

# Fund Manager Weekly Training Session Topics

Revised July 17, 2015

## POST-AWARD

- 1) **FM Basics, Systems Set Up & FM Resources – August 25th**
  - a) Understanding the FAU and the Recharge ID
  - b) UCLA Accounting System & General Ledgers
  - c) FM Responsibilities
  - d) Ordering systems
  - e) Electronic/Shared Drive filing systems and C&G binders
  - f) Websites: ORA, OCGA, EFM, Accounting, Purchasing, Travel, Gifts, NIH, etc
  - g) Training Resources.
  - h) Fund Manager Tools Quiz (Homework in preparation for Class #3)
  
- 2) **NIH Grants Management Policies – September 1<sup>st</sup>**
  - a) OMB Circulars/Uniform Guidance: Allowable costs, Direct vs. Indirect Costs
  - b) NIH Grants Policy Statement
  - c) NIH Prior Approval Requests. Federal Demonstration Partnership (FDP)
  - d) Understanding the Award Snapshot & the sponsor's Notice of Award (NOA)
  
- 3) **FM Post-Award Tools and Reconciliation of Ledgers– September 8<sup>th</sup>**
  - a) School of Medicine Systems: Excel QDB, FPM, Fiscal Reporting Application
  - b) Online Financial Web Reports (OFWR)
  - c) ORA Portal & PI Portal
  - d) Recharge Units, Online Recharge billing statements, Recharge Activity Report
  - e) How to reconcile ledgers
  
- 4) **Special Post Award Issues – September 15<sup>th</sup>**
  - a) Petty Cash Funds & Gift Cards policies, and considerations
  - b) Human Subject Payments
  - c) "X" out orders to clean Open Commitment Subsidiary Ledger
  - d) Review Revenue Accounts to assure monies have been received from the sponsor
  - e) Purchasing issues: Consultants, Foreign Payees, Sole Source, Prior Approval
  - f) Carryforwards, Offsets, the FFR, the UCLA holding account (400005-8A)
  - f) Stipend vs. salary
  
- 5) **Monthly Financial Statements using School of Medicine's FPM/QDB – September 22<sup>nd</sup>**
  - a) Understanding FPM
  - b) How to prepare monthly financial statements
  - c) How to create the Monthly Batch
  - d) How to create a Summary of Funds batch
  - e) Updating benefit projection rates in FPM
  
- 6) **Payroll Topics – September 29<sup>th</sup>**
  - a) Understanding the Payroll Ledgers
  - b) Understanding Benefits, Fluctuations, Vacation Credits
  - c) Bi-Weekly issues (Funding changes, cost transfers, FPM/QDB projections, ERS, etc.)
  - d) Payroll calendar (PPS Schedule-Current)
  - e) Invalid Transaction Report
  - f) UCPath

- 7) Faculty Salaries in the David Geffen School of Medicine – October 6<sup>th</sup>**
- Understanding the School of Medicine's Faculty Worksheets (aka Ricky's Worksheet)
  - NIH Salary Cap & how it may affect DOD TNS and other non-federal grants
  - Faculty salary related terms: Z, Salary Savings, Salary Scales, Base, Delta, Salary Negotiations, etc.
  - Payroll Cost Transfers (PETs) – What do I move and how are PETs affected by NIH Cap, Rx/Lx, and ERS?
- 8) Effort Reporting – October 13<sup>th</sup>**
- Effort reporting basic concepts
  - Using UCLA's Effort Reporting System (ERS)
  - ORA Portal: ERS statistics. Who certified the report & why is that important?
- 9) Understanding & Reconciling F&A, and Closing Funds – October 20<sup>th</sup>**
- Understanding F&A. How to reconcile F&A appropriations and expense
  - How to Close C&G funds (COPs/PAMS), and unrestricted funds
  - FAU clean up
- 10) Sales & Service Funds, and Gifts & Endowments Funds – October 27<sup>th</sup>**
- Establishing a new S&S fund
  - Managing a S&S fund once it has been established
  - Gift definitions, policies & procedures. Foundation vs. Regental.
  - How to follow up when a gift deposit has not been released by Accounting
  - Reviewing the Cash Received Undistributed (CRU) fund
  - MTF Support report to view last available balance

## PRE-AWARD

- 11) Pre-Award Basics & Basic Proposal Preparation – November 3<sup>rd</sup>**
- Definitions and basic proposal structure
  - Types of grant submissions: New, Resubmission, Renewal, Revision
  - NIH grant mechanisms and standard cycle/due dates
  - NIH SF 424 RR. Cayuse S2S vs. NIH ASSIST
  - SF424 RR Application Guide, and RFAs, PAs, RFPs
  - Who is responsible for what (PI or FM)?
  - Timelines for grant submissions
  - Detailed Budget vs. Modular Budget
  - Internal Proposal Paperwork: EPASS, COIs, PI Exception Letters, etc.
  - PIs with Continuous Submission
- 12) Cayuse/S2S Proposal Preparation – November 10<sup>th</sup>**
- Basic proposal preparation including setting up Professional Profiles
  - What happens after the proposal is submitted? Grants.gov, NIH eCommons, Errors/Warnings, etc.
- NO CLASS NOVEMBER 17<sup>TH</sup> FOR THE NCURA TRAVELING WORKSHOP**
- 13) Subaward Proposal Preparation – November 24<sup>th</sup>**
- Documentation needed and how to integrate the subaward into the prime proposal?
  - Detailed Budget vs. Modular Budget
  - What about when UCLA is the Subawardee?
  - Subaward Set Up & Monitoring (Post-Award)

**14) JIT Information, NIH Progress Reports, & NIH Public Access Policy – December 1<sup>st</sup>**

- a) ORA Portal
- b) Just-In-Time (JIT)
- e) Progress Reports – RPPRs, PMCID, Due Dates, OCGA requirements
- f) Financial disclosures: 700U, 740, supplements, the eEDGE system
- g) NIH Public Access Policy

**15) Understanding Clinical Trials – December 8<sup>th</sup>**

**Guest Trainer – Bishop Anastasi, Clinical Trials Administration Office (CTAO)**

- a) How do CTs differ from grants?
- b) CT Budget Development
- c) Coverage Analysis
- d) CT Post-Award Issues

**Online Registration Form\***

<http://goo.gl/forms/WM6A4Sm1H6>

*\*Department of Medicine Fund Managers only use FAU: 401026-2X-69749-WFMT*

**All sessions are on Tuesdays from 9-11 in the Lawrence Library, 32-126 CHS, unless otherwise indicated.**

