

WEEKLY FUND MANAGEMENT TRAINING REGISTRATION FORM

Name: _____ Department: _____

Email: _____ Supervisor: _____

Training Sessions: \$25/person/session Entire semester (16 sessions = \$400) Select session topics only – choose from below: FM Basics, Systems Set Up & FM Resources NIH Grants Management Policies FM Post-Award Tools, Reconciliation of Ledgers, & Expense Transfers Special Post-Award Issues Preparing Monthly Financial Statements Using FPM & QDB Payroll Topics Payroll Topics (Continued) Effort Reporting Understanding 9H, Overhead Reconciliation & Closing Funds Overdraft Reports, and Gifts & Endowments Sales & Service Funds Pre-Award Basics & Basic Proposal Preparation Cayuse/S2S Proposal Preparation Subaward Proposal Preparation JIT Information, RAS forms, eSNAPs, & Pre-Award Tools Understanding Clinical Trials

For a more complete description of each class and the dates they are offered, go to the full Weekly Fund Management Training schedule available [here](#).

Payment Mechanism:

Loc	Account	Cost Center	Fund	Project	Sub	Object	Source	# of Sessions	Cost per Session	Total Direct Cost Charge*
4					03	3300			\$25	

*Funds will not be charged until classes are completed and attendance is confirmed.

Approval:

Supervisor's Signature: _____ Date: _____

Submission:

Please send completed form to Raellen Man via email (rman@mednet.ucla.edu), campus mail (32-139 CHS Mail Code 173617), or fax (x47988). Contact Raellen with any questions – x58112.