

## JPL SERVICE INTERDIVISIONAL AUTHORIZATION (SIA) - FAQ'S

### When should the JPL SIA Request form be used?

The JPL SIA Request Form should be used to request an authorization for Caltech to incur expenses for providing a service to JPL and a means to invoice JPL for those services (e.g. transferring funds from JPL to Caltech). A SIA is used for services or work that generally **do not** involve direct research activity or will not be supervised by a member of the Caltech faculty. These services could be provided to JPL by a Caltech MPS, technician, shop, or Service Center.

**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 and Caltech's Office of Sponsored Research (OSR) must handle.

### When should the JPL SIA Request form be completed?

The JPL SIA Request form should be completed and processed and an authorization received from JPL prior to costs being incurred. The average time to process this form, obtain authorization, and set up a PTA is 4 to 5 business days.

### Who should complete JPL SIA 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 prior to submitting to Post Award Administration (PAA) for processing and approval.

### What type of information is required on the JPL SIA form?

- The name, phone number, and Email addresses of all JPL and Caltech individuals involved in the request and of those who will provide the service.
- A brief statement of work.
- The location of where the work will primarily be performed, either at Caltech or JPL (this will determine the overhead rate that will be applied).
- The period of performance (POP) (**JPL will not pay for expenses incurred outside of the POP**)
  - Note: Expenses may be *recorded* in Caltech's books and records after the POP, but to be chargeable to JPL, it is necessary to demonstrate that the costs were incurred within the POP dates. For example, if the POP is May 1 through May 31 and the work was performed by a Service Center on May 15<sup>th</sup> - but the Web Internal Charge (WIC) for that work was not booked until June 21<sup>st</sup>, the cost would still be chargeable to JPL. When determining the POP, it may be appropriate to factor in time for review and acceptance of the work or service.
- An estimated budget breakdown of labor and non-labor expenses.

## What do I do with the completed form?

Email the completed SIA form to **Martin Madrigal-Diaz, Post Award Administration**, at [Martin.Madrigal@caltech.edu](mailto:Martin.Madrigal@caltech.edu)

## What does PAA do with the form?

PAA will verify:

- Salary rate (JPL will only accept the current fiscal year Caltech rate)
- Overhead Rate
  - Work performed on campus: current Caltech's F&A rate.
  - Work performed primarily at JPL: Off-Campus rate.
- Staff Benefit Rate

After verification of the above, PAA approves the SIA Request Form and forwards it to the JPL Financial Accounting and Cash Management Group (FACMG) for authorization, processing and funding.

## What happens after JPL authorizes the work?

- After approval, the JPL FACMG will provide Caltech PAA with a formal JPL SIA document outlining the funding breakdown and description of the work to be performed.
- PAA will review the JPL SIA document and create and fund a PTA in our Oracle Grants Management system.
- PAA will provide the Caltech supervisor with the PTA number as well as a copy of the JPL SIA award document.

## How do the charges get to JPL?

PAA is responsible for invoicing JPL for the work or services provided as outlined in the JPL SIA form. Invoicing is processed on a monthly basis.

## Is there any easier way to process a SIA if a Caltech Service Center anticipates continuous service requests from JPL?

Yes, it may be possible for PAA to review and approve service center rates and to obtain advance approval from JPL for repeat work, thus avoiding the requirement for a new SIA for each new project. This is possible as long as the funding JPL project task number does not change.

For additional information, please contact, Estella Venegas, Associate Director, PAA at extension 2580 or by way of email: [Estella.Venegas@caltech.edu](mailto:Estella.Venegas@caltech.edu)