Service Interdivisional Authorization (SIA) FAQ's
JPL Interdivisional Authorization Request Form

When should the JPL Interdivisional Authorization Request Form be used?
The JPL Interdivisional Authorization Request Form should be used to process Service Interdivisional Authorizations (SIA). An SIA is authorization for Caltech to incur expenses for providing a service to JPL and a means for billing JPL for those services (i.e. transferring the money from JPL to Caltech). A SIA is used for services or work that generally does not involve direct research activity or will not be supervised by a member of the Caltech faculty. The services could be provided to JPL by a Caltech MPS, technician, shops or service center staff member.

Note: If a project or service does involve a Caltech faculty member and is a direct research activity it would be considered a Research IA (RIA) and Caltech's Office of Sponsored Research (OSR) must become involved. The instructions on how to submit the RIA can be found on the OSR website at:
https://researchadministration.caltech.edu/documents/151-jplpropsubmission.pdf

Timing: When should the form be completed?
The JPL Interdivisional Authorization Request Form should be completed and authorization received from JPL prior to costs being incurred. The average time required to process this form, obtain authorization and set up a PTA is 4 to 5 business days.

Who should complete the form?
The form should be completed by the Caltech employee or service unit providing the service to JPL. The JPL individual should review and approve the cost estimate and the scope of work.

What type of information is required on the form?
- The names, phone numbers, email addresses of the JPL and Caltech individuals involved in requesting and providing the service
- A brief statement of work
- The location of where work will primarily be performed, either at Caltech or JPL (this impacts the overhead rate that will be applied)
- The period of performance. **JPL will not pay for expenses incurred outside of the period of performance**.
- Note that expenses may be *recorded* in Caltech's books and records after the period of performance but to be chargeable to JPL it must be possible to demonstrate that the costs were incurred during the period of performance. For example, if the period of performance is May 1, 2004 through May 31, 2004 and the work was performed by a service center on May 15th but the web internal charge (WIC) for that work was not booked until June 21st, the cost would still be chargeable to JPL. When determining the period of performance it may be appropriate to factor in time for review and acceptance of the work or service.
- An estimated budget, split between labor and non-labor expenses

What do I do with the completed form?
Send the completed form to Estella Venegas in Project Accounting MC: 219-15. Contact information email: Estella.Venegas@caltech.edu.

What does Project Accounting do with the form?
Upon receipt Project Accounting verifies the following information:
- Salary rates (JPL will not accept a different salary rate than the Caltech rate)
- Correct overhead rate:
  - For work performed primarily on campus Caltech's current F&A rate will be applied
  - For work performed primarily at JPL the off-campus rate will be applied
- Staff benefit rate
- Project Accounting will then sign the authorization box on the form and forward it to the JPL General Accounting Office (GAO) at JPL for authorization.

What happens after JPL authorizes the work?
- When the service SIA is approved, the JPL GAO staff will issue an award to campus via an SIA award document.
- Project Accounting will notify the Caltech contact of the award and request a PTA setup form (if new).
- Project Accounting will establish the project and award.
- Project Accounting will appropriate funds and populate the Oracle Grants Management system with any required terms and conditions.
- Project Accounting will email the Caltech supervisor with the new PTA and provide a copy of the SIA award document.

How do the charges get to JPL?
Project Accounting is responsible for billing JPL for work or services provided under an authorized SIA. Billings are generally processed once a month.

Is there any easier to process an SIA, if a service center anticipates repeat service requests from JPL?
Yes, it may be possible for Project Accounting to review and approve service center rates and to obtain advance approval from JPL for repeat work, avoiding the requirement for a new SIA for each new project. Contact Project Accounting, Estella Venegas at ext. 2580 or email: Estella.Venegas@caltech.edu for additional information.