

Lawrence Berkeley National Laboratory

Quick Reference Sheet: #eSR5410 Bridge Funding Requests in eSRA



Purpose of Bridge Funding

Bridge is used to temporarily cover the funding requirements of WFO projects when funds are required to allow the start or continuation of research that might be delayed due to various sponsor timing issues.

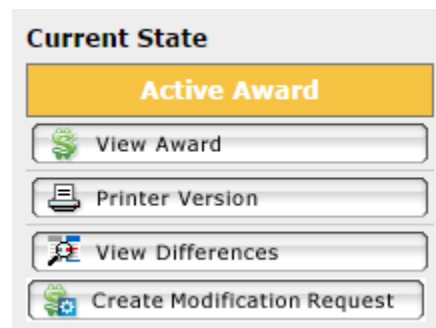
Process in eSRA

Step 1: Initiate bridge request by clicking "Create Modification Request"

Step 2: Select the appropriate "Award Modification Event"

Step 3: Select the appropriate "Type of Bridge Funding Request"

Step 4: Select the appropriate "Reason for Bridge Funding"



Risk Assessment

In order to limit the risk of default, a risk assessment is required for all bridge funding requests. Use the link in eSRA to download the appropriate risk assessment form, based on the type and reason for the bridge request.

Confirm that the sponsor has a prior funded award, or request audited financial statements if a new sponsor.

Upload the completed risk assessment. Enter the risk

assessment score calculated on the Risk Assessment worksheet. If the score is 3 or greater, use the text box to explain why the bridge request should be approved. If you have questions, contact WFOFundsHelp@lbl.gov.

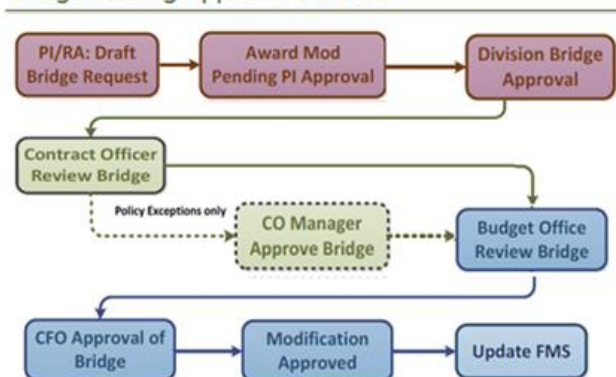
- * Select Risk Assessment Score as Determined by the Risk Assessment form:
- 1 - Low Risk
 - 2 - Low to Medium Risk (Caution)
 - 3 - Medium to High Risk (Concern)
 - 4 - High Risk (Severe Concern)

Bridge Funding Approvals

All bridge funding requests must be reviewed and approved by the PI and by the Division Director or Designee. Following PI and Division approval, the bridge request is routed in eSRA to the Contracts Officer. The Budget Office will then review the request and route for CFO approval. If a policy exception is necessary (requests greater than \$250,000 and/or 90 days) approval of the Contracts Office manager is also required.

Fastrak Bridge does not require CO review and CFO approval.

Bridge Funding Approval Workflow



Interface with FMS

Project ID:	101224
PS Project Status:	Open on Bridge
CA Closeout Complete:	no

The final step in the workflow is the FMS update. When bridge is approved the PS Project Status (spending control status) in FMS will be reflected in the eSRA Award Workspace. When released from bridge or when the bridge request period expires, the PS Project Status will reflect the appropriate non-Bridge status. If additional funding and/or a time extension is required, return to "Create Modification Request" and follow the steps again, selecting Additional Funding and/or Time Extension as the "Type of Bridge Funding Request".

For more information

For more detailed information regarding the Bridge Funding Request Process, refer to course #eSR5390. Additional eSRA reference materials and eLearning modules are available at <http://esra.lbl.gov/training>.