

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: 660 [Any file with a different record length will be rejected]

Transmission: The input file is transmitted via UC PCSSC Production Go Anywhere [GoA] VSFTP process. Please contact your campus Managed File Transfer (MFT) personnel for file transfer matters. The contact list can be found on page 4 of the VSFTP Migration Presentation. If you are having trouble submitting a file through GoA, send a trouble ticket via email to UC-PCSSC-Tickets@Berkeley.edu. For more information on Production Control Shared Services (PCSSC) and the new vsftp transmittal process, visit: <https://pcssc.berkeley.edu/>. Visit <https://data.ucop.edu/file-submissions/goa-submission-requirements.html> for more information on PCSSC GoA Submission Requirements.

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 | 660 | |

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 05/30/2021

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. |
| Header Record Indicator | 4 | 1 | Alphanumeric | E | |
| 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 | 39-660 | 622 | BLANK | S | Must be blank |
| Total Record Length | | 660 | | | |

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 | S/E | Must be numeric or blank |
| Indirect Cost Exception Number | 397-403 | 7 | Alphanumeric | E | Active, approved REMS ICE number or blank |
| Account Number - Project | 404-409 | 6 | Alphanumeric | S | CAF account number |
| Special Fund Source | 410 | 1 | Alphanumeric | S | 'A' or blank |
| Filler | 411 | 1 | | | |
| Principal Investigator Last Name | 412-441 | 30 | Alphanumeric | S | Cannot be blank |
| Principal Investigator First Name | 442-471 | 30 | Alphanumeric | S | Cannot be blank |
| Principal Investigator Middle Name | 472-501 | 30 | Alphanumeric | | |
| Principal Investigator Employee Identifier | 502-512 | 11 | Alphanumeric | E | UC Employee ID consistent w/PI name |
| Principal Investigator Researcher Identifier | 513-532 | 20 | Alphanumeric | E | |
| Co-Principal Investigator Last Name | 533-562 | 30 | Alphanumeric | E | |
| Co-Principal Investigator First Name | 563-592 | 30 | Alphanumeric | E | |
| Co-Principal Investigator Middle Name | 593-622 | 30 | Alphanumeric | | |
| Co-Principal Investigator Employee Identifier | 623-633 | 11 | Alphanumeric | E | UC Employee ID consistent w/co-PI name (if any) |
| Co-Principal Investigator Researcher Identifier | 634-653 | 20 | Alphanumeric | E | |
| Filler | 654 | 1 | | | |
| Transaction Reference Number SPX | 655-660 | 6 | Alphanumeric | | |
| Total Record Length | | 660 | | | |