts Officer secures funding verification from the sponsor and certifies that the appropriate criteria and documentation are appropriate. The request is completed, signed and forwarded to the Budget Office Analyst, with a copy sent to the Division, no less than ten (10) days before Day Zero of the accounting period prior to which funding will be needed (e.g. If funding is required for December 1, the request must be submitted to the Budget Office Analyst no less than ten (10) days before Day Zero of November’s close).
- The Budget Office determines whether bridge funds are available and reviews the supporting documentation. In consultation with A/R, reviews sponsor’s payment history and verifies that sponsor has not defaulted payment resulting in collection by the US Treasury. The requestor and/or SPO will be contacted if there are any issues. The Budget Office secures the CFO’s approval to release bridge funding. Notification of approval and a copy of the request will be sent to the Division and SPO no less than one (1) day before Day Zero of the accounting period prior to which funding will be needed.

Financial Policies and Procedures Manual

- Assuming that all other DOE and UC requirements have been met (Human Subjects approval, NEPA/CEQA); SPO enters the approved bridge funding information into the Research Administration, Proposal/Project Information Database (RAPID) and issues the Sponsored Project Award Authorization (SPAA).

High-level Process Flow Diagram



Authority and Contacts

- WFO Analyst, Budget Office
- SPO Manager, Sponsored Projects Office

Financial Policies and Procedures Manual

Glossary

- **DOE Integrated Contractor:** The DOE's Management and Operating Contractors, e.g., Lawrence Livermore National Lab, DOE Chicago Field Office, Sandia National Lab.
- **Federal Sponsor:** Any entity that is part of the federal government.
- **Reimbursable Agreement:** A written agreement to perform work or provide a service for another federal agency or non-federal customer.
- **Requestor:** A Principal Investigator or designated Resource Analyst.
- **Research Administration, Proposal/Project Information Database (RAPID):** LBNL's implementation of the PeopleSoft Grants system.
- **Sponsored Project Award Authorization (SPAA):** A report from the RAPID system, issued by the Sponsored Projects Office that authorizes initial award and post award administrative and funding actions.
- **CSR:** Contractor Supporting Research.
- **Work for Others (WFO):** Work for non-DOE entities performed by DOE/contractor personnel and/or utilize DOE facilities and are not directly funded by DOE appropriations. Work is in accordance with DOE Order 481.1C.

Related Documents

- [Bridge Funding Request Form](#)
- [DOE Order 481.1C and DOE Guide 481.1-1](#)
- [DOE Accounting Handbook, Chapter 13](#)
- DOE Contract 31
- Financial Practices and Procedures Relating to UC/DOE Contract Funds
University of California Laboratory Administration Office (November 2001)
Section 3.1 (*copy available in the Budget Office*)