Fund Manager Weekly Training Session Topics

Revised January 04, 2022

1) **FM Basics, Systems Set Up & FM Resources** – **Wednesday, February 9th**
   a) Brief overview of the UCLA accounting system
   b) FM responsibilities
   c) Shared drive filing systems and naming conventions
   d) Training resources

2) **NIH Grants Management Policies** – **Wednesday, February 16th**
   a) Uniform Guidance (UG): allowable costs, direct vs. indirect costs
   b) NIH Grants Policy Statement (GPS)
   c) NIH prior approval requests. Federal Demonstration Partnership (FDP)
   d) Understanding the UCLA Award Snapshot & the sponsor’s Notice of Award (NOA)

3) **Award Set-Up** – **Wednesday, February 23rd**
   a) Timeline
   b) Request for Authorization to Spend (RAS)
   c) Steps & best practices

4) **FM Post-Award Financial Tools** – **Wednesday, March 2nd**
   a) School of Medicine systems & jump server: Excel QDB & FPM
   b) DG Inform
   c) Online Financial System Reports (OFSR)
   d) ORA Portal & PI Portal
   e) OASIS
   f) Recharges: units, online recharge billing statements, recharge activity report

5) **Monthly Financial Statements Using SOM’s FPM/QDB** – **Wednesday, March 9th**
   a) Understanding FPM
   b) Preparing monthly financial statements
   c) How to create the monthly batch
   d) How to create a summary of funds batch
   e) Adding manual projections & using FPM

5b) **Financial Statements Using SOM’s FPM/QDB Lab** – **Thursday, March 10th @ 2-4 pm**
   a) Updating FPM
   b) Hands on creating financial report and summary of funds batches
   c) Running financial statement batches
   d) Adding manual projections

6) **Reconciliation of Non-Payroll Ledgers** – **Wednesday, March 16th**
   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

7) **Payroll Topics – Staff** – **Wednesday, March 23rd**
   a) Bi-Weekly issues (funding changes, cost transfers, FPM/QDB projections, ERS, etc.)
   b) Payroll calendar
   c) UCPath basics – Funding Entry updates & Direct Retros for staff
8) Payroll Topics – Faculty – **Wednesday, March 30th**
   a) Understanding DGSOM Faculty salaries – Total Negotiated Salaries (TNS), base, salary scales, Z payments, salary negotiations

9) MCOP Worksheet – UCPath Wizard (DGSOM-Specific) – **Wednesday, April 6th**

7-9b) UCPath Lab – **Thursday, April 7th @ 2-4 pm**
   a) Creating bookmarks within UCPath
   b) Navigating in UCPath
   c) Searching for Employee information
   d) Searching processed transactions
   e) Funding Entry updates & Direct Retros
   f) Hints & tips

10) Reconciliation of Payroll Ledgers – **Wednesday, April 13th**
    a) How to reconcile payroll ledgers
    b) Cognos CDW UCPath reports
    c) Distribution Errors vs. Over/Under-payments vs. Benefits Adjustments

11) Reconciling F&A – **Wednesday, April 20th**
    a) Understanding F&A & how to reconcile F&A
    b) Scenarios & case studies

12) PAMS & the Closeout Packet (COP) – **Wednesday, April 27th**
    a) Post Award Management System (PAMS)
    b) Pre-COP activities/reconciliation/checklist
    c) How to prepare a closeout packet (COP)

12b) PAMS & the Closeout Packet (COP) – **Thursday, April 28th @ 2-4 pm**
    a) How to navigate PAMS
    b) Hands on generation of a COP

13) Pre-Award Basics & Basic Proposal Preparation – **Wednesday, May 4th**
    a) Definitions & basic proposal structure
    b) Who is responsible for what (PI or FM)?
    c) Four Pre-Award offices: OCGA, TDG, CTC & SR & DRA
    d) Timelines for grant submissions
    e) Internal proposal paperwork: electronic EPASS, COIs, PI exception letters, etc.

14) NIH Pre-Award Basics – **Wednesday, May 11th**
    a) NIH grant mechanisms and standard cycle/due dates
    b) Types of grant submissions: New, Resubmission, Renewal, Revision
    c) NIH SF424 RR: Cayuse S2S vs. NIH ASSIST
    d) SF424 RR Application Guide, and FOAs: RFAs, PAs, RFPs
    e) NIH Continuous Submission

15) Cayuse S2S Basics – **Wednesday, May 18th**
    a) How to navigate & prepare a grant in Cayuse/S2S

16) Proposal Budget Preparation – **Wednesday, May 25th**
    a) Budget development
    b) NIH detailed budget vs. modular budget
17) Effort Reporting – **Wednesday, June 1st**
   a) Basic concepts
   b) Live system demo

18) NIH: JIT, RPPRs, & Public Access Policy – **Wednesday, June 8th**
   a) Just-In-Time (JIT)
   b) Progress reports – RPPRs, due dates, OCGA requirements
   c) NIH Public Access Policy – PMCIDs, My NCBI

19) Various Post-Award Topics – **Wednesday, June 15th**
   a) Petty cash funds & gift cards: policies & considerations
   b) Human subject payments
   c) Purchasing issues: consultants, foreign payees, sole source, prior approvals

20) Various Post-Award Topics Part 2 – **Wednesday, June 22nd**
   a) Revenue accounts: Understanding different payment mechanisms and how to review revenue accounts
   b) Carryforwards, offsets, the FFR, & the UCLA holding account (400005-8A)

21) Postdocs & GSRs – **Wednesday, June 29th**
   a) Stipend vs. Salary
   b) Minimum funding requirements and obligations
   c) Block funding
   d) Training Awards vs. Research Grant Support
   e) Distribution schedules

22) Gifts & Endowments Funds – **Wednesday, July 6th**
   b) How to follow up when a gift deposit has not been released by Accounting
   c) Reviewing the Cash Received Undistributed (CRU) fund
   d) MTF Report to view last available balance

23) Sales & Service Funds – **Wednesday, July 13th**
   a) Establishing a new S&S fund
   b) Managing a S&S fund once it has been established

24) Subawards – Pre-Award – **Wednesday, July 20th**
   a) Introduction to subawards, subgrants, subcontracts, & Multi-Campus Awards (MCAs) and how do they differ from vendor agreements/contractors
   b) Pre-Award – documentation needed & how to integrate a subaward into a UCLA proposal
   c) Detailed budget vs. modular budget subaward submissions

25) Subawards – Post-Award – **Wednesday, July 27th**
   a) Post-Award – subaward set-up & monitoring

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**Online Registration Form**

http://goo.gl/forms/WM6A4Sm1H6

*Department of Medicine Fund Managers only use FAU: 441026-2X-07427-WFMT*
**Wednesday sessions are 9:00 am – 11:00 am.** All Lab sessions are held on Thursdays 2:00 – 4:00 pm. All classes are held via Zoom.

Zoom sessions will **not be recorded**, but most slide decks will be posted prior to class: [https://medschool.ucla.edu/ora/fund-management-training](https://medschool.ucla.edu/ora/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:**
$30/person/session*
$840 for all 28 sessions (including labs)**

**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 PC 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](https://medschool.ucla.edu/ora/fund-management-training) 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.