

Research Faculty Onboarding

Research Administration

Introduction | Contacts

UCLA Department of Medicine
Office of Research Administration

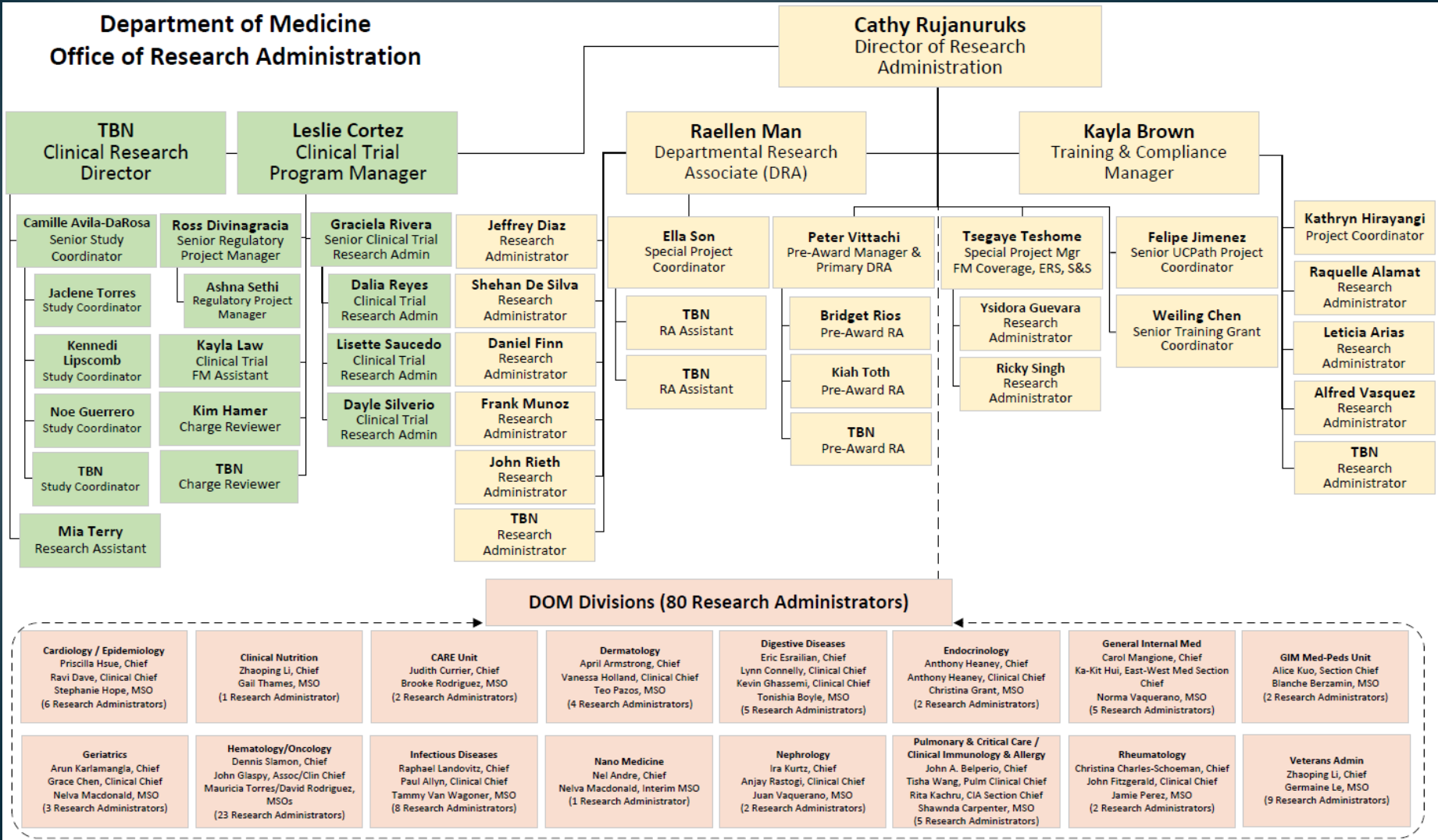
Department Physician Leadership: Research

- Department Chair: E. Dale Abel
- Senior Executive Academic Vice Chair: Gregory Brent
- Executive Vice Chair for Research: Judith Currier
- Executive Vice Chair for Health Equity and Health Services Research: Carol Mangione
- Vice Chair Research Training: Tamer Sallam
- Vice Chair Research Training: Linda Demer
- Vice Chair Research Compliance: Michael Roth
- Associate Chair Clinical Research: Raphael Landovitz

Department Leadership Administration

- Department of Medicine (DOM) Administration
 - Chief Administrative Officer (CAO): Yanina Venegas
 - Chief Financial Officer (CFO): Albert Haro
 - Directors:
 - Arlene Bieschke – Academic Personnel
 - Douglas Ruiz Carbajal – Education
 - Rosa Guerrero – Communications
 - Thuy An Nguyen Lu – Compensation
 - Cathy Ryu – Advisory & Compliance
 - **Cathy Rujanuruks – Research Administration**
 - DOM Office of Research Administration | crujanuruks@mednet.ucla.edu

Department of Medicine Office of Research Administration Organizational Chart



Your Division Contacts

- Division Chief
 - High level administration questions/approvals, commitment requests, etc.
- Management Service Officer (MSO)/Division Managers
 - General information, job postings, issues with staff, faculty salary, etc.
- Research Administrator (RA)/Fund Manager (FM):
 - **Do you know who your Research Administrator is?**
 - All things research related contract, grant & gift submission and funding/financials
- Purchasing Coordinator
 - All things related to procurement of goods and services, reimbursements, travel arrangements
- Academic & Staff Personnel Coordinators
 - Questions/Issues regarding payroll, vacation, dossiers, etc.

General Research Administrator Tasks

- **Generate monthly financial statements**, including projections
- **Meeting with PI regularly** to
 - Review financial statements
 - Provide financial guidance
 - Take timely & appropriate actions based on meeting discussions, such as expense cost transfers, payroll funding changes, etc., within policies
- **Maintain Current & Pending/Other Support** versions for PIs to review & provide updates
- **Assist administratively with Sponsor & University required reporting**
 - Progress Reports
 - Effort Reports
 - Financial Reports
- **Proposal applications support**
 - Coordinate proposal documentation completion/collection
 - Budget and internal document creation
- **Familiarize themselves with University and Sponsor policies** to provide guidance/support to PIs

Your Central Office Contacts

- **Pre-Award** – works with PI/RA to submit proposals
 - Department of Medicine Departmental Research Associate (**DOM DRA**)
 - Office of Contract & Grant Administration (**OCGA**)
 - Technology Development Group (**TDG**)
 - Clinical Trial Contracts & Strategic Relations (**CTC&SR**)
- **Post-Award** – works with PI/RA on financial documentation
 - OCGA/TDG/CTC&SR: University signing officials for all official non-financial communications/correspondences
 - Extramural Fund Management (**EFM**)
 - Sends financial reports to Sponsors (interim & final), financial audit & compliance, effort reports
 - **Development** | Donor Relations
 - Manages gifts & donations, assists with solicitations

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Research Administration Resources

UCLA Department of Medicine
Office of Research Administration

We are here to help!

- Please feel free to reach out to your RA with any questions or issues first! Building close working relationships is key!
- PI Research Administration Resources:
 - [List of UCLA Acronyms](#) – Commons Acronym used in this presentation
 - FM/RA = Fund Manager/Research Administrator. **Your first point of contact for all things pre- and post-award!**
 - C&G = Contracts & Grants
 - [PI Resource Website](#)
 - Continuously being updated to add more quick reference guides for PI specific activities
 - Samples Documents: How to provision access to your RA to assist, How to interpret financial reports, How to complete required internal documents, How to access campus tools, etc.

Office of Research Administration

Department of Medicine

Administrative Support

Office of Research Administration

[About Us](#)

[Calendar and Resources](#)

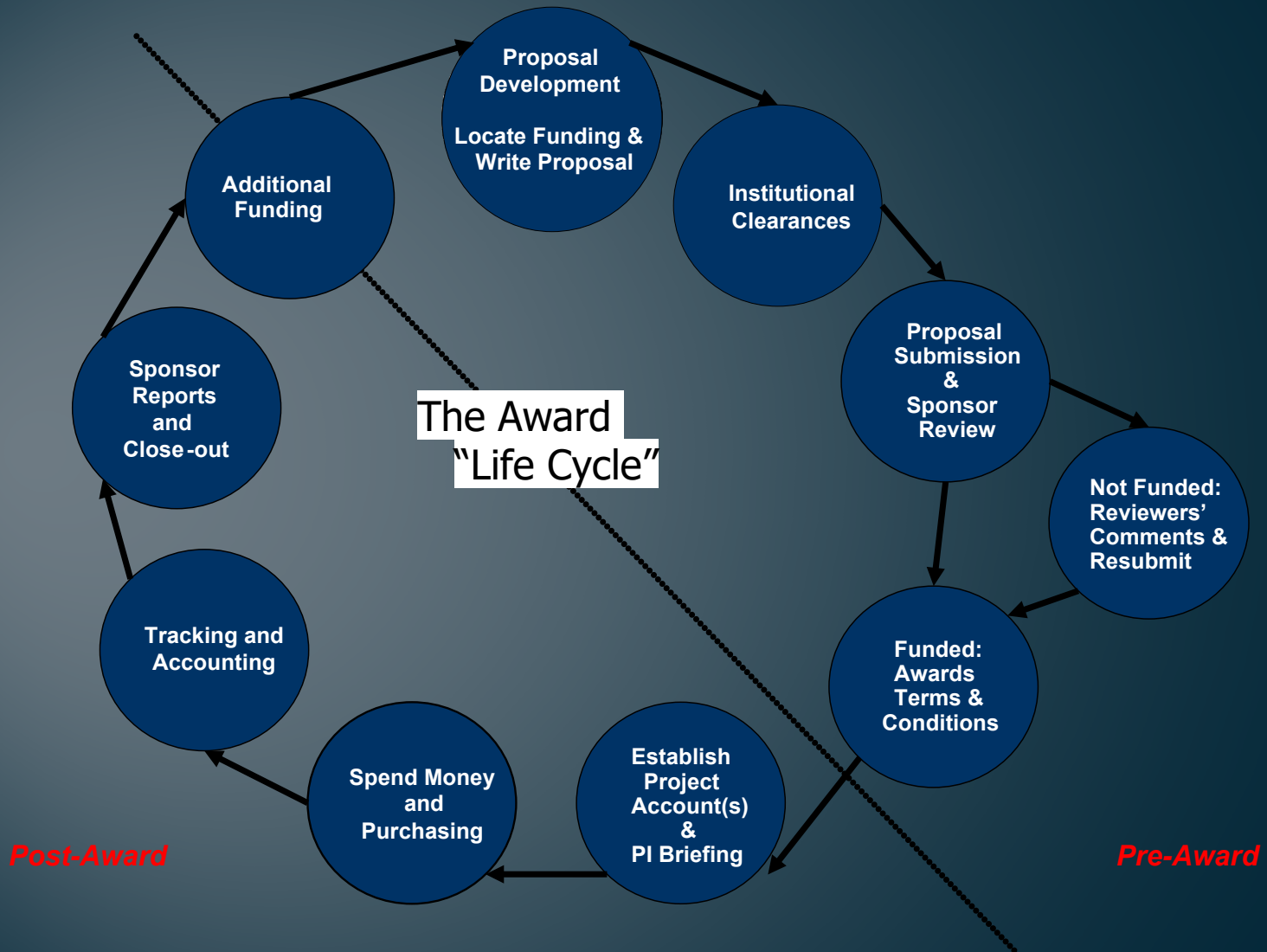
Training, educating, and support in all areas of research administration

Our mission is to provide Department of Medicine-specific research administrative support to fund managers, managers, research staff, and Principal Investigators.

PI Resources

- [Economic Interest COI eEDGE Instructions for PIs](#)
- [Effort Report Default View for PIs](#)
- [Electronic EPASS for Approvers](#)
- [Financial Report Cheatsheet - Summary By Sub](#)
- [My NCBI Account Delegation](#)
- [NIH eRA Commons Fund Manager Access](#)
- [NIH Loan Repayment Program Certification](#)
- [NIH & OCGA Proposal Submission Policies](#)
- [NIH Application Changes for PIs](#)
- [ORCID ID & eRA Commons Linkage](#)
- [PHS Conflict of Interest Memo](#)
- [PI Onboarding: Faculty Salary](#)
- [PI Onboarding: Purchasing & Travel](#)
- [PI Onboarding: Research Administration](#)
- [PI Portal Fund Manager Access](#)
- [PI Portal Roadshow](#)
- [Proposals Basics for PIs PowerPoint](#)
- [ProposalCentral Access](#)
- [R01 Template for PI](#)
- [PI Technology Development Group \(TDG\) Resource Video](#)

Award Life Cycle





Pre-Award

Proposal Submission

UCLA Department of Medicine
Office of Research Administration

General UCLA Pre-Award Information

- All proposal **submissions** and **Sponsor correspondences*** must go through a **University Official**/Central Office.
 - Do *not* independently submit any proposals, regardless of guidelines instructions.
 - *Administrative correspondences include, but are not limited to: approval requests, inquiries, award documentation, contract paperwork, any reports that require Institutional Signing Official authority, etc.
- **Adherence to submission deadlines** (internal & external) is key!
- Make sure to **understand all sets of Sponsor requirements/guidelines** to ensure successful submission
- **Work closely w/** your assigned Research Administrator (**RA**) for all pre-award needs. **Notify RA ASAP** of planned submissions!

PI Eligibility – UCLA Policy 900

- General Criteria:
 - UCLA Employee w/100% appointment in the
 - Adjunct Professor series at the Associate or Full level
 - Professional Research series at the Associate or full level
 - Member of the Academic Senate
 - Takes on responsibility for scientific, technical & administrative conduct, and reporting of the project, including financial matters
- PI Status Exception Criteria: for those that do not meet above
 - Benefits the University
 - Available Space & Facilities
 - UCLA Employee > 50% time appointment
 - Capable of carrying out PI responsibilities
 - Exception Request Process: RA completes [PI Exception form](#) which routes to Division Chief and DGSOM Vice Dean for Research via DocuSign PowerForm for approval. Turnaround time ~ 5 business days.
- Faculty advisors/mentors will typically be designated as PI (for UCLA purposes) on fellowships and other extramurally funded awards for graduate students, postdoctoral scholars & other trainees

Pre-Award Office Matrix

Sponsors Types	Contracts	Grants Cooperative Agreements	Clinical Trials
Non-Profit	OCGA / DOM DRA*	OCGA / DOM DRA*	OCGA
For-Profit/Industry	TDG	TDG	CTC&SR
* for NIH applications ≤ \$500,000 DC/year, except Ts (training) and F (fellowship) series			
OCGA	Office of Contract & Grant Administration		
DOM DRA	Department of Medicine Departmental Research Associate		
TDG	Technology Development Group		
CTC&SR	Clinical Trials Contracts & Strategic Relations		

Deadlines: Sponsor vs. OCGA vs. DOM ORA

- **Sponsor** Deadlines will always be listed on the guidelines
 - NIH is generally 5 pm Pacific Time
 - Pay attention to other Sponsor's *due times* as some may list Eastern Times!
- **OCGA** Deadline is always 5 business days prior to Sponsor Deadline
- **DOM DRA** Deadline is always 3 business days prior to the Sponsor Deadline. Policy can be found [here](#).
- Proposals should be final, and ready to submit X business days prior to Sponsor deadline, not draft versions.
 - If the review process is completed with no errors/concerns, it will be submitted.
 - If there are review comments that need to be addressed, the PI/RA has a couple hours to address issues and resubmit for rereview.
 - Review comments: must vs. should and PI confirmations.

October 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30 OCGA R01 5 Day Deadline	1	2 DOM DRA R01 3 Day Deadline	3	4	5 NIH R01 Deadline
6	7 OCGA K Deadline	8	9 DOM DRA K Deadline OCGA R03/R21 Deadline	10	11 DOM DRA K Deadline	12 NIH K Deadline
13	14	15	16 NIH R03, R21 Deadline	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	Notes				

General responsibilities breakdown:

PI & Research Administrator/Fund Manager

PI / Scientific Components

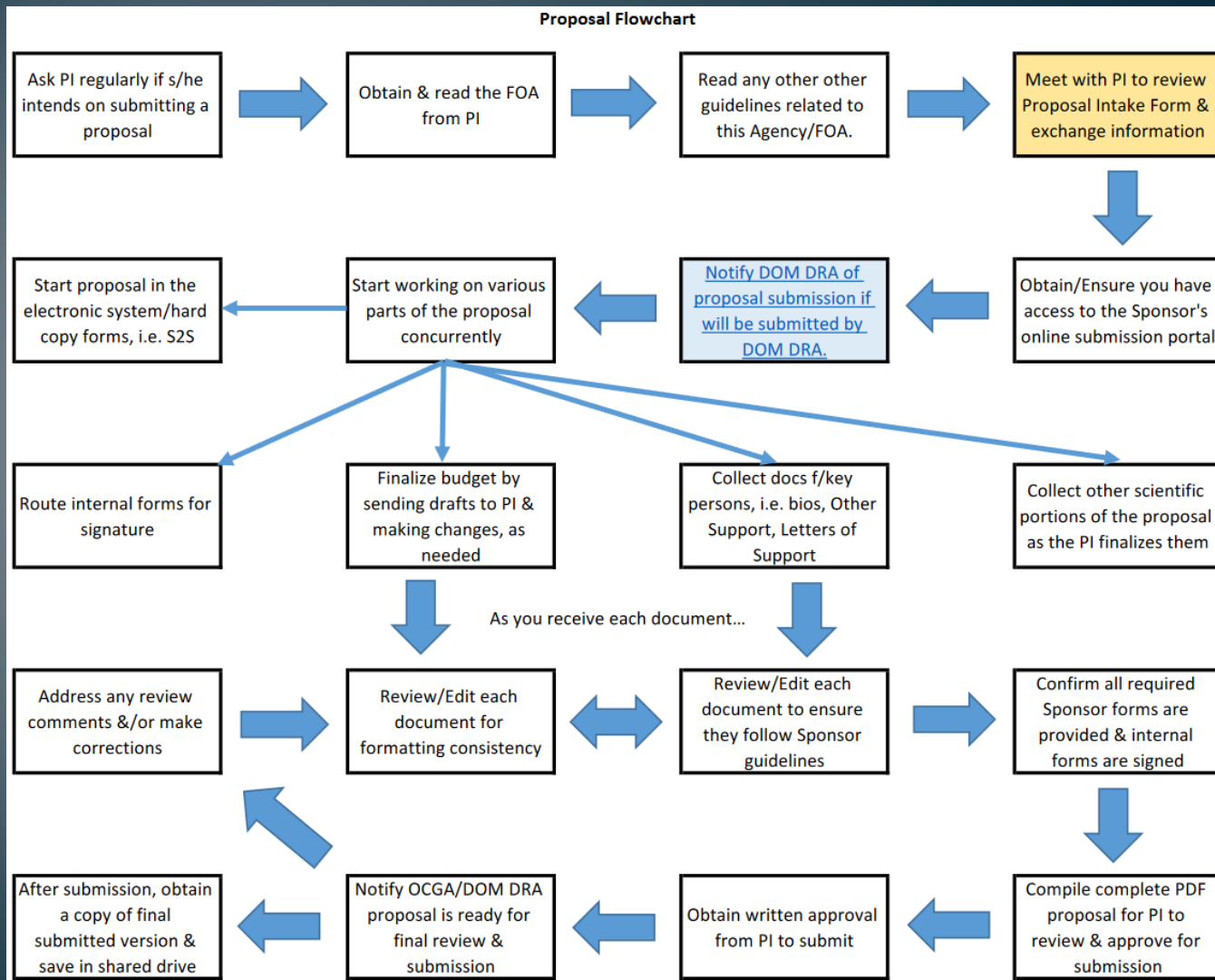
- Project Summary/Abstract
- Project Narrative
- Bibliography/References Cited
- Facilities & Other Resources/Equipment
- Budget Justification
- Research Plan (Specific Aims, Research Strategy, Human/Animal Subjects, Letters of Support*, etc.)

RA / Administrative Components

- Face Page/SF424RR
- Performance Site
- Biographical Sketch for Key Personnel
- Budget
- Internal Proposal Paperwork
- Liaison w/UCLA Central Offices
 - * *Dept Chair signature requests on institutional support letters must be sent to domchair_daleabel@mednet.ucla.edu and require at least 5 business day lead time*

Big Picture:

General Step in Proposal Preparation



Post-Award

Award Setup, Monitoring and Closeout

General UCLA Post-Award Information

- All amendment/modification **submissions** and administrative **Sponsor correspondences*** **must** go through a **University Official/Central Office**.
 - Do *not* independently submit any requests that affect the awarded grant/contract
- Make sure to **understand all sets of Sponsor requirements/ guidelines** to ensure successful management & oversight
- **Meet with your RA on a monthly basis** to review/discuss financial statements, new awards, changes to financials/personnel effort/salary, planned proposal or report submissions, etc.
 - **Notify your RA** of any payroll **updates** or expense **corrections** that need to be made **in a timely manner**
- **Work closely w/your assigned RA** for all post-award needs.
 - If you have GSR/Postdoc make sure you work with your [academic coordinator](#)

General responsibilities breakdown:

PI & Research Administrator/Fund Manager

PI

- **Review financial statements on a monthly basis**
- **Notify RA of any changes to personnel or corrections needed in a timely manner**
- **Create/Review/Approve/Submit required reports/requests on time**
 - Progress/Final scientific reports
 - Effort reports
 - Internal docs (ex. conflict of interest)
 - Required trainings (ex. security training)
 - Response to Sponsor specific inquiries/ad hoc requirements
 - Sponsor prior approval requests (ex. no cost extensions, budget/effort/scope of work adjustments)
- **Proactively lead research portfolio by making informed decisions**

RA/FM

- **Award set up, ex. Subaward set up**
- **Run & reconcile financial statements on a monthly basis and ensure financial/administrative guidelines are followed**
- **Notify PI of potential issues (ex. projected overdrafts)**
- **Process any updates/corrections requested by PI in a timely manner**
- **Work with PI to help ensure reports/requests are submitted accurately, through the appropriate avenues, & on time**

Management of Sponsored Projects is a Shared Responsibility! [UCLA Policy 910](#)



Understanding responsibilities of each role is essential to collaborate to successfully support financial management of sponsored projects.

UCLA Policy 910 describes the shared responsibility for the administration of awards accepted such as Contracts, Grants, Cooperative Agreements or Subawards at UCLA.

UCLA Policy 910: Management of Sponsored Projects – PI Responsibilities

- PI's key responsibilities in financial management:
 - **Be knowledgeable** about appropriate **agency and University guidelines & restrictions**
 - **Adhere to specific budget restrictions**...that expenditures do not exceed the total amount of funds obligated
 - **Certify that all costs charged** to Sponsored Projects are **accurate & specifically benefit** the project being charged
 - **Provide justification & documentation** for **costs being transferred**
 - **Comply with the reporting requirements** as stated in the award documents, including the submission of financial reports
- It is reasonable & appropriate for the PI to rely on RA for assistance in carrying out responsibilities under Sponsored Projects

UCLA Policy 910: Management of Sponsored Projects – RA & EFM Responsibilities

RA/FM

- Allocate funds into appropriate budget categories
- Review/approve financial transactions
- Monthly reconciliation w/general ledger (GL)
- Provide PI with accurate/timely financial information
- Ensure GL is cleared of any expenses not applicable to Sponsored Project
- Identify unrestricted fund sources to cover cost-sharing, overdrafts & disallowances
- **Ensure all financial transactions are properly recorded in a timely manner**

EFM

- Set up extramural awards in financial system & appropriating funds
- Review/certify expenditures comply w/sponsor & University policies & award terms & conditions
- Conduct audit reviews of selected transfers
- Prepare/Submit invoices & financial reports
- Obtain adequate & timely reimbursement of expenditures
- Close out funds
- Provide assistance to departments
- Work w/Audit to respond to sponsor audits

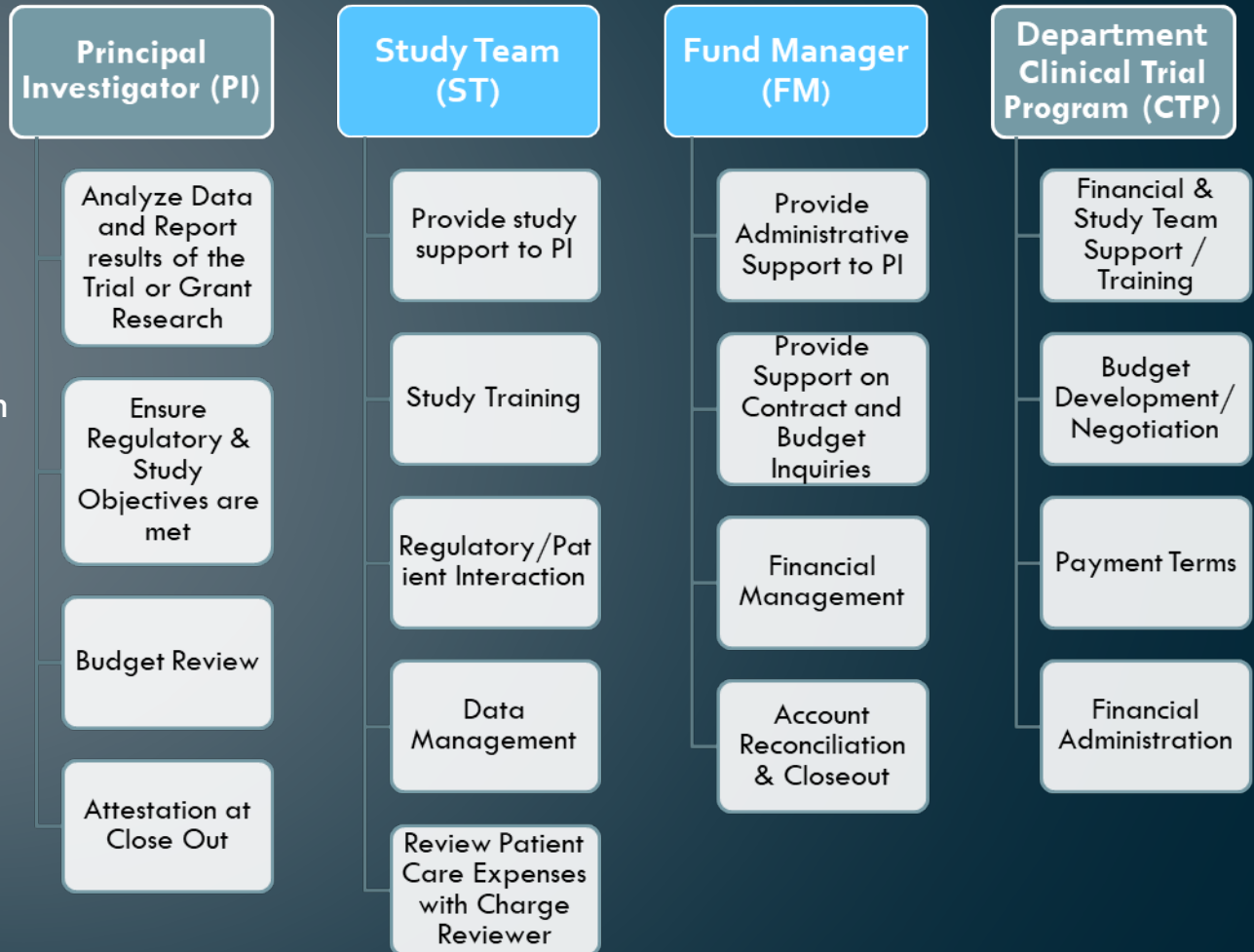


Clinical Trials

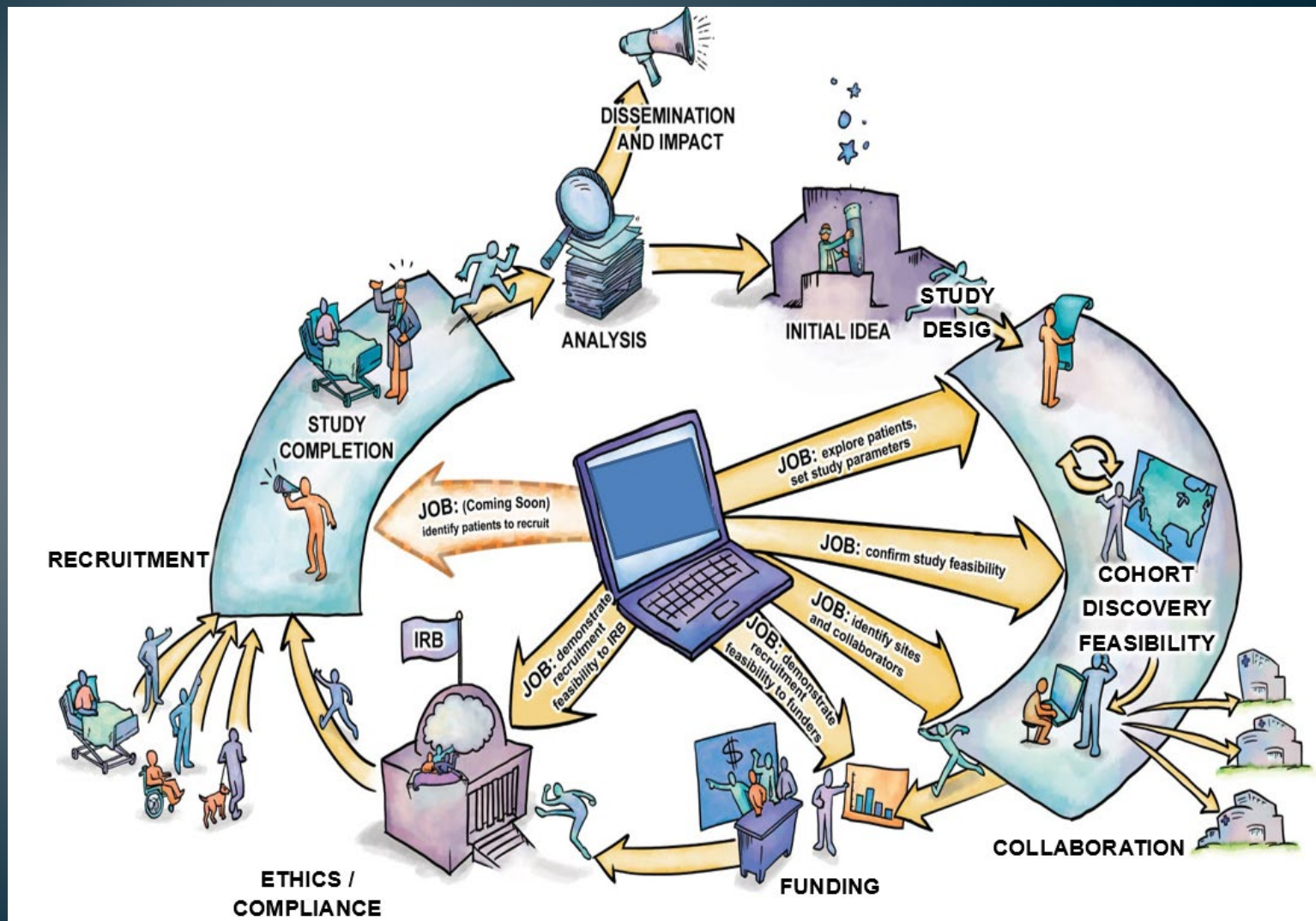
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Roles and Responsibilities

- Principal Investigator
- Study Team
 - Study Coordinator
 - Regulatory
- Fund Manager/Research Administrator
- Clinical Trial Program



Clinical Trial Workflow



Clinical Trial Support

- [Department of Medicine Clinical Trial Program \(DOMCTP\)](#) will help you triage; email: domctp@mednet.ucla.edu
 - Also serve as a resource for staffing and training/guidance as needed (Coordinator, Regulatory and Research Administrator/Fund Manager)
- [Clinical and Translational Science Institute \(CTSI\) Research Go](#) provides a single portal to resources, expertise, and best practices for investigators, study staff, and partners/affiliates
- [Clinical and Translation Science Institute \(CTSI\) LAUNCH Training for Clinical Research](#) this program supports UCLA's goals around justice, diversity, and inclusion in academic clinical research
 - Contact: [Daniella Escobedo](#) Or [Sandy Binder](#)

PI Admin Research Tools & Required Trainings

UCLA Department of Medicine
Office of Research Administration

PI Research Admin Resources/Tools

TOOLS

- [BruinBuy Plus](#)
- [BruinIRB](#)
- [Concur](#)
- [DocuSign](#)
- [eDGE](#)

USAGE

- **Procurement** system for the purchase of goods & services
- Application for the submission and review of research projects involving **human subjects**
- Personal reimbursement & online **travel** booking tool
- Preferred method of **e-signature** capture
- UCLA's electronic **conflict of interest** (COI) disclosure system

PI Research Admin Resources/Tools

TOOLS

- [Effort Reporting System \(ERS\)](#)
- [EPASS](#)
- [Financial Statements](#)
- [myNCBI*](#)
- [NIH eRA Commons](#)
- [ORCID ID*](#)

USAGE

- UC's system to **report research effort**. Requires VPN.
- **Proposal information intake** and approval routing e-document
- FM provides **financial details**
- NIH's **bibliography tracking tool**
- **NIH's grant management**
- Used to relate **publications** to grants.

*Link to eRA Commons

PI Research Admin Resources/Tools

TOOLS

- [PI Portal](#)
- [RATS](#)
- [SciENcv*](#)
- [System-to-System/S2S \(Cayuse\)](#)
- [UCPath](#)

USAGE

- PI's personalized view of their **research portfolio**
- Application for the submission and review of research projects involving **animal subjects**
- Used to create **biosketch & current/pending support**
- Online **proposal preparation, validation & submission** tool for grants.gov applications
- Self-service portal to provide UC **employment & payroll** information

PI Required Research Admin Specific Training

- [BruinBuy Plus \(BB+\) PI Training](#): Required to be able to approve subaward invoices in the UCLA Purchasing & Accounts Payable system. One time.
- [Collaborative Institutional Training Initiative \(CITI\) Training](#):
 - Click [here](#) for instructions on how to link a CITI account w/UCLA Logon ID.
 - [UC Research Security Training](#): Effective 10/01/25, ensure SKP fully understand their responsibility to disclose all resources made available to the researcher in support of and/or related to all of their research endeavors, regardless of whether or not they have monetary value and regardless of whether they are based at the institution the researcher identifies for the current grant. Annual requirement.

PI Required Research Admin Specific Training

- Collaborative Institutional Training Initiative (CITI) Training:
 - Other possible applicable trainings

List of Training Courses:

Human Research

- Group 1: Human Subjects Research
- Basic Scientists
- Biomedical Research & Staff
- General Campus IRB Members
- Medical IRB Members Group
- OHRPP Staff
- Social & Behavioral Research
- Todos los modules de Biomedical
- University Officials & Staff

Good Clinical Practice

- Good Clinical Practice
- Social and Behavioral Research Best Practices for ...
- GCP for Biomedical Researchers and Research Staff

HIPAA

- UCLA HIPAA

FDA Regulated Research

- FDA Regulated Research

Research Security

- Research Security

Responsible Conduct of Research

- UCLA NSF Responsible Conduct of Research
- Biomedical Responsible Conduct of Research
- Humanities Responsible Conduct of Research
- Physical Science Responsible Conduct of Research
-
- Social and Behavioral Responsible Conduct of Resea...

Institutional Biosafety Committee

- Dual Use Research of Concern (DURC)

Gene Therapy

- Human Gene Transfer
- NIH Recombinant DNA Guidelines

- Many systems require log in using your UCLA Logon ID (formerly Bruin Online account). If you have forgotten your logon ID or need to reset your password, visit <https://accounts.iam.ucla.edu>

**Thank you for your time
today!**

Do not hesitate to reach out for
assistance!