

Fund Manager Weekly Training Session Topics

Revised January 20, 2015

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**
- Understanding the School of Medicine's Faculty Worksheets (aka Ricky's Worksheet)
 - Tools to use to review faculty salaries: FPM vs EDB vs QDB vs GL?
 - NIH Salary Cap, and the UCLA Over-the-Cap report
 - 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**
- 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 – April 21st**
- 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 – April 28th**
- Setting up 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 – May 5th**
- Definitions: Grants, Contracts, Clinical Trials
 - Basic structure of a grant. Project periods, Budget periods, Progress Reports
 - Types of grant submissions: New, Resubmission, Renewal, Revision
 - Types of NIH grant mechanisms and standard cycle/due dates
 - NIH PHS 398 vs. NIH SF 424 RR. Cayuse S2S vs. NIH ASSIST
 - SF424 RR Application Guide and RFAs, PAs, RFPs
 - Basic structure of a grant. Who is responsible for what (PI vs. 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 – May 12th**
- Basic proposal preparation including setting up Professional Profiles
 - What happens after the proposal is submitted? Grants.gov, NIH eCommons, Errors/Warnings, etc.
- 13) Subaward Proposal Preparation – May 19th**
- Documentation needed from the subaward institution
 - How do you 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, RAS forms, NIH Progress Reports, & Pre-Award Tools – May 26th

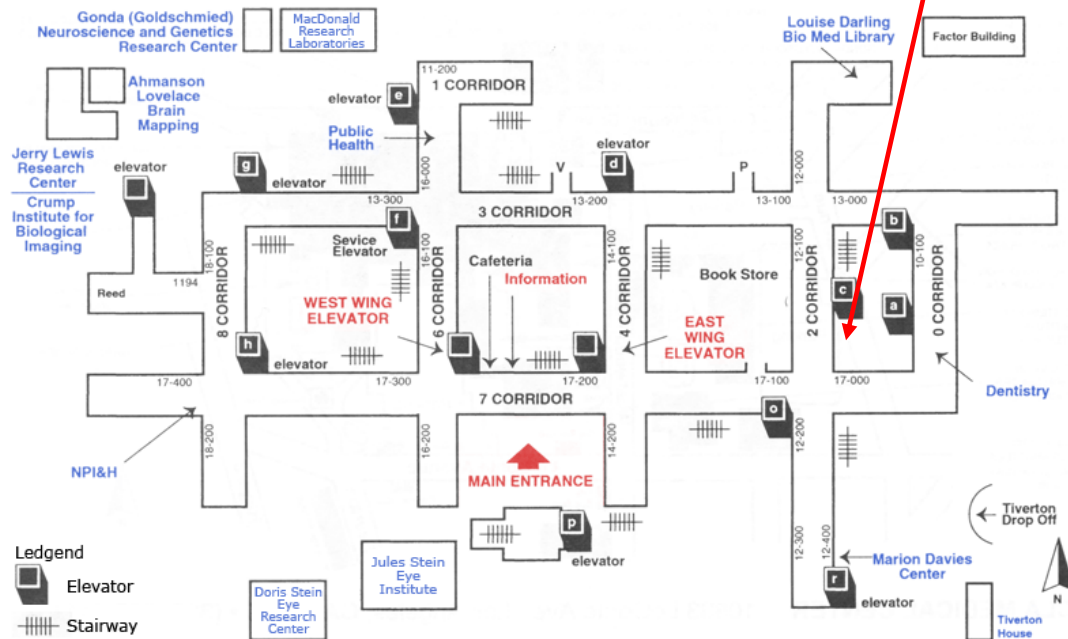
- a) eRAS vs. RAS, DOM RAS Supplement form
- b) ORA Portal
- c) Using Adobe Professional as a tool for proposal preparation
- d) Just-In-Time (JIT)
- e) Progress Reports – PHS 2590 vs. RPPRs, PMCID, Due Dates, OCGA requirements
- f) Financial disclosures: 700U, 740, supplements, the eEDGE system
- g) NIH Public Access Policy

15) Understanding Clinical Trials – June 2nd

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

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/fundmgmtraining/RegistrationForm-DOM.pdf>

Registration Form – All Other Departments

<http://ora.med.ucla.edu/workfiles/fundmgmtraining/RegistrationForm.pdf>