POST-AWARD

1) FM Basics, Systems Set Up & FM Resources – **Monday, February 26<sup>th</sup>**
   a) Brief overview of the UCLA Accounting system
   b) FM Responsibilities
   c) Ordering Systems
   d) Shared Drive Filing Systems and Naming Conventions
   e) Websites: ORA, OCGA, EFM, Accounting, Purchasing, Travel, Gifts, NIH, etc.
   f) Training Resources
   g) Fund Manager Tools Quiz (Homework in preparation for Class #4)

2) NIH Grants Management Policies – **Tuesday, February 27<sup>th</sup>**
   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)

3) Monthly Financial Statements Using SOM’s FPM/QDB – **Tuesday, March 6<sup>th</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

4) FM Post-Award Tools and Reconciliation of Ledgers– **Tuesday, March 13<sup>th</sup>**
   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

   **SKIPPING THE WEEK OF MARCH 19<sup>th</sup>**

5) Payroll Topics – **Monday, March 26<sup>th</sup>**
   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)
   g) Payroll Cost Transfers (PETs) – How are PETs affected by NIH Cap, Rx/Lx, and ERS?

6) Faculty Salaries in the David Geffen School of Medicine – **Tuesday, March 27<sup>th</sup>**
   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.
7) **Effort Reporting – Tuesday, April 3rd**
   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) **Gifts & Endowments Funds and Sales & Service Funds – Tuesday, April 10th**
   b) How to follow up when a gift deposit has not been released by Accounting
   c) Reviewing the Cash Received Undistributed (CRU) Fund
   d) MTF Report to view last available balance
   e) Establishing a New S&S Fund
   f) Managing a S&S Fund once it has been established

**SKIPPING THE WEEK OF APRIL 17th**

9) **Various Post Award Topics – Monday, April 23rd**
   a) Petty Cash Funds & Gift Cards: Policies and Considerations
   b) Human Subject Payments
   c) Purchasing Issues: Consultants, Foreign Payees, Sole Source, Prior Approval
   d) Carryforwards, Offsets, the FFR, the UCLA Holding Account (400005-8A)
   e) Stipend vs. Salary

10) **Reconciling F&A, Revenue Accounts & FAU Clean Up – Tuesday, April 24th**
    a) Understanding F&A. How to Reconcile F&A
    b) Review Revenue Accounts to assure monies have been received from the Sponsor
    c) FAU Clean Up

**PRE-AWARD**

11) **Pre-Award Basics & Basic Proposal Preparation – Tuesday, May 1st**
    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) Internal Proposal Paperwork: electronic EPASS, COIs, PI Exception Letters, etc.
    i) PIs with Continuous Submission

12) **Proposal Budget Preparation – Monday, May 7th**
    a) Budget Development
    b) NIH Detailed Budget vs. Modular Budget

13) **NIH: JIT, Progress Reports, & Public Access Policy – Tuesday, May 8th**
    a) Just-In-Time (JIT)
    b) Progress Reports – RPPRs, PMCID, Due Dates, OCGA requirements
    c) NIH Public Access Policy

14) **Subaward Proposal Preparation & Management – Tuesday, May 15th**
    a) What is a subaward, subgrant, and subcontract and how do they differ from vendor agreements/contractors?
b) Pre-Award – Documentation needed and how to integrate a subaward into a UCLA proposal?
   i) Difference between Detailed Budget vs. Modular Budget subaward submissions
   ii) What about when UCLA is the Subawardee?
c) Post-Award – Subaward Set-Up & Monitoring

15) Understanding Clinical Trials – Tuesday, May 22nd
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

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

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

All Monday sessions are from 2-4:30 pm.

All Tuesday sessions are from 8:30-11 am.

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