SHARING BOOKMARKS

How to Share Bookmarks:
• In Internet Explorer or Firefox go to the File menu.
• Choose Import/Export Favorites.
• Save your favorites file to a jump drive or shared drive, and share your favorites with other fund managers.

UCLA WEBSITES

Corporate Accounting
https://www.finance.ucla.edu/corporate-accounting

Access this site for the following:
• Accounting Team Assignments
• FS Month End Closing Dates
• Web Reports/QDB*
• Object Code list/search
• Online tutorials, e.g. TOFs, Non-Pears, Gift Management
• Accounting policies

Research Human Subject Payment Resources

*Web Reports/QDB
http://fsw.ais.ucla.edu/menu/menu.aspx

• Financial Systems
  o Check the Cash Received Undistributed (CRU) funds to see if there are any undistributed checks that need to be appropriated to your division funds, e.g. outstanding Gift checks, Clinical Trial checks.
  o Open Commitment Subsidiary Ledger – Summary of open encumbrances sorted by PAC #. This report should be viewed and cleaned up on a quarterly basis.
    o C&G Accounts Receivable

• Consolidated Gift Fund Report
  o Gift/Endowment information
    o Check available balance on endowment income
    o Check purpose/use of fund as designated by donor

• Contract & Grant (CG) Reports
Website Resources for Fund Managers

DOM Fund Manager's Manual

Financial Reports Completed & Due

- PAC/BruinBuy
  - H&I List – This report should be run on a monthly basis
- Requires QDB or AIS Access
- Uses UCLA Logon & Password

Campus Purchasing
http://www.purchasing.ucla.edu

BruinBuy Home Page
https://www.bruinbuy.ucla.edu/procurement/WebDriver?ACT=Home&EID=1

- Requires AIS Access

BruinBuy User Guide
http://userguide.bruinbuytraining.ucla.edu/default.htm

Payroll Services Home Page
https://www.finance.ucla.edu/payroll

Tax Services
https://www.finance.ucla.edu/tax-records/tax-services/

Intercampus One-Time Payment Form
https://www.apo.ucla.edu/compensation/honoraria/uc-one-time-payments

Document Direct Sign-in
https://ddi.it.ucla.edu/ddrint/servlet/ddrint?serverID=ViewDirect+on+ZOS&type=1&recipientID=&quickOpen=0

- Print monthly ledgers including the following:
  - Payroll Ledgers PPP5302
  - Invalid Transaction Reports FS0323
  - General Ledgers FS0100
  - PAN Aging Report
    - available every Monday – Farah reviews this report EVERY WEEK
- Requires AIS Access
External Affairs Home Page (Gift Office)
https://island.fim.ucla.edu/index.asp

- Online Gift Transmittal Forms

Monetary Transfer Form (MTF)
https://mtf.support.ucla.edu/app/

- Requires AIS Access

UCLA Retention and Disposition Schedules and Policies
https://www.finance.ucla.edu/tax-records/records-management/ucla-retention-disposition-schedules-policies

Parking – Courtesy Parking Permits
https://www.transportation.ucla.edu/secure/col/

- Requires AIS Access

Travel
http://www.travel.ucla.edu

Travel Express
https://express.travel.ucla.edu/ExpressWeb/expresscontroller?action=mainmenu&login.userName=CRUJANUR&
  - Check status of Travel Express documents and view list of vouchers awaiting your approval.
  - Requires AIS Access.

Reimbursement Rates for Mileage & Meals
https://www.travel.ucla.edu/policy-resources/mileage-fuel-expenses-for-university-travel
UCLA RESEARCH RELATED WEBSITES

Office of Contract & Grant Administration (OCGA) Website
http://www.research.ucla.edu/ocga/

- Cayuse/System-to-System
  https://s2sgrants.research.ucla.edu/76/login.do

- Commonly Needed Information
  http://www.research.ucla.edu/ocga/sr2/cni.htm

- Employee Benefit Rates
  http://www.research.ucla.edu/ocga/sr2/ben_rate.htm

- Facilities & Administration (F&A) Rates
  http://www.research.ucla.edu/ocga/sr2/idcinfo.htm

- Grants.gov Hints and Tips

- NIH Prior Approval Request Form
  http://www.research.ucla.edu/ocga/forms/Email_Approval_d2.htm

- PI Code Directory
  - Check if your PI requires a PI Exception Letter

- Subaward Information and Forms
  http://www.research.ucla.edu/ocga/sr2/Subawards.htm

Office of Research Administration (ORA)
http://www.ucla.edu/research/

- ORA Online Resource Center
  http://portal.research.ucla.edu/
  - Uses UCLA Logon & Password

  **Access this site for:**
  - Research reports and statistics
  - Links to Pre and Post Award resources
  - Award Snapshots

- Research Policy & Compliance
  http://rpc.research.ucla.edu/RPC/Pages/RPCHome.aspx

  **Access this site for:**
Website Resources for Fund Managers

- Information on the Conflict of Interest Review Committee
- Conflict of Interest policies
- eDGE Electronic Disclosure Gateway – electronic conflict of interest

Training Programs
http://www.research.ucla.edu/ora/training/

Access this site for:
- Information on Certificate Program in Research Administration
- Post Award Handbook
- Research Administration Resource Glossary
- Research Administrator’s Forum information & PowerPoint
- Subscribe to ORA listserv

Department of Medicine – Office of Research Administration
(DOM ORA)
http://medschool.ucla.edu/ora

Extramural Fund Management (EFM)
http://ora.research.ucla.edu/efm/Pages/EFMHome.aspx

Office of Clinical Trials – David Geffen School of Medicine
http://www.clinicaltrials.ucla.edu/

Login and Password required. UCLA Employees can use:
Login = oct
Password = Restricted1.

Access this site for:
- Pre Award Guide
- Budgeting
- Training
- Forms

Technology Development Group (TDG – previously OIP-ISR)
http://tdg.ucla.edu/

Material Transfer Agreements
http://oip.ucla.edu/transferring-research-materials
Human Research, the Office for the Human Research Protection Program (OHRPP)
http://ohrpp.research.ucla.edu

Human Subject Protection Certification/HIPAA
http://training.ucla.edu/

Collaborative Institutional Training Initiative (CITI)
https://www.citiprogram.org/login.asp?strKeyID=9E014A6D-73E9-4C0B-AF29-7A757CE47345-3711268&language=english

Medical History Questionnaires (MHQs)
https://mhq.healthsciences.ucla.edu/

Office of Animal Research Oversight (OARO)
http://oaro.research.ucla.edu/

Research Application Tracking System (RATS)
https://rats.research.ucla.edu/

- Requires UCLA or AIS Login, and access granted by ARC

UCLA Logon (formerly Bruin Online)
https://logon.ucla.edu/

Use this site to establish a UCLA Logon ID, Change your password, Reset your password, or Lookup your UCLA Logon ID if you forgot what it was.

University of California Office of the President (UCOP)
Research Administration Site
http://www.ucop.edu/raohome/

UCOP IT Security Plan
http://policy.ucop.edu/doc/7000543/BFB-IS-3

This plan is sometimes requested by funding agencies.
MISCELLANEOUS UCLA WEBSITES

Academic Salary Scales
http://www.ucop.edu/acadadv/acadpers/

At Your Service Home Page – (Human Resources & Benefits)
http://atyourservice.ucop.edu/

Conferences - Resources
www.conferences.ucla.edu

Dean’s Office – David Geffen School of Medicine
http://www.deans.medsch.ucla.edu

  Academic Personnel
  http://www.deans.medsch.ucla.edu/academic/acadper.html

  School of Medicine Software Applications
  http://www.deans.medsch.ucla.edu/Deans/dn_load.htm

    Access this site for:
    • Download SOM applications such as QDB, FPM, & Financial Reporting App.
    • Manuals and Instructions for SOM applications.

  Visa & Licensing Office
  http://www.deans.medsch.ucla.edu/visa/avisa.html

  Medical Enterprises Financial Codes
  http://www.deans.medsch.ucla.edu/fiscal/amain2.htm

    • Interdepartmental Recharge definitions & object codes.
    • Costcenter definitions.
    • Object code list.

  List of Departments, Institutes & Centers within the School of Medicine
  http://dgsom.healthsciences.ucla.edu/institution/groups-new

Department of Medicine Homepage
http://www.med.ucla.edu/modules/wfchannel/
Equipment Management
http://www.equipment.ucla.edu

Graduate Division Homepage
http://www.gdnet.ucla.edu/

- Fees & Tuition
  http://www.gdnet.ucla.edu/gss/library/feesintro.htm

- Form 10s and Fee Remission Rosters
  https://jasmine.gdnet.ucla.edu/
  - Requires password. Contact the Grad Division to set password.

Graphic Identity Program

- UCLA
  http://www.identity.ucla.edu
  - Download the official UCLA logo.

- UC
  http://www.universityofcalifornia.edu/graphicresources/assets/protecteddl.php
  - Download the official UC Seal.

Library

- Request a Reprint of a publication not available online
  http://www2.library.ucla.edu/service/1976.cfm

List of UCLA Listservs
http://lists.ucla.edu/cgi-bin/mailman/listinfo

Campus Maps
http://map.ais.ucla.edu/portal/site/UCLA/menuitem.789d0eb6c76e7ef0d66b02ddf848344a/?vgnextoid=b06aaad23985c010VgnVCM200000dd6643a4RCRD

- Map & Street Addresses for UCLA Buildings
  http://www.ucla.edu/map/ucla-campus-map.pdf

- CHS Map
  http://www.uclahealth.org/images/site/directions/map_medcenter_corridor.gif
Interactive Campus Map with photos of the building, and addresses
http://maps.ucla.edu/campus/

Mednet Website
http://www.mednet.ucla.edu/

Access this page for the following:
- Paging system
- Email exchange
- HIPAA Training
- Timesheets

Payroll
http://www.payroll.ucla.edu

- Biweekly Payroll Calendar

- Rush Checks Issued
  http://www.payroll.ucla.edu/rushchk/rushinfo.htm

- PPS - Payroll Schedule
  http://map.ais.ucla.edu/go/1005342

Space Inventory
http://space.facnet.ucla.edu/

Staff Title and Pay Plan - Healthcare
http://hr.healthcare.ucla.edu/tpp/tppselect.asp

Volunteer Program
http://www.healthcare.ucla.edu/shared/volunteering/
**RECHARGES – UCLA SERVICE CENTER SITES**

**Biological Chemistry Consignment Freezers**  
[http://www.biolchem.ucla.edu/Resources.htm](http://www.biolchem.ucla.edu/Resources.htm)

**CTS – Communication Technology Services**  
[https://wc1.cts.ucla.edu/cgi-bin/welcomeAdmin.cgi?SID=6c2f95fc47f6f9d2a396ef61c366a5b9](https://wc1.cts.ucla.edu/cgi-bin/welcomeAdmin.cgi?SID=6c2f95fc47f6f9d2a396ef61c366a5b9)  
- Access monthly telephone bills  
- Requires AIS Access

**TIF FAQ**  
[https://www.it.ucla.edu/support/billing-questions/technology-infrastructure-fee-faqs](https://www.it.ucla.edu/support/billing-questions/technology-infrastructure-fee-faqs)

**Department of Lab and Animal Medicine (DLAM) Order Form**  
[https://procurement.dlam2.ucla.edu/esirius/](https://procurement.dlam2.ucla.edu/esirius/)

**DNA Sequencing Services**  
[http://www.genetics.ucla.edu/webseq/](http://www.genetics.ucla.edu/webseq/)  
- Requires PI Login & Password. Contact DNA Sequencing Facility to get this information for your PIs.

**Facilities**  
[http://www.fm.ucla.edu/](http://www.fm.ucla.edu/)  
- Access monthly Facilities Statements.  
- Requires a login and password established by Facilities.

**Mail & Document Services**  
[http://www.maildoc.ucla.edu/](http://www.maildoc.ucla.edu/)  

**Access Monthly Statements for the following services:**  
- Document Services  
- Outgoing Mail  
- Messenger Service  
- Shipping – UPS/Fedex  
- Campus Mail Stop  
- Stamp Sales  
- Distribution Services – Cylinder Management
NON-UCLA WEBSITES

NIH Home Page
http://www.nih.gov/

**Access this site for the following:**
- Links to the Institutes.
- Grant proposal forms and instructions, including NIH Grants.gov instructions.
- Search Funding Opportunities.
- Sign up for the NIH Listserv to get weekly updates on NIH policies, announcements and funding opportunities.

NIH Grant Mechanism Types
http://grants.nih.gov/grants/funding/funding_program.htm

Definitions of activity codes, e.g. R01, R21, P01

NIH Grants Policy Statement

Policy and procedures governing all NIH contract and grants

NIH eRA Commons
http://commons.era.nih.gov
- eSNAP submissions
- eRA Commons Login & Password required. You will also need to be set up as an Assistant to your PI in the Commons. DOM users, please contact Giti.

NIH eRA User Support
http://era.nih.gov/commons/quick_queries/index.cfm#progress
- Search for NIH Notice of Awards and Progress Reports due.
  - UCLA IPF# 577505

NIH Standard Receipt Dates
http://grants.nih.gov/grants/funding/submissionschedule.htm

NIH Salary Cap Summary
NIH Active Funding Opportunity Announcements with Opt-Outs
http://grants.nih.gov/grants/guide/funding_opportunity_announcements_with_opt.htm

Used to determine the appropriate validation type in Cayuse

National Library of Medicine – Pub Med

Search for the PubMed ID# on publications, references, etc.

OMB Circulars
http://www.whitehouse.gov/omb/circulars_default/

FDP Matrix for Prior Approval Requests

Grants.gov
http://www.grants.gov/

NIH SF424 (R&R) Forms and Instructions

Restaurant Listings for UCLA and Westwood
http://www.westwoodblvd.com/Content/restaurants.htm