

DOM Research Administrator's Meeting

FEBRUARY 19, 2026



Agenda – Cathy to Update



- ▶ Opening Announcements
- ▶ Various Reminders/Updates
- ▶ UCPath & Other Payroll Updates
- ▶ Compliance
- ▶ Effort Reports
- ▶ Pre-Award

Training Opportunities

- ▶ 2026 Semester Weekly Fund Manager Training Series
 - ▶ Starts Wednesday, March 11th 9-11 am through June 4th.
 - ▶ New semester only 12 classes + new Q&A Office Hours on Thursdays 2-3 pm (this is in addition to DOM Q&A Thurs 1-2)
 - ▶ Register [here](#). MSO approval required.
- ▶ **OCGA:** [Online Registration](#) all classes on Wednesdays
 - ▶ **Preparing an NIH Multiproject Application in NIH ASSIST:**
 - ▶ Mar 18: 9:30-11 am
 - ▶ Recommend attending as NIH foreign collaborations (PF5/UF5 – previously known as foreign subawards) will require proposal preparation via NIH ASSIST
 - ▶ **Budget 101:** Apr 15: 9:30-11 am



Various Reminders and/or Updates

RA Manual Chapters

- ▶ **New** Cross-Balance Account Transfer instructions
 - ▶ Generally only used for transfers involving 6xxxx funds (e.g. 62165, 62246) to cover OD from another unrestricted fund.
- ▶ FPM New Internal PI Instructions
 - ▶ To add new PIs to the FPM Internal PI list

PAMS Enhancement

► New Sponsor Details Page

- Access from Award Overview tab
- Provides details such as sponsor-level post-award requirements
 - Sponsor specific unallowable expenses, i.e. GAEL, TIF, RPNI
 - Financial deliverable requirements, i.e. sponsor specific financial report templates

PAMS UCLA Research Administration
Post Award Management System

Worklist | **Award Overview** | Financial Deliverables | F&A/Review Adjustments | Accounts Receivable | Closeout | Management Reports | Administration

Notes Search | **Sponsor Search** | Sponsor Details | Sponsor Sites

Sponsor Name / UCLA Code: **Sponsor Type:** **Parent Sponsor Name / UCLA Code:** **Parent Sponsor Type:**

Select any of the below sponsor requirement categories that you want to appear in your search.

Unallowable Expenses: General and Employment Liability (GAEL) (excluding Federal/Federal Flow Through Sponsor) Technology Infrastructure Fee (TIF) UCRP Supplemental Assessment Interest (RPNI)

Financial Reconciliation: **Financial Deliverable Submission:** **Other Sponsor Requirements:**

ECC Reporting Required: **Internal Control Questionnaires Uploaded:** **Payment Remittance Account Identified:** **Sponsor Bank Account Number:**

Include Sponsors Without Open Funds:

PAMS Enhancement



Sponsor Details

Sponsor:

Sponsor: CA-CALIFORNIA INSTITUTE FOR REGENERATIVE MEDICINE (CIRM) (002741)

Sponsor Name:	CA-California Institute for Regenerative Medicine (CIRM)	Number of Open Funds In FS:	44	Total Appropriation For Open Funds:	\$154,971,241.89	Total Expenditures For Open Funds:	\$124,681,943.78
Sponsor Type:	State of California Government Agency	Active Funds:	31	Appropriation For Active Funds:	\$106,083,739.88	Expenditures For Active Funds:	\$76,631,198.20
# of Departments with this Sponsor:	20	Expired Funds:	13	Appropriation For Expired Funds:	\$48,887,502.01	Expenditures For Expired Funds:	\$48,050,745.58

#	Category	Requirement	Is Applic...	Notes	Last Updated	Last Updated By	History
1	Unallowable Expenses	General and Employment Liability (GAEL) (excluding Federal/Federal Flow Through Sponsor)	<input type="checkbox"/>				🕒
2	Unallowable Expenses	Technology Infrastructure Fee (TIF)	<input type="checkbox"/>				🕒
3	Unallowable Expenses	UCRP Supplemental Assessment Interest (RPNI)	<input type="checkbox"/>				🕒
4	Unallowable Expenses	Other	<input type="checkbox"/>				🕒
5	Financial Reconciliation	ACRN / PO reconciliation required	<input type="checkbox"/>				🕒
6	Financial Reconciliation	Sponsor retains a % of payment until the final invoice. Show the % of retainage, the current amount owed and the amount outstanding due to the retainage	<input type="checkbox"/>				🕒
7	Financial Reconciliation	Unique F&A reconciliation not supported by B&R (e.g., CIRM)	<input checked="" type="checkbox"/>		01/12/2026 09:11 PM	Lisa Li	🕒

New Rates

- ▶ FY26-27 Composite Benefit Rates: use in proposal budgets effective immediately
- ▶ 2026 NIH Salary Cap: \$228,000 – effective 01/01/26
- ▶ Brink's Pick-Up Fees: effective 12/01/25

Pick-Up Type	Previous Rate	Rate as of 12/1/25
On-Call Service	\$20.22/ea	\$20.91/ea
Weekly Scheduled Service (Daily / 5X Week)	\$365.02/mo	\$377.43/mo
Weekly Scheduled Service (4X Week)	\$287.54/mo	\$297.32/mo
Weekly Scheduled Service (3X Week)	\$215.70/mo	\$223.03/mo
Weekly Scheduled Service (2X Week)	\$144.35/mo	\$149.26/mo
Weekly Scheduled Service (1X Week)	\$71.84/mo	\$74.28/mo

NIH Multi-Year Funded Awards (MYF) *as presented at last RA Mtg...*

- ▶ As mentioned at last week's RAF meeting, some NIH institutes have started issuing awards as Multi-Year Funded (MYF), instead of issuing awards in one-year increments
- ▶ How will this change things?
 - ▶ Budget Period and Project Period are the same
 - ▶ Annual NOAs will not be issued
 - ▶ FM should transfer future year \$ funding to a second PI costcenter
 - ▶ Progress Reports (RPPRs) for MYFs are due on their anniversary date (start date of budget/project period), not 6 or 8 weeks prior
 - ▶ Still determining other changes as we see more of these MYFs (e.g. Carryforwards, NCEs, etc)

NIH Multi-Year Funded Awards (MYF)

UPDATES

- ▶ Resource Document
- ▶ Carryforwards
 - ▶ **New awards start fresh:** When you receive an RF1, it begins with its own budget and project period. Any remaining funds from the R01 must be closed out and cannot be transferred unless specifically approved under unusual circumstances.
- ▶ NCTEx?

NIH Collaborative International Research Project (Parent PF5) – PA-26-002

- ▶ NOT-OD-25-155: New application & award structure.
 - ▶ **Proposal applications** to support international project components will be **submitted via PF5 (grant) or UF5 (cooperative agreement) mechanism** submitted in **NIH ASSIST**, which will **result in a RF2/UL2 award** directly to the foreign organization. Each component will submit an individual RPPR.
 - ▶ **Each foreign organization** will require a **SAM.gov registration**
 - ▶ **Earliest submission date: 04/25/26. First application due date: 05/25/26. Earliest start date: 04/01/27.**
 - ▶ **Foreign Justification Required:** The application will be evaluated as a whole, and the international subproject(s) will be evaluated on whether the project presents **special opportunities for furthering research programs through the use of unusual talent, resources, populations, or environmental conditions in other countries that are not readily available in the United States** or that augment existing United States resources, and whether the proposed project has specific relevance to the mission and objectives of the ICO and has the potential for significantly advancing the health sciences in the United States.

MTDC F&A Base Exclusion Thresholds

- ▶ **Uniform Guidance:** UC is planning to **implement University policy changes to reflect changes in thresholds effective January 1, 2027**
 - ▶ **Equipment:** Equipment capitalization threshold **increased from up to \$5,000 to up to \$10,000**
 - ▶ **Modified Total Direct Cost (MTDC):** Subaward expense exclusion threshold **increased from up to \$25,000 to up to \$50,000**
 - ▶ **Do not use these new thresholds in proposals until given the green light by OCGA**


EPASS Enhancements

- ▶ Proposal Tab: New box called “Overall Objectives”
 - ▶ This new field added to **collect the Overall Objectives/Major Goals** of a project **for use in populating Current and Pending Other Support forms**

The screenshot displays the 'Proposal Identification' form in the EPASS system. At the top, there is a header with the title 'Proposal Identification' and a link to 'EPASS Instructions' with a PDF icon. Below the header, the 'PI:' field is populated with a blurred value. A navigation bar contains several tabs: 'Investigators', 'Department', 'Proposal', 'Types', 'Sponsor', 'Checklist', 'Forms', 'Funds', and 'Attachments'. The 'Proposal' tab is selected and highlighted with a red box. Below the navigation bar, there is a 'Proposal Title' field with a character count of '0/500 characters'. Below that, the 'Overall Objectives/Major Goals for Current & Pending Support (optional)' field is highlighted with a red box and a yellow background. This field has a character count of '0/1000 characters' and an information icon.

Faculty Incentive Eligibility Clarification

- ▶ **Fund Managers:** Ensure accuracy in tracking and reporting faculty spending across research funds (C&G funding only, exclude gifts/commitment funding).
- ▶ **Run the "Detailed Closed" Report:**
 - ▶ For each faculty member, generate the **"Detailed Closed" report** for **all research-related funds**, including:
 - ▶ Contracts and grants
 - ▶ Clinical trials
 - ▶ Other research funding
 - ▶ **Note:** Ensure that you include all **expenses and subcontracts**, but **exclude 9H** funds, as per policy.
- ▶ Run these reports **annually**, shortly after the close of the fiscal year
- ▶ The incentive for the upcoming fiscal year (e.g., FY25) is based on the spending during the **previous fiscal year** (e.g., FY24).
- ▶ The spending threshold starts at zero at the beginning of each fiscal year. There is **no roll-over** of unspent amounts from previous years.



UCPath & Other Payroll Update



UCPath Deadlines Calendar



▶ What It Is

- ▶ A DOMORA-developed Outlook calendar that consolidates critical UCPath processing milestones — including:
 - ▶ SCT Approval Deadlines (with advance reminders & GL post dates)
 - ▶ Funding Entry Deadlines (by pay cycle)
 - ▶ Pay Confirm Dates (with pay period begin/end and pay date details)

▶ Why It Helps

- ▶ Eliminates the need to repeatedly reference the CRU or UCPath calendars online
- ▶ Provides proactive reminders to prevent missed deadlines
- ▶ Keeps payroll and funding timelines visible in one place

▶ How to Add It to Outlook

- ▶ To download the calendar, see the email sent 10/30/25 Subject: "**UCPath Shared Calendar Now Available.**"
- ▶ Shared Visible only, notify Felipe to share the email link directly.

Default/Suspense FAU

 **Balance is now below \$70K**

▶ Thank you, everyone, for your hard work and diligence!

Action Items

- ▶ Review and update **Funding Entries (FE)** to stop UC Default charges
- ▶ Submit **Salary Cost Transfers (SCTs)** to move salary already on UC Default
- ▶ **Division's Default Reports**
 - ▶ Please provide the name of the FM or individual responsible for employee charges so we can contact them to assist in resolving charges.

UCPath Updates

- ▶ **Personalized customizations** have been added back to UCPath to quickly find the salary and FAU details in SCTs, Workforce Job Summary, Funding Entries, and more
- ▶ **Copy & Paste Feature** – Only available on **Salary Cost Transfer (SCT)** page.
- ▶ **NEW Felipe Assistance** – Will be available as a resource to create transactions on FM's behalf for **complex SCTs**. Examples:
 - ▶ **MCOP FAU efforts not matching**
 - ▶ **Vacation adjustments**
 - ▶ **UCPath Earn Code Adjustments throwing off Effort**

Please contact Felipe to evaluate your situation and determine the best way forward. Always happy to assist!

Compliance



Compliance Summary

- ▶ Sub 08 and AR still trending down! Great job!
 - ▶ **Reminder RA responses were due January 30, 2026.** MSO Review is due by February 27, 2026.
 - ▶ Sub 08 has 126 items overdue
 - ▶ AR Aging has 13 items overdue
- ▶ Expired Funds // Overdue COPs
 - ▶ Only 184 Funds are on the February Expired Funds Report (Lowest count to-date!) **but** DOM RAs only reported 13 funds as pending Y/N only
 - ▶ If you require assistance cleaning up expired funds that already have approved closeouts on file (104 of Expired Funds) please contact Kayla Brown to have reviewed by the Compliance Team
 - ▶ 72 Past Due Closeout Packets per PAMS
 - ▶ 16 will be added to Expired Funds in upcoming weeks if not processed ASAP

OD Report Update

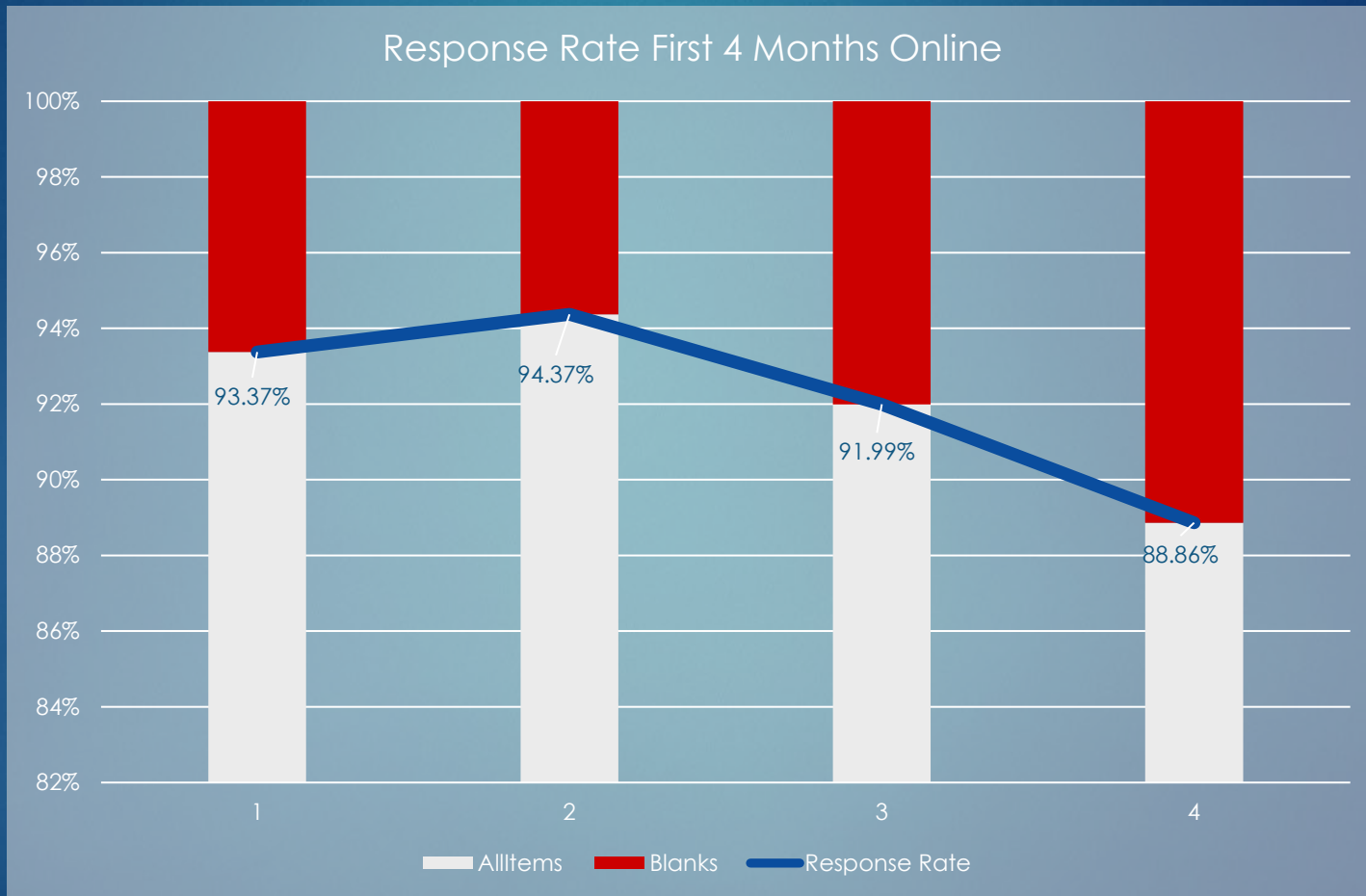
OD Report



- ▶ January 2026 Overdraft Report bug, reported and resolved February 18, 2026
 - ▶ All recoverable responses have been restored. For items where the RA submitted a 2nd response after the defect the latest response was preserved
- ▶ Due date is February 27, 2026
- ▶ *Reminder:* Exception requests are only for FAUs where we are not responsible for underwriting overdrafts. These will be rare.

OD Report cont.

- First 4 month response data is in!



OD Report cont.

- ▶ Streamline Submission Options are *LIVE!*
 - ▶ Streamline submission options have been added for some common response types
 - ▶ The following FAU types are configured to automatically route for exception request approval without need to enter dates/further explanation:
 - ▶ S&S Recharge Revenue FAU
 - ▶ Work Study FAU
 - ▶ Exempt Division Operational FAU

All exception requests are subject to further review/verification by DOM Leadership. Approvals are subject to change and may be overturned at-will.

- ▶ Commitment FAUs now are only prompted to enter remaining commitment balance (optional) if readily available.

OD Report cont.

▶ Streamline Submission Options cont.

- ▶ If your FAU aligns with a streamline submission option, select it on your response form, then submit! That's it!
- ▶ *Commitment FAUs: Remaining Balance is requested if known to help leadership determine if existing deficit exceeds available balance. Approximate values are OK.*

Assigned To:
Brown, Kayla A. ▼

MSO Review Comment
Not yet reviewed

Director Review Comment
Approved:

- Fund Group: CURR, MEDICAL COMPENSATION PLAN
- Managing PI: ~~YOUNG,STEPHEN G~~
- FAU: ~~0011062-06-0206~~
- Fund Description: MEDICINE-BASIC SCIENCE PLAN

Budgetary: ~~6525.47~~
Financial: ~~170.00~~
Encumbrance & Memo Lien: ~~620,027.23~~
Operating Balance: ~~-419,912.26~~

Is this FAU one of the following?

<input type="checkbox"/> S&S Recharge FAU (2W cost center)	<input checked="" type="checkbox"/> Commitment FAU	Remaining Commitment Balance (if known): \$180k+
<input type="checkbox"/> Exempt Division Operational FAU	<input type="checkbox"/> Work Study FAU	

Responses are streamlined for the above fund types. Please submit this form to save this response.

Effort Reports

Effort Reports

ERS STATISTICS 2/18/2026

Dept Code	Division Name	Total # ERS Reports	All Open/ Overdue	Percent Open	Exception or Certified/Adjust Reqd	Percent Open that are Exception or Certified/AdjustReqd
1553	Cardiology	7,957	78	0.98%	22	28.2%
1554	Dermatology	1,708	0	0.00%	0	0.0%
1555	Endocrinology	1,831	8	0.44%	0	0.0%
1556	Digestive Diseases	5,434	0	0.00%	0	0.0%
1557	GIM & HSR	7,678	60	0.78%	46	76.7%
1558	Geriatrics	4,021	1	0.02%	1	100.0%
1559	Hematology/Oncology	5,616	9	0.16%	7	77.8%
1560	Infectious Diseases	3,590	14	0.39%	1	7.1%
1561	Nephrology	1,093	2	0.18%	2	100.0%
1562	Pulmonary	4,127	1	0.02%	0	0.0%
1563	Rheumatology	1,461	0	0.00%	0	0.0%
1564	Wadsworth VA	2,536	5	0.20%	3	60.0%
1565	Administration	159	0	0.00%	0	0.0%
1566	CIA	208	0	0.00%	0	0.0%
1567	San Fernando VA	609	0	0.00%	0	0.0%
1568	CARE Center	2,122	18	0.85%	10	55.6%
1569	Clinical Epi	1,134	1	0.09%	1	100.0%
1570	Clinical Nutrition	560	5	0.89%	0	0.0%
1574	NanoMedicine	569	0	0.00%	0	0.0%
TOTAL		52,413	202	0.39%	93	46%

Effort Reports (ERS)

- ▶ EFM is regularly following up on getting the old Effort Reports done so they can sunset the ERS system
 - ▶ There is no set date when the system will close but it is only a matter of time since we now have ECC
- ▶ The latest payroll downloads were posted in ERS on 1/20/26 and 2/11/26 and over 40 reports were re-opened.
 - ▶ When an Effort Report gets re-opened, the FM should go into the system and update column B to match the correct payroll % (usually column A) before getting the report recertified

ECC Project Statement Certification Status Report

- ▶ Comprehensive metrics & advanced search capabilities to enable users to more effectively monitor and track Project Statement activity and certification progress in the new Employee Compensation Compliance (ECC) system

UCLA
Research Administration

10010

ORA Online Resource Center

General Statistics **Pre-Award** **Post-Award** **Compliance**

REPORTS

- PHS & DOE COI Certification Status Report
- IRB Protocol Review Status Report
By: Department, PI, Protocol #, Grant, Sponsor, etc.
- Effort Report Certification Status
- **ECC Project Statement Certification Status**
- Salary Cap Reports
Current Salary Cap Rate
Historical Salary Cap Rates
Sponsors Subject to Salary Cap

TOOLS

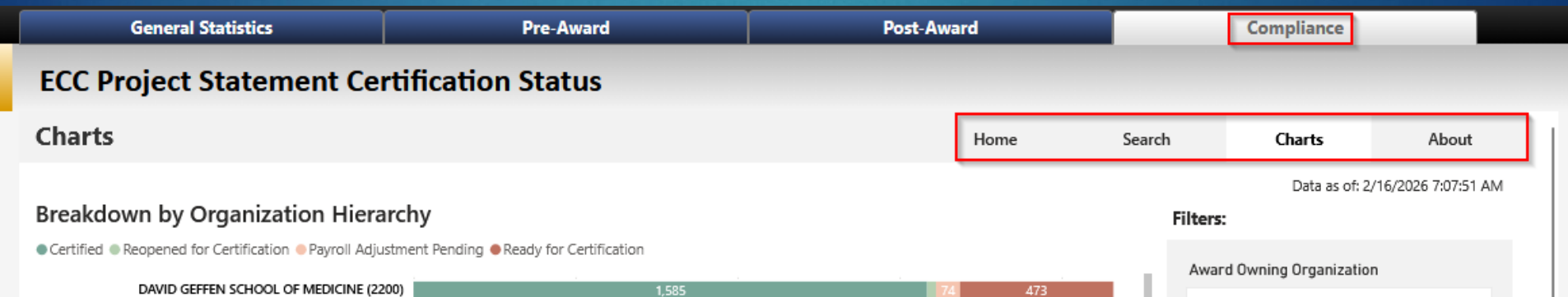
- CITI Training Lookup Tool
- Online IRB Protocol Management (BruinIRB)
- Online ARC Protocol Management (RATS)
- Electronic Disclosure Gateway (eDGE)
- IRB RAND MOU Database
- Embryonic Stem Cell Research Committee (ESCRO) Online Review

FORMS

- Conflict of Interest Disclosures

ECC Project Statement Certification Status Report

- ▶ The reports are organized into four tabs:
 - ▶ **Home:** High-level metrics by reporting period (e.g., open, certified, total, and certification percentage).
 - ▶ **Search:** Flexible search options across multiple criteria, offering detailed information on ECC Project Statements.
 - ▶ **Charts:** Visuals of ECC Project Statements by either Organizational Hierarchy or Period, with additional optional filters.
 - ▶ **About:** Reference information including status definitions, data sources, and system availability.












Employee Compensation Compliance (ECC)

▶ ECC Payroll Adjustment Task

- ▶ If you get an “Action Required: Payroll Adjustment Task” email from ECC you have to log into ECC and RE-open the report

Action Required: Payroll Adjustment Task

 ecchelp@research.ucla.edu
To  Teshome, Tsegaye
Cc  ecchelp@research.ucla.edu

  Reply  Reply All  Forward  

Sat 2/14/2026 3:22 AM

Account: [REDACTED]

Period: 4/1/2025 to 9/30/2025

Dear Department Administrator,

A payroll adjustment loaded into Employee Compensation Compliance (ECC) resulting in a change to salary and/or cost share on a previously certified project statement that exceeds the 3% threshold.

Without your action the project statement cannot be re-certified.

Please log into ECC, review and apply the adjustment to the project statement to ensure accurate financials on the statement and enable the Certifier to re-certify.

If you have any questions, please contact the [ECC Help Desk](#).

We appreciate your cooperation and prompt attention to this matter.

[Click here](#) to log into the certification system. If a link is not shown in this email, copy the following web address into a browser - <https://ecc.research.ucla.edu/ecc/initWelcome.action>

▶ ECC Payroll Adjustment Task

Work List for Tsegaye Teshome

Welcome to Employee Compensation Compliance (ECC). Refer to the tab(s) below for tasks that require your attention. For training materials and other resources, refer to the [EFM ECC Website](#)

Statements Awaiting Certification	Payroll Adjustment Tasks (19)	Assigned Project Statements	
Type	Identifier	Name	Date
Process Project Payroll Reconciliation	[REDACTED]	[REDACTED]	02/14/2026 5:21 AM
Process Project Payroll Reconciliation	[REDACTED]	[REDACTED]	02/14/2026 5:21 AM
Process Project Payroll Reconciliation	[REDACTED]	[REDACTED]	02/13/2026 5:26 AM
Process Project Payroll Reconciliation	[REDACTED]	[REDACTED]	02/13/2026 5:26 AM
Process Project Payroll Reconciliation	[REDACTED]	[REDACTED]	02/13/2026 5:26 AM
Process Project Payroll Reconciliation	[REDACTED]	[REDACTED]	02/13/2026 5:26 AM

Project Payroll Reconciliation

The Project Payroll Reconciliation page presents to administrators payroll transactions that impact historical project statements and allows them to determine how to treat those transactions. The actions a user can take, represented by the presence of buttons displayed below the transaction summary, are determined by the institution's configured thresholds and the responsibilities assigned to the user's role.

Accounts Number:	[REDACTED]	Accounts Name:	[REDACTED]
Period of Performance:	April 2025 - September 2025	Principal Investigator:	[REDACTED]
Department:	[REDACTED]	Department Administrator:	[REDACTED]

Project Payroll Reconciliation for Period of Performance - [REDACTED] April 2025 - September 2025 04/01/2025 to 09/30/2025

Employee	Object Code	Summarized Adjustment	Original Certified Effort Percentage	New Certified Effort Percentage	Certified Percentage	Certified Percentage vs New Certified Effort Percentage Variance
		Total		\$10,518.63		

[View Project Statement](#)

[Post & Reopen](#)

Employee Compensation Compliance (ECC) Cost Share

- ▶ Summary from 01/12/26 email.
- ▶ Challenges/nuances with Cost Sharing in ECC

Pre-Award



Proposals submitted through DOMDRA: The Numbers

- ▶ DoM DRA submitted 195 applications in 2025
- ▶ This is ~15% increase compared to 2024
- ▶ On top of all the challenges faced in 2025

Year	2025	2024
DoD	2	
DP2	6	
K Awards	23	15
R01	125	102
R03	10	
R13	1	
R21	23	
R25	1	
R35	1	
R61/R33	1	
Supplement	1	
U01	1	
Total submitted applications in 2025	195	170

PreAward Updates

- ▶ NIH Salary cap increased effective January 11, 2026
 - ▶ New NIH salary cap \$228,000 [NOT-OD-26-034](#)
 - ▶ Budget submissions should use the new Executive Level II rate and reflect actual institutional base salaries; if salaries exceed the cap.
- ▶ UCLA Fringe benefit rates updated for FY 2026-2027
 - ▶ The proposed Composite Benefit Rates (CBR) for FY 2026–2027 have now been posted by UCLA Finance website: [finance.ucla](#)
 - ▶ Begin using these updated proposed CBRs **immediately** for all new proposal budgets.
 - ▶ Include Fringe benefit language in the Budget justification “All fringe benefits are calculated using the University’s composite benefit rate. Benefit rates have been proposed to DHHS”
- ▶ Cayuse Glitch: does not allow CBR % entry for KP. Allows for other personnel. Pending fix from Cayuse.

The screenshot shows a web interface for entering budget data. A modal dialog box is open, displaying the URL 's2sgrants.research.ucla.edu' and instructions: 'Please enter a money value in the form of "#,###,###". Commas are optional.' The dialog has an input field containing '33%' and 'OK' and 'Cancel' buttons.

Role: PD/PI

Appointment type (months):

Budget	Cal. Salary	Aca Sala	Fringe Benefits	Funds Requested
prd 1	228,000	0	33%	151,620
prd 2	228,000	0	0	0
prd 3	228,000	0	0	0
prd 4	228,000	0	0.000	0
prd 5	228,000	0	0.000	0

Updates Continued

- ▶ Adoption of Common forms: [NOT-OD-26-033](#)
 - ▶ NIH provides Leniency period through May 2026 for required use of the Common Forms for Biographical Sketch and Current and Pending (Other) Support.
 - ▶ **LENIENCY DOES NOT APPLY TO LINKING ORCID ID TO ERA COMMONS**
 - ▶ Applications will not be withdrawn for failing to use the Common Forms; instead, NIH systems will **issue warnings only**
 - ▶ The extended timeline also aligns implementation with NIH's **Research Security Training** Requirements.
 - ▶ NIH Encourages and DoM DRA reiterates the importance of starting to use the Common Forms as soon as possible. **Feb 2026 deadline contained ~50% application with validation warnings related to NIH Common forms. It is imperative we address this during leniency period to avoid errors after the leniency period.**
 - ▶ We covered the warnings during the earlier Webinar. At the time of application submission please confirm all Sr. KP have their ORCID ID Linked to their NIH commons ID to avoid receiving NIH Validation warning.

COMING SOON! May 2026

- ▶ NIH mandatory training for Other support disclosures
- ▶ Effective May 25, 2026, NIH requires all Senior Key Personnel (SKP) to complete Research Security Training before submitting Common Form disclosures.
- ▶ UCOP “Research Security Training” (approx. 40 min) available in [CITI](#)
- ▶ ****OCGA/DoM DRA cannot submit proposals until all SKP have completed RST****
- ▶ Requires completion annually
- ▶ Research Administrators are able to look up

compliance ORA Portal
> Compliance >

[CITI Training Lookup Tool](#)

General Statistics Pre-Award Post-Award Compliance

CITI Training Lookup Tool

Note: Users who have not linked their CITI account with their UCLA Logon ID can only be found by their names and will not show up in the search results when searching by department or UID. Click here for instructions on how to link a CITI account with their UCLA Logon ID.

Last Name: First Name:

Department: UID:

List of Training Courses:

Human Research <ul style="list-style-type: none"><input type="checkbox"/> Group 1: Human Subjects Research<input type="checkbox"/> Basic Scientists<input type="checkbox"/> Biomedical Research & Staff<input type="checkbox"/> General Campus IRB Members<input type="checkbox"/> Medical IRB Members Group<input type="checkbox"/> OHRPP Staff<input type="checkbox"/> Social & Behavioral Research<input type="checkbox"/> Todos los modules de Biomedical<input type="checkbox"/> University Officials & Staff	Good Clinical Practice <ul style="list-style-type: none"><input type="checkbox"/> Good Clinical Practice<input type="checkbox"/> Social and Behavioral Research Best Practices for ...<input type="checkbox"/> GCP for Biomedical Researchers and Research Staff HIPAA <ul style="list-style-type: none"><input type="checkbox"/> UCLA HIPAA FDA Regulated Research <ul style="list-style-type: none"><input type="checkbox"/> FDA Regulated Research Research Security <ul style="list-style-type: none"><input checked="" type="checkbox"/> Research Security	Responsible Conduct of Research <ul style="list-style-type: none"><input type="checkbox"/> UCLA NSF Responsible Conduct of Research<input type="checkbox"/> Biomedical Responsible Conduct of Research<input type="checkbox"/> Humanities Responsible Conduct of Research<input type="checkbox"/> Physical Science Responsible Conduct of Research<input type="checkbox"/> Social and Behavioral Responsible Conduct of Resea... Institutional Biosafety Committee <ul style="list-style-type: none"><input type="checkbox"/> Dual Use Research of Concern (DURC) Gene Therapy <ul style="list-style-type: none"><input type="checkbox"/> Human Gene Transfer<input type="checkbox"/> NIH Recombinant DNA Guidelines
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NIH BioSketch Common form reminders from Feb 5th review

- ▶ **Appointment and Positions:** Include all* academic, professional, and institutional appointments and positions whether full or part-time and whether paid or unpaid.
 - ▶ Senior/key persons must report on all professional appointments that have been active in the last three years. Professional appointments that concluded more than three years ago are not required to be reported on the NIH Biosketch Common Form but may be included if relevant to the specific application.
- ▶ **Personal Statement:** No additional citations or references to citations may be included in the Personal Statement.
 - ▶ Indicate whether you have published or created research products under another name.
- ▶ **Contributions to Science:** Contribution **MUST only reference citation in the Other significant products in the common forms section.** No additional Citations are allowed in this section.
- ▶ [Common-forms-FAQ](#)

K Award SF424 Instructions updated

- ▶ Mentors and Co-Mentors are required to use Science Experts Network Curriculum Vitae (SciENCv) to complete the Current and Pending (Other) Support Common Form to produce digitally certified PDF(s) for use in application submission. Do not flatten this PDF attachment.
 - ▶ There are no longer page limits associated with Mentor and Co-mentor current and pending (other) support.
 - ▶ It is imperative to have the PI portfolio current and have the expired pending research removed. This is the source document OCGA and DoM DRA use to review the C&P against.

Mentors & Conflicts of Interest Disclosures

- ▶ Mentors should be included on page 3 of the EPASS and complete eEDGE disclosures, including any mentors from other institutions.
 - ▶ If collaborators from other institutions are conducting work under a subaward, they will follow their own institution's policies, and would not be listed on page 3 of the EPASS.
 - ▶ However, when they are mentors, *not a subaward*, they must complete UCLA disclosures.
 - ▶ This still applies if the mentor's institution is an FDP member or has its own FCOI policies.
- ▶ Applies to NIH K/F & other grant applications to Sponsors that follow [PHS](#) regulations
- ▶ Reference: [UCLA Policy 926](#)



NIH Common Forms: Biosketch & C&P (Other) Support (FAQs)

- ▶ Overall Changes for Participants:
 - ▶ All Senior/Key Personnel or New Other Significant Contributors **must** have a CommonsID and that CommonsID must be linked to the ORCID iD they use in SciENcv
 - ▶ All Biographical Sketch and CPOS Common Form documents **must** be created in SciENcv and certified by the owner of the information
 - ▶ When required, all Biographical Sketch and CPOS Common Form documents **must** be uploaded in the PDF format generated by SciENcv.
 - ▶ The file name of the PDF may be updated once certified and downloaded from SciENcv. No other alterations may be made to the PDF. **Do not** flatten the PDF once certified and downloaded from SciENcv
- ▶ NOT-OD-26-033: Extend adoption leniency period through May 2026

NIH Common Forms & Changes to RPPR

Add Participant

* Required Fields

eRA Commons User ID **ORCID ID**

First Name * **Middle Name**

Degree(s) **Supplement**

Project Role * **Other (Project)**

Person Months * **Calendar** **Academic**
Number between 0.0 and 12.0 Number between 0.0 and 9.0

Senior/Key Personnel? *

Yes
 No

Is the individual's primary affiliation with a foreign organization? *

Select "no" if the individual's primary affiliation is with a foreign organization but the individual is currently participating in the project.

Yes
 No

Senior/Key Personnel? *

For a definition of Senior/Key Personnel See the NIH Grants Policy Statement [Section 1.2 Definition of Terms](#)

Yes
 No

New Senior/Key Personnel *

Is this Senior/Key Person contributing measurable effort and:

- (1) new to the project since the last reporting period;
- (2) currently participating on the project but was elevated to a Senior/Key Role during the last reporting period;
- (3) will be new to the project for the next reporting period; or
- (4) currently participating on the project but will be elevated to a Senior/Key Role during the next reporting period?

Yes
 No

Please provide the following documentation:

Submit this documentation using the required forms and instructions found in [SciENCv: Science Experts Network Curriculum Vitae](#). For additional information on the Common Forms see our [Frequently Asked Questions \(FAQs\) - Common Forms for Biographical Sketch and Current and Pending \(Other\) Support](#)

Biographical Sketch Common Form *

Max File Count: 1 Accepted File Types: PDF Max File Size: 6MB

Current and Pending (Other) Support (CPOS) Common Form *

Max File Count: 1 Accepted File Types: PDF Max File Size: 6MB

Foreign Contract Document

Max File Count: 1 Accepted File Types: PDF Max File Size: 6MB

NIH Research Security Training (RST)

- ▶ NOT-OD-26-017: Senior/key personnel (SKP) listed on an NIH proposal must certify that they have completed RST within 12 months of the date of application submission.
 - ▶ NIH will collect the individual certification at the time of the application submission, through the Biographical Sketch in SciENCv.
 - ▶ Requires applicant institutions to certify that each SKP listed on the application has completed RST. The Authorized Organization Representative (AOR), via their signature on the face page of the application, will certify the applicant institution's compliance with this requirement.
 - ▶ Subaward SKP are certified via the signed subaward LOI.
 - ▶ **Effective Date:** Completion of RST will be effective for applications submitted for due dates on or after *May 25, 2026*
- ▶ **HARD STOP AS OF 5/25/26: OCGA/DOM DRA WILL NOT SUBMIT PROPOSALS WHERE ANY SKP DOES NOT HAVE VALID RST!**

NIH Research Security Training (RST)

- ▶ Recommended training [CITI Research Security Training](#) (approx. 40 mins)
- ▶ Review compliance via ORA Portal

REPORTS

- PHS & DOE COI Certification Status Report
- IRB Protocol Review Status Report
By: Department, PI, Protocol #, Grant, Sponsor, etc.
- Effort Report Certification Status
- ECC Project Statement Certification Status
- Salary Cap Reports
Current Salary Cap Rate
Historical Salary Cap Rates
Sponsors Subject to Salary Cap

TOOLS

- **CITI Training Lookup Tool**
- Online IRB Protocol Management (BruinIRB)
- Online ARC Protocol Management (RATS)
- Electronic Disclosure Gateway (eEDGE)
- IRB RAND MOU Database
- Embryonic Stem Cell Research Committee (ESCRO)
Online Review

FORMS

- Conflict of Interest Disclosures

NIH Letters of Intent (LOI)

- ▶ NOT-OD-26-019: **LOIs no longer required or accepted** as part of the application process. NIH will no longer require applicants requesting \$500,000 or more in direct costs in any one budget period to contact the funding Institute or Center (IC) before application submission.