Fund Manager Weekly Training Session Topics

Revised July 11, 2017

POST-AWARD

1) FM Basics, Systems Set Up & FM Resources – Monday, August 14th
   a) Brief overview of the UCLA Accounting system
   b) FM Responsibilities
   c) Ordering Systems
   d) Shared Drive Filing Systems, Naming Conventions and C&G binders
   e) Websites: ORA, OCGA, EFM, Accounting, Purchasing, Travel, Gifts, NIH, etc.
   f) Training Resources
   g) Fund Manager Tools Quiz (Homework in preparation for Class #3)

2) NIH Grants Management Policies – Tuesday, August 15th
   a) Uniform Guidance (UG): 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)

SKIPPING AUGUST 22ND

3) FM Post-Award Tools and Reconciliation of Ledgers – Tuesday, August 29th
   a) School of Medicine Systems: Excel QDB & FPM
   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) Monthly Financial Statements Using SOM’s FPM/QDB – Tuesday, September 5th
   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

5) Payroll Topics – Monday, September 11th
   a) Understanding the Payroll Ledgers
      What is the vacation leave pool?
   c) Bi-Weekly Issues (Funding changes, Cost Transfers, FPM/QDB projections, ERS, etc.)
   d) Payroll Calendar (PPS Schedule-Current)
   e) Invalid Transaction Report
   f) UC Path, and the new Composite Benefit Rates (CBRs)

6) Faculty Salaries in the David Geffen School of Medicine – Tuesday, September 12th
   a) Understanding the School of Medicine’s Faculty Worksheets (aka Ricky’s Worksheet)
   b) NIH Salary Cap, DOD TNS and other non-federal grants salary rates
   c) Faculty Salary Related Terms: Z, Salary Savings, Salary Scales, Base, Delta, Salary Negotiations, etc.
   d) Payroll Cost Transfers (PETs) – What do I move and how are PETs affected by NIH Cap, Rx/Lx, and ERS?
7) Effort Reporting – **Tuesday, September 19**
   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?

8) Sales & Service Funds, and Gifts & Endowments Funds – **Tuesday, September 26**
   a) Establishing a New S&S Fund
   b) 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 Report to view last available balance

9) Special Post Award Issues – **Monday, October 2**
   a) Petty Cash Funds & Gift Cards: Policies and Considerations
   b) Human Subject Payments
   c) Review Revenue Accounts to assure monies have been received from the sponsor
   d) Purchasing Issues: Consultants, Foreign Payees, Sole Source, Prior Approval
   e) Carryforwards, Offsets, the FFR, the UCLA Holding Account (400005-8A)
   f) Stipend vs. Salary

10) Understanding & Reconciling F&A, and Closing Funds – **Tuesday, October 3**
    a) Understanding F&A. How to Reconcile F&A
    b) How to Close C&G funds (COPs/PAMS), and unrestricted funds
    c) FAU Clean Up

**PRE-AWARD**

11) Pre-Award Basics & Basic Proposal Preparation – **Tuesday, October 10**
    a) Definitions and Basic Proposal Structure
    b) Types of Grant Submissions: New, Resubmission, Renewal, Revision
    c) NIH grant mechanisms and standard cycle/due dates
    d) NIH SF 424 RR. Cayuse S2S vs. NIH ASSIST
    e) SF424 RR Application Guide, and RFAs, PAs, RFPs
    f) Who is responsible for what (PI or FM)?
    g) Timelines for Grant Submissions
    h) Detailed Budget vs. Modular Budget
    i) Internal Proposal Paperwork: electronic EPASS, COIs, PI Exception Letters, etc.
    j) PIs with Continuous Submission

12) Subaward Proposal Preparation & Management – **Tuesday, October 17**
    a) Documentation needed and how to integrate the subaward into the prime proposal?
    b) Detailed Budget vs. Modular Budget
    c) What about when UCLA is the Subawardee?
    d) Subaward Set-Up & Monitoring (Post-Award)

**SKIPPING OCTOBER 24**

13) Cayuse/S2S Proposal Preparation – **Monday, October 30**
    a) Basic proposal preparation including setting up Professional Profiles
    b) What happens after the proposal is submitted? Grants.gov, NIH eCommons, Errors/Warnings, etc.
14) NIH: JIT, Progress Reports, & Public Access Policy – **Tuesday, October 31st**
   a) ORA Portal
   b) Just-In-Time (JIT)
   c) Progress Reports – RPPRs, PMCID, Due Dates, OCGA requirements
   d) Financial Disclosures: 700U, 740, Supplements, the eDGE system
   e) NIH Public Access Policy

15) Understanding Clinical Trials – **Tuesday, November 7th*** This class only is 8:30-11:30 ***
   **Guest Trainer – Clinical Trials Administration Office (CTAO)**
   a) How do CTs differ from grants?
   b) CT Budget Development
   c) Coverage Analysis
   d) CT Post-Award Issues

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**Online Registration Form***
http://goo.gl/forms/WM6A4Sm1H6

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

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All **Monday** sessions are from **1-3 pm**.

All **Tuesday** sessions are from **9-11 am**. ***Class 15 only is 8:30-11:30***

All classes are held in the Lawrence Library, 3rd Floor, 32-126 Center for Health Sciences (CHS).