Special Topic: Expired Funds

DOM Research Administrator's Meeting

MARCH 18, 2021
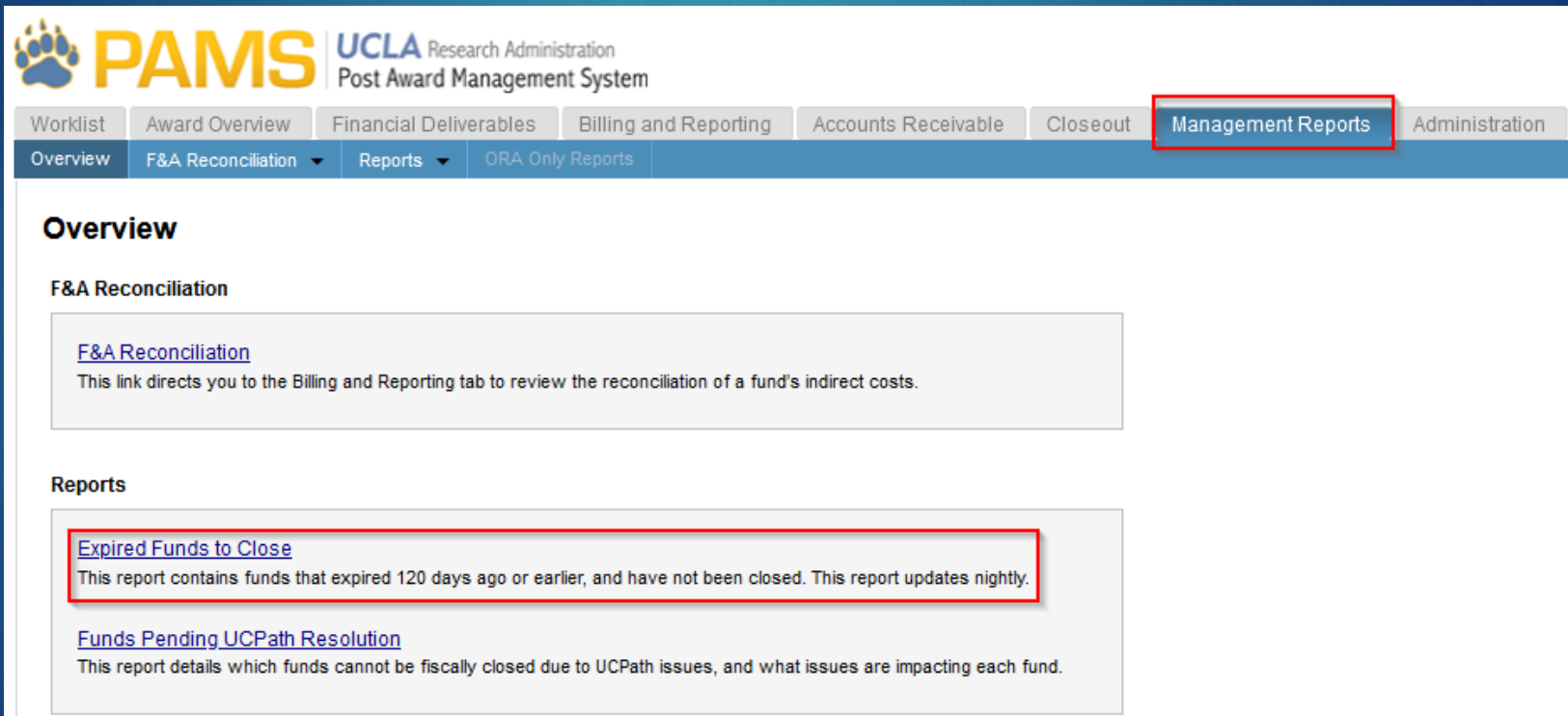
Agenda

- New monthly expired funds report
    - Process & Procedure
    - Deadline
    - Justifications
- Expectations/Goals
- Best Practices
- Concerns/Roadblocks to success
- Q&A

PAMS Expired Funds Report

► Access through PAMS – Management Reports
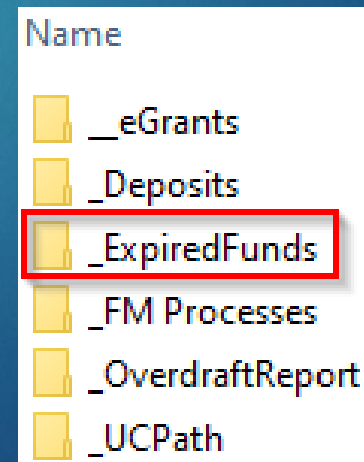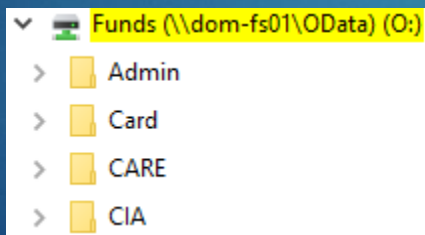
Expired Funds Report Reminders

▶ Funds showing up on this report are funds that **expired > 120 days** and have not been closed

▶ Closed = Home PI – <u>Funds need to be Y/N</u>.

  ▶ If you don't have OASIS on desktop, call DGIT to install

```
UCLA-AIS                      *** FUND TABLE ***                    FSM0678A
12:03:23                           PAGE 1                          03/15/2021
Action: B   Table: FN  +                      Last Update: 12/02/2020
Loc: 4    Fund:  29724 +  UCLA Fund Group: 47501 +   Last Upd Logon: RHAW0
------------------------------------------------------------------------------
Fund Title: FDP-NIH K08HL128822-01 SALLAM 10/20 8%      Res/UnRes: R (R/U)
Fund Begin/End Dates: 07 10 2015 / 10 31 2020 Fund Dept: 1553 + CARDIOLOGY
Fund Closed?: _ (Y or blank)    Closed Date: _____   Logon ID: _____
FYE Processing: A + (A/L/N/P/S) Fund Type: 0 (0=Inception  9=Fiscal)
Reappropriate?: Y (Y/N)          Reappropriation Acct/CC/Sub: _____ / __ / __
Award No: 20151585   + PATS No: 20151585 +  Award Issue Date 11 26 2020
CFDA: 93.837  +        Spon Awd No/Type: 5K08HL128822-05:R    3 Awd ERS Cd: _ +
Sponsor CD: 000062 + NIH-NHLBI NATIONAL HEART, LUNG AND BLOOD INSTITUTE
Primary Sponsor: _____ +
Prin. Inv: S789 + SALLAM, TAMER I                  P.I. UID: 003859475
Assoc Inv: _____   Fund Purp.: 0101  Document Num: KHL128822A
Cost Share: N (Y/N)    Fund Flow: _    FN Flow ERS Cd: _ +
Meth. of Pay: 90 +     Campus? 1 (1=On 2=Off)      E-Verify: N (Y/N or blank)
UCLA Fund Group Title: PUBLIC HEALTH SERVICE
Site Tracking:   Fed.Branch Code: 22 + PUBLIC HEALTH SERVICE
UCOP Fund GP Code: 406210 + CURR, FEDERAL GRANTS & COOPERATIVE AGRMT
MESSAGES:  PRESS ENTER OR F8 FOR NEXT, F2 FOR PAGE FLIP
```

Monthly Expired Funds Report

► New monthly protocol

  ► Reports will be formatted & saved by DOM ORA in your Division shared O drives, with other Divisions' rows hidden in Excel spreadsheet

    ► Similar to Default FAU report

    ► Reports will be saved no later than the first working day of each

  ► Completed spreadsheet **due 3rd Friday of each month**

Monthly Expired Funds Report

► Live demo

► How to complete

► How to submit

   ► MSO to email Kayla with Cc: Cathy & Carmen Pan notifying Kayla that the report on the shared drive is complete and _reviewed_.

      ► No need to attach actual spreadsheet.

   ► Allow MSO enough time to review prior to submission

   ► Due: no later than 5 pm of the 3rd Friday of each month

      ► The **March 2021 spreadsheet is due 03/31/21**

Monthly Expired Funds Report

▶ FM's responsibility vs. Central Office vs. PI

  ▶ Continuations/Extensions: FM follow up with appropriate office to have end dates extended in PATS in a timely manner

  ▶ Even though COP has been uploaded into PAMS, FM still need to follow up until fund fall off the list

    ▶ Fund not Y/N'd (#1)

    ▶ Accounts Receivable (#2) – payments pending from Sponsors

    ▶ Open Encumbrances (#3) – PO invoices paid & encumbrances released

    ▶ UCPath Defects – report all defects so EFM can turn on the UCPath flag

    ▶ Non-Financial Final Reporting pending – PI may not have submitted final deliverable

    ▶ Expense variance > allowable threshold from last COP balance

Justifications

► DO include…

   ► <u>Dates</u> actions **were** *(past tense ☺…not "will be"!)* taken

      ► Dates can include:

         ► COP submission via PAMS

         ► *Recent* follow up – expect at least monthly follow up

   ► <u>Who</u> took the action

      ► *Example:* <u>Submitted</u> COP via PAMs on <u>03-17-2021</u> by <u>Cathy</u>

   ► <u>Screenshots/Backup documentation</u> to provide backup/reminder to self (as needed)

      ► Create new tab with the Fund # as the title

      ► Screenshots can be last follow up email, detail of issue, etc.

► DO NOT include…

   ► Recurring justifications without any updates

   ► It is a different FM/someone else's responsibility

Expectations/Goals

- We would like to see the #s reduced significantly
- End goal to is to have 0 expired funds which are within our responsibility
- Keeping up with our current required COPs prior to having them appear on the expired funds list

Best Practices

- Set up recurring reminders for yourself to follow up until fund is removed from the Expired Funds list
- Tackle "low hanging fruit" first
  - This may mean working on COPs that are "younger" which you have more knowledge about
  - Closing TOF already processed by EFM – follow up with EFM!
    - Variance < $500 = EFM should be able to close out
  - Let Kayla/DOM ORA know if you are having difficulty processing COP for old funds
- Federal funds are higher audit risks
- Clinical trials are Dean's Office priority

Concerns/Roadblocks to Success

- Please let us know!!
- Q&A