POST-AWARD

1) **FM Basics, Systems Set Up & FM Resources – February 24th**
   a) Understanding the FAU and the Recharge ID
   b) UCLA Accounting System
   c) Understanding the General Ledgers
   d) FM Responsibilities
   e) Ordering systems
   f) Electronic/Shared Drive filing systems and C&G binders
   g) Websites: ORA, OCGA, EFM, Accounting, Purchasing, Travel, Gifts, NIH, etc.
   h) Fund Manager Tools Quiz (Homework in preparation for Class #3)

2) **NIH Grants Management Policies – March 3rd**
   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) OCGA’s electronic prior approval request form
   e) Understanding the Award Snapshot & the sponsor’s Notice of Award (NOA)

3) **FM Post-Award Tools and Reconciliation of Ledgers – March 10th**
   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) Reviewer Responsibility- Mandatory vs. Non-Mandatory, PAN notifications, Travel Express, email notifications

4) **Special Post Award Issues – March 17th**
   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) Stipend vs. salary

5) **Monthly Financial Statements Using the School of Medicine's FPM/QDB – March 24th**
   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 – March 31st**
   a) Understanding the Payroll Ledgers
   b) Understanding 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 – April 7th
   a) Understanding the School of Medicine’s Faculty Worksheets (aka Ricky’s Worksheet)
   b) Tools to use to review faculty salaries: FPM vs EDB vs QDB vs GL?
   c) NIH Salary Cap, and the UCLA Over-the-Cap report
   d) Payroll Cost Transfers (PETs) – What do I move and how are PETs affected by NIH Cap, Rx/Lx, and ERS?

8) Effort Reporting – April 14th
   a) Effort reporting basic concepts
   b) Using UCLA’s Effort Reporting System (ERS)
   c) ORA Portal: ERS statistics. Who certified the report & why is that important?

9) Understanding & Reconciling F&A and Closing Funds – April 21st
   a) Understanding F&A. How to reconcile F&A appropriations and expense
   b) How to Close C&G funds (COPs/PAMS), and unrestricted funds
   c) FAU clean up

10) Sales & Service Funds, and Gifts & Endowments Funds – April 28th
    Setting up a new S&S fund
    a) Managing a S&S fund once it has been established
    c) Gift definitions, policies & procedures. Foundation vs. Regental.
    d) How to follow up when a gift deposit has not been released by Accounting
    e) Reviewing the Cash Received Undistributed (CRU) fund
    f) MTF Support report to view last available balance

PRE-AWARD

11) Pre-Award Basics & Basic Proposal Preparation – May 5th
    a) Definitions: Grants, Contracts, Clinical Trials
    b) Basic structure of a grant. Project periods, Budget periods, Progress Reports
    c) Types of grant submissions: New, Resubmission, Renewal, Revision
    d) Types of NIH grant mechanisms and standard cycle/due dates
    e) NIH PHS 398 vs. NIH SF 424 RR. Cayuse S2S vs. NIH ASSIST
    f) SF424 RR Application Guide and RFAs, PAs, RFPs
    g) Basic structure of a grant. Who is responsible for what (PI vs. FM)?
    h) Timelines for grant submissions
    i) Detailed Budget vs. Modular Budget
    j) Internal Proposal Paperwork: EPASS, COIs, PI Exception Letters, etc.
    k) PIs with Continuous Submission

12) Cayuse/S2S Proposal Preparation – May 12th
    a) Basic proposal preparation including setting up Professional Profiles
    b) What happens after the proposal is submitted? Grants.gov, NIH eCommons, Errors/Warnings, etc.

13) Subaward Proposal Preparation – May 19th
    a) Documentation needed from the subaward institution
    b) How do you integrate the subaward into the prime proposal?
    c) Detailed Budget vs. Modular Budget
    d) What about when UCLA is the Subawardee?
    e) Subaward Set Up & Monitoring (Post-Award)
14) JIT Information, RAS forms, NIH Progress Reports, & Pre-Award Tools – May 26th
   a) eRAS vs. RAS, DOM RAS Supplement form
   b) ORA Portal
   c) Using Adobe Professional as a tool for proposal preparation
   d) Just-In-Time (JIT)
   e) Progress Reports – PHS 2590 vs.RPPRs, PMCID, Due Dates, OCGA requirements
   f) Financial disclosures: 700U, 740, supplements, the eDGE system
   g) NIH Public Access Policy

15) Understanding Clinical Trials – June 2nd
    Guest Trainer – Bishoy 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

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

Department Of Medicine Registration Form
http://ora.med.ucla.edu/workfiles/fundmgmttraining/RegistrationForm-DOM.pdf

Registration Form – All Other Departments
http://ora.med.ucla.edu/workfiles/fundmgmttraining/RegistrationForm.pdf