

SPONSOR CODE REQUEST

Step 1 – Identifying Information

*Requester:		
Telephone:	*E-mail:	
*Requested Sponsor Name:		
Alternate Name: : Acronym:		
Is the requested sponsor controlled by another legal entity? Yes No If yes, provide entity name: Sponsor Code, if parent entity is in Sponsor Code Tables :		
* Category :	*If Federal/State: Agency:	
*Is the requested sponsor a foreign entity? Yes: No: If yes, provide country name:		
DUNS Number:		
*Street Address 1:		
*Street Address 2:		
*Street Address 3:		
*City:	*State:	* Zip +4 :
*Website:		
Comments:		
* = Required Fields		

Step 2 – Back-Up Documentation

Provide a copy of the proposal face page or award face and signature page for which a sponsor code is needed. If you are unable to provide the entire document, we are looking for those sections of the document that clearly state 1) the **legal name of the entity** and 2) the **entity's contact/location information**

Provide entity's website. A general webpage that describes the company (e.g. "About Us") is sufficient. If there is ambiguity in the proposal/award document of the entity's location, a screenshot of a webpage showing its location (e.g. "Contact Us) is helpful. **If the sponsor is a subsidiary of another company or corporation and their website information does not specifically name the sponsor you are requesting, please provide information linking the companies.**

Step 3 – Forward Request to Sponsorcodes@ucdavis.edu

Please forward the sponsor code request, along with the back-up documentation (preferably as a single PDF file), to sponsorcodes@ucdavis.edu.

Step 4 - Processing your request

Your request will be processed and a provisional sponsor code will be sent to you via email. Your request will be forwarded to UCOP and if all is ok the provisional sponsor code will become final. If there is a problem with the request or if the sponsor already exists you will receive an email stating what sponsor code you should use for your project.

Guide for Requesting New Sponsor Codes

Sponsor codes are used to classify the sponsors of approximately \$5.7 billion of extramurally-funded projects at the University of California. Each code represents an entity that has either funded a project at a UC campus or received a proposal for funding.

This guide is meant to assist frontline UC employees who request new sponsor codes in [REMS: Research Enterprise System](#).

A sponsor code record contains various data elements that are used to classify proposal and award transactions and provide reporting to key University stakeholders, including The Regents and the State of California. Sponsor data also informs how certain University policies, such as intellectual property and indirect cost recovery, are applied to a particular proposal or award.

UC's common sponsor code dataset is used by all campuses to assist in the classification and analysis of sponsored projects activity.

Before Requesting a New Sponsor Code

Consider if the entity has existed under a different name in the past. We may already have a sponsor code under the previous name. If that is the case, e-mail us at REMS@ucop.edu with the new information and we will update the sponsor code for you. (Providing the necessary information, attachments, and/or links in the e-mail will expedite the process.)

The Sponsor Code Record

A record for a sponsor code contains the following data elements that you may be required to input in order to route your sponsor code request for approval:

- Sponsor Name
- Alternate Name
- Acronym
- Parent Sponsor Code
- Category
- Country
- Street Address
- City
- State/US Territory
- Postal Code
- Sponsor URL
- Comment
- Attachments

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Data Element Detail

Sponsor Name

Provide the sponsor's full legal name, including suffixes (INC., LLC, SA, GMBH, etc.).

- Make sure to include proper punctuation marks for suffixes.
- If the sponsor name is not in English, put the English translation of the name here.
- If you are unsure of the sponsor's full legal name, please refer to the name listed on the sponsor agreement form or other official documents.
 - If sources provide conflicting information, use the name on the agreement to verify on official third party documents, such as corporate registry, SEC filings, Form 990. If you can't confirm the name using an official third source, try an unofficial third party source, such as Bloomberg/Businessweek. If the name doesn't match, make sure the name listed on the agreement is correct.

Alternate Name

List other names that the sponsor uses, such as foreign language name, abbreviated name, other known name, or Doing-Business-As (DBA) name.

- **Please note:** The name of a company division or department should **not** be included in this section. Please provide a note in the comment field if correspondence was conducted with a specific department or division.

Acronym

If applicable, provide the sponsor name's acronym.

Parent Sponsor Code

Confirm whether the sponsor has a parent company. Check the **full** name and other information on the sponsor agreement. Company profiles on Bloomberg or Yahoo! Finance generally list parent companies of for-profit entities, if there is one.

- If applicable, add the sponsor code of the parent organization. If the parent organization does not have a sponsor code, please submit a separate request for one.
- **Please note:** Do not make a separate sponsor code for a U.S. affiliate unless the U.S. affiliate is sponsoring research. If the sponsor is a U.S. affiliate of a foreign corporation, create a separate sponsor code for the foreign corporation and include it as the parent sponsor.

Category

You will be prompted to select one of the following categories. Some categories, including the State of California and the US Federal government, have additional "Typo" and "Sub Type" classification indicators you may be asked to select.

- You can find more information about sponsor codes at www.ucop.edu/research-policy-analysis-coordination/resources-tools/sponsor-codes/index.html

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Code	Meaning	Resources	Notes
01	US Federal Agency	Agency Website	<p>If 01 category code is selected, select the appropriate agency code from the drop-down menu appearing below the category field.</p> <p>Examples: 3106 – PHS Indian Health Service 3170 – National Institute of Mental Health</p>
02	State of California Government Agency	Agency Website	<p>If 02 category code is selected, select the appropriate agency code from the drop-down menu appearing below the category field.</p> <p>Examples: 4400 – California Department of Child Support Services 6521– California Energy Commission</p>
03	Other Government (Including Local and Foreign)	Agency Website Foreign Agencies and states may be listed on the Investigative Dashboard	<p>Please note: Confirm that the sponsor is its own separate entity. Some government agencies, such as the police department, may <u>not</u> be a separate entity from the local city government.</p> <p>Examples: 0209 – City of Sacramento 0761 – School District of Philadelphia</p>
04	Business/For-Profit Entity	Investigative Dashboard Bloomberg/Businessweek Yahoo! Finance	<p>To verify for-profit status of sponsor, use one of the listed resources. Find, save, and attach the sponsor's state or country business registry page or screenshot of the Businessweek page. Please ensure that the business registry page shows that the company is in an active status.</p> <p>Examples: 5998 – The Black & Decker Corp., 6721 – TELOS Pharmaceuticals, LLC</p>
05	Business Related/Interest Group	Guidestar Investigative Dashboard	<p>A business Related/Interest Group is a non-profit organization that seeks to promote and fund other organizations in the interest of business, industry, or member interest.</p> <p>Please note: We cannot activate a 05 without third-party verification of its non-profit status. Find, save, and attach the sponsor's latest 990-form (available on Guidestar) within the attachments section. If the non-profit</p>

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			<p>is too new to have a 990-form, you may ask the sponsor to provide a copy of the IRS designation letter stating that the organization has been given charitable status.</p> <p>Examples: 0786 – Wool Research Organization of New Zealand 0870 – Brain Mapping Medical Research Organization</p>
06	Foundation/Charitable Trust		<p>Sponsor codes listed in this category are a part of the legacy system. New sponsor code requests should not be assigned to this category; previously created codes may remain assigned to this category.</p>
07	Charitable Organization	<p>Guidestar</p> <p>Investigative Dashboard</p> <p>UK Registry of Charities</p>	<p>A Charitable Organization is a non-profit organization serves a charitable mission.</p> <p>Please note: We cannot activate a 07 without third-party verification of its non-profit status. Find, save, and attach the sponsor’s latest Form 990 (available on Guidestar) within the attachments section. If the non-profit is too new to have a Form 990, you may ask the sponsor to provide a copy of the IRS designation letter stating that the organization has been given charitable status.</p> <p>Examples: 0070 – North County Health Services 0261 – Natural History Museum</p>
08	Higher Education	Institution’s Website	<p>A degree-granting institution or association such as: Harvard Institution/Association University, University of Michigan, or the American Association of Colleges of Pharmacy. UC locations are excluded in this category and are tracked in category 14.</p> <p>Examples: 5995 – Kumamoto University 1030 – Lehigh University</p>
13	UC-Managed DOE Laboratory	Office of the National Laboratories	<p>The three U.S. Department of Energy national laboratories include:</p> <ul style="list-style-type: none"> • Lawrence Berkeley National Lab • Los Alamos National Lab

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			<ul style="list-style-type: none"> • Lawrence Livermore National Lab
14	UC Campuses, Locations, and Programs	The Parts of UC	<p>UC campuses, other UC locations (e.g. Scripps), and internal UC programs that are either campus or systemwide. Other than the sponsor codes defining a specific UC campus or location, each program should be linked with a UC campus or location as its parent code.</p> <p>Examples: 6771 – UC Santa Barbara 6729 – UC Energy Institute</p>

Country

If the sponsor is located internationally, please select the country where this sponsor is located from the drop-down menu.

Street Address

Provide the sponsor's full legal street address. If the sponsor has multiple locations, please provide the address for the sponsor headquarters.

- If you are unsure of the sponsor's full legal address, please refer to the address listed on the sponsor agreement form and other official documents. If sources conflict, use the source that is most likely to be up-to-date. This may be the address on the agreement over the one listed on the website; in other cases it may be the website address over the Form 990 or the Bloomberg/Businessweek page.
- **Please note:** If the address contains special characters (such as letters with accents from a foreign language), do **not** copy and paste the address into the field. Type the address manually; otherwise the characters will appear as questions marks.
- **For help with formatting foreign addresses, try one of these websites:**
<http://www.columbia.edu/~kermit/postal.html>
<http://www.bitboost.com/ref/international-address-formats.html#Formats>

City

Provide the city in which the sponsor is located. If the sponsor has multiple locations, please provide the name of the city where the sponsor has its headquarters.

- **Please note:** If the address contains special characters (such as letters with accents from a foreign language), do **not** copy and paste the address into the field. Type the address manually; otherwise the characters will appear as questions marks.

State/US Territory (if organization is located within the U.S.)

Provide the state or territory in which the sponsor is located. If the sponsor has multiple locations, please provide the name of the state where the sponsor has its headquarters.

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Postal Code

- If the sponsor is located within the U.S., enter the sponsor's 9-digit postal code.
- If the sponsor is located outside of the U.S., you must still enter a postal code.
- **For help with formatting foreign addresses, try one of these websites:**
<http://www.columbia.edu/~kermit/postal.html>
<http://www.bitboost.com/ref/international-address-formats.html#Formats>

Sponsor URL

Copy and paste the URL of the sponsor's website.

- If the sponsor does not have a website, please make a note of that in the comment field.

Comment

Provide any notes about the sponsor that are important to note, such as:

- Confirmation on how the sponsor's address was obtained
- Information about sponsor affiliations with other organizations or about subsidiaries
- Information that other reviewers of this sponsor code should know
- Mailing address, if it is different from the street address

Attachments

Attachments may include the following:

- A screenshot of the sponsor's website
- Documentation confirming the sponsor's category code
- Documentation confirming the sponsor's address
- Documentation confirming the parent sponsor
- A copy of the agreement