



# Financial Management of Contractor Supporting Research (CSR) Program

Lawrence Berkeley  
National Laboratory

Financial Policies and Procedures

Part 1

---

Originally issued: September 1, 2006  
Revision Date: September 1, 2007  
Revision Number: 1  
Scheduled review date: September 1, 2009 (every two years)  
Primary contact: Controller

---

## Summary

The purpose of this policy is to define the guidelines and procedures for administering Contractor Supporting Research (CSR) funds requesting and establishing projects, tracking allocations and project costs; and project closeouts.

## Policy

In addition to and separate from the parties' rights and obligations under [DOE Contract 31, Clause H.3](#), Work For Others Program (Non-DOE Funded Work), the Contractor may, with the consent of the Contracting Officer, conduct Contractor-Funded Institutional Supporting Research and Development (abbreviated as "Contractor Supporting Research" or "CSR") at the Laboratory under [DOE Contract 31, Clause H.27](#). The DOE Berkeley Site Office's Contracting Officer approved the program on September 22, 2005 ([refer to 09/22/05 document](#)).

The CSR funds are provided to the Laboratory by the University of California. For research at the Laboratory, selection of the projects funded with CSR funds are made at the discretion of the Laboratory Director or designee. Consent may be given to such research provided that:

- Research is conducted on a non-interference basis with any DOE-directed and funded work of the Laboratory. Per the September 22, 2005 guidance provided by the DOE Berkeley Site Office (see above), CSR funds may not be used to augment federally funded projects.
- Research is intended to enhance the capabilities of the Laboratory to continue to perform its mission or to create new capabilities at the Laboratory consistent with the overall needs of DOE. Per the DOE Berkeley Site Office guidance, the Laboratory will not knowingly use its access to Laboratory facilities under this program to compete with the private sector.
- Funds are expended under the same terms and conditions that apply to government funds provided under [DOE Contract 31](#).

## **Financial Policies and Procedures Manual**

- The use of CSR funds to pay for unallowable costs is prohibited. For cost accounting standards (CAS) purposes, such approved research shall be treated as institutional research and development of the Laboratory. CSR funds are exempt from General and Administrative costs.

Certain uses of these funds are particularly encouraged by the University, such as collaborative research performed with UC campus professors, post-doctoral scholars and graduate students, and research that could lead to the long-term growth and health of the Laboratory and the University.

### **Procedures**

### **Roles and Responsibilities**

#### **DOE Berkeley Site Office (BSO)**

- Approves CSR Program according to [DOE Contract 31, Clause H.27](#), Contractor-Funded Institutional Supporting Research and Development Program at the Laboratory.

#### **Sponsored Projects Office**

- Notifies and coordinates with the DOE Berkeley Site Office any transactional review and consent as required by DOE Berkeley Site Office approved implementation plan for Contractor-Funded Institutional Supporting Research and Development at the Laboratory under [DOE Contract 31, Clause H.27](#)

#### **Division**

- Prepares written request using the [CSR Request Form](#) for approval to use (or increase) Contractor Supporting Research (CSR) funds.
  - Written request includes
    - Strong statement of justification
    - Total amount of funding requested (including applicable burdens and overheads)
  - Forwards request to Laboratory Deputy Director or designee to obtain authorization signature
  - After receiving request approval, creates project in Financial Management System under Division's Project Tree based on project identification number assigned by Program Manager
  - On the 20<sup>th</sup> of each month, emails to General Accounting Manager an estimate of that month's particular project expenditures

## **Financial Policies and Procedures Manual**

- Ensures funds are used consistent within the stated purpose
- Ensures funds are spent in accordance with the same terms and conditions as federally expended funds
- Establishes controls to ensure costs and obligations do not exceed the approved funding
  - Monitors costs incurred against the approved funding
  - Corrects errors and resolves issues as they occur to ensure approved funding balances are in good standing
- Notifies General Accounting when to close the project

### **Laboratory Deputy Director**

- Laboratory Deputy Director reviews request, funding availability, and authorizes request
- Laboratory Deputy Director Office notifies General Accounting Manager of approved request
- Notifies Division Budget Analyst request has been granted
- Notifies Division Budget Analyst assigned CSR project identification number.
- Notifies Property Management of equipment awards
- Notifies Sponsored Projects Office of award amount
- Submits to the DOE Berkeley Site Office periodical reporting of projects undertaken

### **Property Management (if applicable)**

- After equipment arrives, corrects equipment title from DOE to UC Regents based on notification from Laboratory Deputy Director Office

### **General Accounting**

- Places funds in appropriate balance sheet/liability account prior to commencement of work
- Reviews the Divisions' estimated expenditures each month
- Coordinates with UC to transfer funds to cover projected expenditures
- At month end allocation process, General Accounting credits the project to offset the costs based on actual expense

### **Authority**

- Department of Energy Contract 31
- UCOP Laboratory Management Office (LMO)

## Financial Policies and Procedures Manual

### Contacts

- Contracting Officer, DOE Berkeley Site Office
- Manager, Sponsor Projects Office
- Program Manager, Office of Planning and Development
- Controller

### Glossary

- **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

### Related Documents

- [DOE Contract 31, Clause H.27](#)
- [DOE Berkeley Site Office Berkeley Lab Agreement "LBNL Contractor-Funded Institutional Supporting Research and Development Program" dated 9/22/05](#)
- [OCFO Financial Management of Monetary Gifts Policy](#)