SPX Proposal File

The Proposal file contains data on all university proposals from governmental agencies and other extramural entities that support project-based activities with contractual or quasi-contractual agreements rather than gifts.

Schedule

Campuses should submit file every quarter from the UC campuses, the Office of the President, the Division of Agriculture and Natural Resources, and the Lawrence Berkeley National Laboratory

File Name: SPXPRP.Qqyy (in uppercase) where:

- q = quarter
- yy = fiscal year

Record Format: Fixed Length

Record Length: 686 [Any file with a different record length will be rejected]

Transmission: The input file is transmitted via UC PCSSC Production Go Anywhere VSFTP process. Please contact your campus Managed File Transfer personnel for file transfer matters. All questions or issues regarding PCCSC and file transmission must be sent to ess-tickets@ucop.edu.

File Layout – Physical Characteristics

File Name	SPXPRP.Qqyy	where q is the quarter and yy is the fiscal year
Record Format	Fixed Length	
Record Length	686	

Location Numeric codes

01 – Berkeley	08 – Santa Barbara
02 – San Francisco	09 – Irvine
03 – Davis	10 – Merced
04 – Los Angeles	AR – Agriculture and Natural Resources
05 – Riverside	U – Office of the President
06 – San Diego	IB – Lawrence Berkeley National Laboratory
07 – Santa Cruz	

Contracts & Grants - Proposal File Layout **Last Updated September 29, 2026**

Header Record

ERROR LEVEL: S = Severe [Header Severe Error Means File Rejection. Record Severe Error Means Record Rejection], E = Element

ELEMENT NAME	LOC	LN	FORMAT	ERROR LEVEL	VALID VALUES
Proposal File Code (value: 'P')	1	1	Alphanumeric	S	Must be 'P'
UC Location Code 1 - Major Location	2-3	2	Alphanumeric	S	See location codes above.
Filler	4	1	Alphanumeric	E	Must be blank
Literal (value: 'HEADER SP DATA FOR')	5-24	20	Alphanumeric		Must be 'HEADER SP DATA FOR'
Fiscal Quarter Code - UC	25	1	Alphanumeric	S	Must match fiscal quarter in filename
Fiscal Year - UC	26-27	2	Alphanumeric	S	Must match fiscal year in filename
Filler	28-32	5	Alphanumeric		
File Creation Date	33-38	6	Alphanumeric	S	Cannot be blank, format must be YYMMDD
Unused	39-686	648	BLANK	S	Must be blank
Total Record Length		686			

Data Record

ELEMENT NAME	LOC	LN	FORMAT	ERROR LEVEL	VALID VALUES
Proposal File Code	1	1	Alphanumeric	S	Must be 'P'
UC Location Code 1 - Major Location	2-3	2	Alphanumeric	S	See location codes above.
Sponsor Code	4-7	4	Alphanumeric	S	Must be active, approved REMS sponsor code
Originator Sponsor Code	8-11	4	Alphanumeric	S	Must be active, approved REMS sponsor code

ELEMENT NAME	LOC	LN	FORMAT	ERROR LEVEL	VALID VALUES
Filler	12	1			
Contract / Grant Code	13	1	Alphanumeric	S	Must be ‘K’, ‘A’, ‘G’, or ‘T’
Project Identifier Number	14-63	50	Alphanumeric	S	Cannot be blank
Project Name	64-319	256	Alphanumeric	S	Cannot be blank
F&A Class Code	320	1	Alphanumeric	E	'R', 'I', 'O’, 'S', or 'P'
Project Type Code	321	1	Alphanumeric	S	Must be '1' thru '9' or 'A' or 'B' or 'C'
Project Duration Proposed	322-324	3	Alphanumeric	S	Numeric values only
SBIR/STTR Award Indicator	325	1	Alphanumeric	S	Must be 'Y' or 'N' or blank
Proposal Identifying Number	326-375	50	Alphanumeric	S	Cannot be blank
Filler	376	1			
Project Cost - Proposed	377- 386	10	Alphanumeric	S	Numeric values only
Matching Funds	387-396	10	Alphanumeric	E	Numeric values only
Indirect Cost Exception Number	397-403	7	Alphanumeric	E	Active, approved REMS ICE number or blank
Account Number - Project	404-409	6	Alphanumeric		May be blank
Special Fund Source	410	1	Alphanumeric	S	‘A’ or blank
Filler	411	1			
Principal Investigator Last Name	412-441	30	Alphanumeric	E	Cannot be blank
Principal Investigator First Name	442-471	30	Alphanumeric	E	Cannot be blank
Principal Investigator Middle Name	472-501	30	Alphanumeric		
Principal Investigator Employee Identifier	502-512	11	Alphanumeric	E	UC Path Employee ID consistent w/PI name
Principal Investigator Researcher Identifier	513-532	20	Alphanumeric		16-digit ORCID (Open Research and Contributor ID) e.g., 0000-0001-2345-6789.
Co-Principal Investigator Last Name	533-562	30	Alphanumeric		Blank if not applicable.
Co-Principal Investigator First Name	563-592	30	Alphanumeric		Blank if not applicable.
Co-Principal Investigator Middle Name	593-622	30	Alphanumeric		Blank if not applicable.
Co-Principal Investigator Employee Identifier	623-633	11	Alphanumeric		If any, UC Path Employee ID consistent w/co-PI name. Otherwise, blank.
Co-Principal Investigator Researcher Identifier	634-653	20	Alphanumeric		16-digit ORCID (Open Research and Contributor ID) e.g., 0000-0001-2345-6789. Blank if not applicable.
Filler	654	1			
Transaction Reference Number SPX	655-660	6	Alphanumeric		
CCOA Department Code	661-667	7	Alphanumeric	E	Level E in the UCOP financial system. May be child level at campus.
CCOA Project Code	668-677	10	Alphanumeric	E	
CCOA Entity Code	678-681	4	Alphanumeric	S/E	Entity Level C in the UCOP financial system. May be Level A at campus CCOA department codes. Severe Error for CCOA converted and Element error for non-converted campuses.
CFDA Agency Number	682-683	2	Alphanumeric	E	Can be blank (Optional field)
CFDA Program Number	684-686	3	Alphanumeric	E	Can be blank (Optional field)
Total Record Length		**686**			