

Fund Manager Weekly Training Session Topics

Revised February 12, 2026

1) Monthly Financial Statements – **Wednesday, March 11th**

- a) Purpose and Importance of Financial Statements
- b) Overview of items to review
- c) Overview of documents to retain
- d) Overview of costs to project

Week 1: Q&A Office Hour – Thursday, March 12th

SKIP Wednesday, March 18th to allow everyone to attend the recommended OCGA “[Preparing an NIH Multiproject Application in NIH ASSIT](#)” training 9:30-11am which will be required for [NIH Collaborative International Research Projects \(PF5\)](#) effective April 25th as referenced in [PA-26-002](#)

2) Reconciliation of Non-Payroll Ledgers – **Wednesday, March 25th**

- a) Minimum review requirements (Policy 910)
- b) Reviewing for warning and unallowable transactions
- c) Downloading transaction invoice details for Core Services
- d) Identifying burn rates

Week 2: Q&A Office Hour – Thursday, March 26th

3) Reconciling F&A – **Wednesday, April 1st**

- a) What are Facilities & Administrative (F&A) costs
- b) How to reconcile F&A
- c) Scenarios & case studies

Week 3: Q&A Office Hour – Thursday, April 2nd

4) Payroll Topics – Staff – **Wednesday, April 8th**

- a) Staff Payroll basics: Fund Manager responsibilities, payroll calendars
- b) Bi-weekly vs. monthly employees
- c) Composite Benefit Rates (CBR)
- d) Vacation accrual and the vacation pool
- e) UCPath basics – Funding Entry (FE) updates and Salary Cost Transfers (SCTs) for staff

Week 4: Q&A Office Hour – Thursday, April 9th

5) Payroll Topics – Faculty – **Wednesday, April 15th**

- a) Understanding DGSOM/DOM Faculty salaries: Total Negotiated Salaries (TNS), base, UCOP salary scales, Multiple Components of Pay (MCOP), 19900 State FTE, salary negotiations
- b) Salary Caps and Y-OTC

~~Week 5: Q&A Office Hour – Thursday, April 16th~~ SKIP/NO Q&A THIS WEEK

6) MCOP Worksheet – UCPath Wizard (DGSOM-Specific) – **Wednesday, April 22nd**

Week 6: Q&A Office Hour – Thursday, April 23rd

- 7) Reconciliation of Payroll Ledgers (*Basic*) – Wednesday, April 29th**
- a) How to reconcile payroll ledgers (*Staff and Faculty Under-the-Cap*)
 - b) Cognos CDW UCPATH reports
 - c) Distribution Errors vs. Over/Under-payments
 - d) Benefits Assessments & TIFs/GAEL
 - e) Monthly DOM Default FAU Reports

Week 7: Q&A Office Hour – Thursday, April 30th

- 8) Postdocs & GSRs – Wednesday, May 6th**
- a) Stipend vs. Salary
 - b) Minimum funding requirements and obligations
 - c) Block funding
 - d) Training Awards vs. Research Grant Support
 - e) Distribution schedules

Week 8: Q&A Office Hour – Thursday, May 7th

- 9) Effort Reporting (ECC System) – Wednesday, May 13th**
- a) Basic concepts
 - b) Live system demo

Week 9: Q&A Office Hour – Thursday, May 14th

- 10) NIH: JIT, RPPRs, MyNCBI, and SciENcv – Wednesday, May 20th**
- a) Just-In-Time (JIT)
 - b) Progress reports – RPPRs, due dates, OCGA requirements
 - c) MyNCBI and SciENcv: NIH Commons Forms (BioSketch and Current & Pending Support), PMCIDs

Week 10: Q&A Office Hour – Thursday, May 21st

- 11) Subawards – Post-Award – Wednesday, May 27th**
- a) Post-Award – subaward set-up, invoice processing & monitoring

Week 11: Q&A Office Hour – Thursday, May 28th

- 12) PAMS & the Closeout Packet (COP) – Wednesday, June 3rd**
- a) Post Award Management System (PAMS)
 - b) Pre-COP activities/reconciliation/checklist
 - c) Overview of RAPID COP Reports

Week 12: Q&A Office Hour – Thursday, June 4th

Online Registration Form*

<http://goo.gl/forms/WM6A4Sm1H6>

**Department of Medicine Fund Managers only use FAU: 441026-2X-07427-WFMT*

All classes are held via Zoom on Wednesdays 9:00 am – 11:00 am.**

All Q&A Office Hours are held via Zoom on Thursdays 2:00 pm – 3:00 pm.**

Zoom sessions will **not be recorded**, but most slide decks will be posted prior to class:

<https://medschool.ucla.edu/research/researcher-resources/administrative-support/department-medicine-office-research-administration/fund-management-training>.

A reoccurring Zoom Outlook meeting invitation will be sent to you once your registration has been processed. **Feel free to delete the individual calendar invitations for classes which you are not registered.** Keep in mind you will only be admitted into your registered classes.

COST:

\$40/person/session*** (includes all Q&A Office Hours)

\$480 for all 12 sessions*** (includes all Q&A Office Hours)

\$40/person for all 11 Q&A Office Hours only. Drop into any/all Q&A Office Hours, as needed.

***Please cancel at least 24 hours in advance of each class. **If you do not cancel in a timely manner, you will be charged regardless of attendance.** Please send cancellation requests to DOMTraining@mednet.ucla.edu.

When joining the Zoom meeting, we ask that you **have access to a microphone via your computer or phone so we may have a more interactive training experience. If you are using a computer that does not have audio input capabilities, such as a remote desktop, please also call into the meeting via phone. Click [here](#) for instructions on how to join meeting audio via phone. **Please remember to enter your participant ID when dialing in to match your video login name with your audio.**

