Happy Post-Valentine's Day! ☺

the quickest way to my heart

mitú

Office Depot UC Employee Purchase Program

► Office Depot/Office Max & UC have teamed up to provide employees with great savings on your personal shopping at https://business.officedepot.com/. Get UC contracted pricing on huge assortment of products for our home office with the Employee Purchase Program.

► Create a personal online profile to begin shopping online and have products delivered to your home!

► Some items include office supplies, cleaning products, breakroom essentials, copies, school supplies, calendars & gifts!

Restore Firefox Bookmarks from Firefox Profile *(helpful links)*

What to Do

1. With *FireFox* open
2. In the web url type **about:profiles**

Thanks, Alan Wagner, for sharing!

3. Choose the correct **Profile: default**

Note: If there is more than one **Profile: default**, you can click on **Launch Profile in new browser** to easily view what profile has the correct bookmarks

4. Click **Set as default profile**

Profile: default-release

This is the profile in use and it cannot be deleted.

Default Profile	yes
Root Directory	C:\Users\JasmineA2\AppData\Roaming\Mozilla\Firefox\Profiles\r3n57mnm.default-release **Open Folder**
Local Directory	C:\Users\JasmineA2\AppData\Local\Mozilla\Firefox\Profiles\r3n57mnm.default-release **Open Folder**

Ren...

Profile: default

Default Profile	no
Root Directory	C:\Users\JasmineA2\AppData\Roaming\Mozilla\Firefox\Profiles\avszbux9.default **Open Folder**
Local Directory	C:\Users\JasmineA2\AppData\Local\Mozilla\Firefox\Profiles\avszbux9.default **Open Folder**

Rename	Re...	Set as default profile	Launch profile in new browser

5. **Restart** *FireFox* to verify Bookmarks have reset

New DOM Department Chair

► Effective January 1, 2022, Dr. E. Dale Abel is Dept Chair

► All hand delivered documents for Dr. Abel should be dropped off in the Chair suite at RRMC 7236

► Signature block:

  Dr. E. Dale Abel, MD, PhD
  William S. Adams Distinguished Professor of Medicine
  Chair and Executive Medical Director
  Department of Medicine
  David Geffen School of Medicine and UCLA Health

► Office address:

  757 Westwood Plaza, Suite 7236
  Box 957499
  Los Angeles, CA 90095-7499
  Main office phone: 310-267-3144
  Email: DOMChair_DaleAbel@mednet.ucla.edu

► Interim assistant: Gilma Rodriguez | gcrodriguez@mednet.ucla.edu

DOM Chair's Commitments

► New online process to submit DOM Chair's Commitments effective 01/01/22 starting Q2 – Oct-Dec 2021 (Fall)

► Zoom training was held 01/13/22, if you missed it reference FM Manual Chapter on Chair's Commitments

► Please review your division funds (62246 and 62165) to be sure all commitment requests are submitted online on a quarterly basis

► Hint/Tip: Add quarterly calendar reminders in Outlook!

Pre-Award

Post-Award

Fund Management Training

Read more >

Read more >

Read more >

DOM DRA PROPOSAL NOTIFICATION

CHAIR'S COMMTMENT REIMBURSEMENT

FM TRAINING REGISTRATION

DG Inform Updates

- Available Reports:
  - Summary of Funds & Summary by Sub
  - GL Detail Closed & Open
  - Salary by Month & Employee Sum
- Now includes UCPath salary <u>AND</u> CBR benefit projections!
  - Includes CBR but not Vacation Leave Accrual (VLA – 6.5%) or RPNI (.03%) at this time
  - Double check projections to ensure they are accurate!
  - Syncs with FPM data – manual projections, FM name, internal PI, internal title & comments
- Testing of batches is under way
- DG Inform Team is working on training program in preparation for batch mass release some time late this fiscal year or early next fiscal year

Internal Audit for All DOM

- Campus is currently auditing all Divisions within DOM as part of a DGSOM audit between now and June 30, 2022

- Please be ready to provide responses with a quick turnaround time, if requested

- Audit will focus on the below areas:

  - Financial Management/Monitoring

  - Gifts Administration

  - Revenue/Sales & Service Activities

  - Research Administration

  - Compensation Plan Administration

  - Information Technology Security

  - Mandatory Training Completion – *please make sure all your mandatory trainings are completed!*

Training Opportunities

► <u>DOM Fund Manager Training 2022 Series</u>

  ► 28 class = 25 regular classes & 3 labs

  ► Zoom classes started February 9th

    ► Regular classes: Wednesdays 9-11 am

    ► Labs: Thursdays 2-4 pm

  ► <u>Register online now!</u> – MSO approval required!

DOM Q&A Open Houses

▶ Every Thursday 1-2 pm via [Zoom](#) starting January 20 - June 30, 2022

▶ These will NOT be formal training sessions but a chance for you to bring any Research Admin question you may have to request "in-person" assistance.

UCPath

Direct Retros with $0 Earnings Paychecks

▶ Open GL case w/CRU for Payroll Journal Update Request

  ▶ In the case description, reference **Daniel Rosas** so he can process

UCPath Mass Credit Correction Effects on Closed Funds

► ~700 funds (135 in DOM) affected that will require EFM's review before funds are re-closed

► Some funds may require

  ► revised final financial deliverable

  ► Issue a refund to the Sponsor

  ► Retransfer balance subject to Policy 913

  ► Most will NOT require revised COPs

► EFM's target completion date: 3/31/22. Therefore FMs may

  ► see reopened funds appear on the Expired Fund list

  ► hear from EFM accountant RE: next steps to reclose funds

UCPath Mass Credit Correction Effects on Closed Funds

▶ Visual aide on what these transactions may look like in Web Reports

Prepared By	DE JESUS, ROBERT	Effective Date	9/7/2021	Trans No	030224	Wip No	2792035	
Phone	(310) 794-6997	Doc Date	9/9/2021	Type Entry	53	Attachment	No	14XXX No

Journal Explanation TO TRANSFER THE CREDIT TO C&G EXPENSES TEMPORARILY RECORDED TO A HOLDING FUND #80863 (ESTABLISHED TO ASSESS IMPACT OF ALL UCPATH MASS CORRECTIONS DONE DURING FY20-21) AS A RESULT OF UCPATH VACATION LEAVE ACCRUAL CORRECTION (TRANS# 08PJ08) TO THE AFFECTED C&G FUNDS. OVERPAYMENT RESULTED FROM THE CORRECTION WILL BE HANDLED AS A PART OF THE PROCESS TO CLOSE EACH AFFECTED C&G FUND.

Loc	TE	Account	CC	Fund	Project	Sub	Object	Source	Description	Reference	Post Date	Debit	Credit
4	53	449027	JS	20630		06	8930		VAC ADJ 201031M0X		9/10/2021		45.27
4	53	445935	NP	20635		06	8930		VAC ADJ 201031M0X		9/10/2021		234.88
4	53	444935	MF	22723		06	8930		VAC ADJ 201031M0X		9/10/2021		148.47
											21		202.07
											21		289.54
											21		380.77
											21		91.95
											21		28.74
											21		88.56
											21		50.85
											21		122.99
											21	0.05	
											21		14.89
											21		0.05
											21	14.89	
											21	122.99	
											21	50.85	

Detail General Ledger

For the period from September 1, 2021 to January 9, 2022

Location : 4
Account/CC : 441357/JL MED-CARDIO-FAC RES & SUP/LUSIS
Fund : 30997   NIH-NHLBI 5R01HL137241-04R DEB 1/21 54%
Department : 1553   MEDICINE-CARDIOLOGY

Sub Object	Source	Project	TE	Effective Date	Trans No	Doc Date	Description	Reference	Appropriation ( )=DEBIT	Expenditure ( )=CREDIT	Encumbrance ( )=DECREASE	Memo-Lien ( )=DECREASE
068930			53	9/7/2021	030224	090921	VAC ADJ 201031M0X			(88.56)		
06 **									0.00	(88.56)	0.00	0.00
9H3810			70	9/7/2021	03D41	090721	OVERHEAD CHARGES			(47.82)		
9H **									0.00	(47.82)	0.00	0.00
Total									0.00	(136.38)	0.00	0.00

4	53	729951		80863		06	8930		VAC ADJ 201031M0X		9/10/2021	88.56	
4	53	729951		80863		06	8930		VAC ADJ 201031M0X		9/10/2021	28.74	
4	53	729951		80863		06	8930		VAC ADJ 201031M0X		9/10/2021	91.95	
4	53	729951		80863		06	8930		VAC ADJ 201031M0X		9/10/2021	380.77	
4	53	729951		80863		06	8930		VAC ADJ 201031M0X		9/10/2021	289.54	
4	53	729951		80863		06	8930		VAC ADJ 201031M0X		9/10/2021	202.07	
4	53	729951		80863		06	8930		VAC ADJ 201031M0X		9/10/2021	148.47	
4	53	729953		80863		06	8930		VAC ADJ 201031M0X		9/10/2021	234.88	
4	53	729953		80863		06	8930		VAC ADJ 201031M0X		9/10/2021	45.27	
Total												1,699.03	1,699.03

UCPath Mass Credit Correction Effects on Closed Funds

▶ Visual aide on what these transactions may look like in QDB

GL: 441357-JL-30997 FROM JULY 2021 TO DECEMBER 2021 Date: 01/10/2022

Sub	Trans Ref GL	Ledger Year Month	Project	Object	Account	CC	Fund	Sub-Object Title	Source Code	TE	Trans ID GL	Trans Doc Date	Trans. Eff. Date	Description	Expense
06		202109		8930	441357	JL	30997	LEAVE ACCRUAL		53	030224	9/9/21	9/7/2021	VAC ADJ 201031M0X	(88.56)
Sub 06															(88.56)
9H		202109		3810	441357	JL	30997	OVERHEAD-FEDERAL GR		70	03D41	9/7/21	9/7/2021	OVERHEAD CHARGES	(47.82)
Sub 9H															(47.82)
Sub Grand Total															(136.38)

▶ Will continue topic in Expired Funds section…

UCPath Monthly Default Report

- Completed report is due the last working day of the month. February Default Report is due Monday, February 28th.

- DOM ORA assisting with old transactions to get all Divisions up-to-date with default transactions so maintenance going forward will be easier.

- Let anyone in DOM ORA know if you're having difficulty with any transaction!

  - Some may require starting a CRU case

Pre-Award

Electronic Signatures & 700-U

► Effective immediately, DocuSign electronic signature required on Form 700-U

  ► Original "wet" signature are no longer required!

  ► Must use DocuSign, **cannot use** PDF or other forms of electronic signatures

► Form 700-U completed via DocuSign must be submitted to respective central office (OCGA, TDG, CTC&SR, Gift Office) from a UCLA email address

  ► Include certificate of completion forms at the end of the 700U, when submitting

► "Wet" signature 700-U will no longer be acceptable on new documents as of March 1, 2022.

  ► ORA will attempt to collect "wet" signature forms signed during campus closure/work from home.

Electronic Signatures & 700-U

► Kayla has created a Template within DocuSign & that has been shared with DOM Research Admin. If you cannot access, reach out to DOM DRA.

► Instructions on how to use template to be posted on DOM ORA website shortly

DocuSign Sender Access

► Zoom training was offered 01/13/22

► DocuSign **sender** access granted by DOM DSA

Training and account creation is ***only required for those who will create and send documents***:

• Before DocuSign Sender access can be provided, Senders must complete ELRSH902 - DocuSign Sender Training. 100% completion is required.
• Once the required training is complete, email the following information to DOM_DSA@mednet.ucla.edu (Cc Division Administrator/MSO) requesting access to DocuSign.

1. Full first & last name

2. AD login name

3. Screenshot of your

certificate of completion

UCLA Health

This certificate of completion is being awarded to:

Catherine Rujanuruks

For successful completion of:

ELRSH902 DocuSign Sender Training
by Informatics Training
Course Code: ELRSH902

Date: 11/8/2021

FY22-23 Composite Benefit Rate (CBR)

► Announced at CAO/CFO meeting on 01/26/22

► Use on all outgoing proposal budgets effective immediately

► Vacation Leave Accrual (VLA) – has not been updated. Will be reassessed closer to 06/30/22. For now, continue to use 6.5%.

► Old rates posted on our website, in case you ever need.

► Language in the budget justification for fringe benefits should include language: "Using fringe benefit rates have been proposed to DHHS."

Special NIH NOA Term & Condition

► Due to high carryover balance from previous year, NIH may request Interim Scientific Progress/Financial Report!

Summary Federal Award Financial Information	
19. Budget Period Start Date 01/01/2022 – **End Date** 12/31/2022	
20. Total Amount of Federal Funds Obligated by this Action	$497,597
20 a. Direct Cost Amount	$318,973
20 b. Indirect Cost Amount	$178,624
21. Authorized Carryover	$0
22. Offset	$0
23. Total Amount of Federal Funds Obligated this budget period	$497,597
24. Total Approved Cost Sharing or Matching, where applicable	$0
25. Total Federal and Non-Federal Approved this Budget Period	$497,597

SPECIAL TERM AND CONDITION - INTERIM SCIENTIFIC PROGRESS/FINANCIAL REPORT Due on July 1st, 2022

Dr. ~~Linda Barnar~~ is required to submit an interim scientific progress/financial report with the following info thru Thomas Mann or his designee via email with pdf attached to Ann Marie Brasile Mejac & Dr. Jerome Fleg **by July 1st, 2022**:

Interim financial report (01/01/2022-06/30/2022) in the form of an MS Word table or Gantt chart listing the scientific tasks/progress completed (ordering mice, diet, reagents for the next sets of experiments, and perform imaging scans and histological analysis. in relation to section G.10 of the RPPR Progress Report,) & listing the dollars expended that coincide with the scientific progress including associated facilities and admin dollars expended.

New NIH Grants Policy Statement (GPS) – Dec 2021

► Provides up-to-date policy guidance that serves as NIH standard terms and conditions of award for all NIH grants and cooperative agreements

► Applicable to all NIH grants & cooperative agreements with **budget periods beginning on or after 10/01/21**

► See NOT-OD-22-050

► Significant changes include addition of the following

　► Definition of terms Honoraria & Offset

　► NIH disclosure table – helpful for OS

　► Clarification on human subject engagement vs. exemption

　► NRSA grants child care costs allowability

　► Many conference grant policy updates

Unique Entity Identifier (UEI)

▶ For **grant applications due on or after January 25, 2022**, applicants must have a UEI at the time of application submission, as the federal government transitions from DUNS numbers.

▶ <u>UCLA's UEI</u> = RN64EPNH8JC6

▶ Fields that require UEI in Cayuse

  ▶ SF4242RR – Box 5 – this will be auto-filled!

  ▶ Performance Site – all site, including subawards**

  ▶ All UCLA Professional Profiles

▶ **For NIH FORMS-G, a UEI *is not required* for subawardees at the time of proposal. However, if they do have one, it should be entered. If they do not have one, 12 zeroes (000000000000) can be entered and the sub should be reminded that they will need to obtain a UEI before a subaward can be issued.**

DOM DRA Pre-award Comments

- Finalized proposal due for review at least **3 business days** prior to the sponsor deadline AND all sections for the grant proposal be **final.**

- Any extension requests needs to be made **prior** to the DOM DRA deadline.

  - Have the PI Email DOM DRA with a strong justification as to why the deadline wasn't met.

- Once proposal is submitted for review and review comments received, address each item individually with action taken and responded back within a couple of hours. Only the review comments should be addressed to be in compliance with the DOM DRA 3 day deadline policy.

DOM DRA Pre-award Comments

- **NIH** Notice <u>NOT-OD-22-076</u> approves the use of the new Executive Level II **salary cap of $203,700 effective January 2, 2022**. You may now use the new salary cap in UCPath for the applicable period.

  - Please keep in mind the new salary cap cannot be used on January 1st payroll

DOM DRA Pre-award Comments

▶ Hyper links/Hypertext – <u>NOT-OD-20-174</u> – Not allowed through out the proposal unless specifically noted in funding opportunity announcement (FOA) and form field instructions. <u>My NCBI</u> URL link for publication in biosketch is allowed.

  ▶ We have been finding many citations with hidden hyperlinks which are difficult to spot.

  ▶ **To remove link on word document** Right click the text with link, and click **Remove Hyperlink**

  ▶ Or highlight text on word document and press '**Ctrl + Shift + F9**'

DOM DRA Pre-award Comments

▶ HSCTI : Use of Specimens and or DATA not considered human subjects.

PHS Human Subjects and Clinical Trials Information

Use of Human Specimens and/or Data

* Does any of the proposed research in the application involve human specimens and/or data?   ◉ Yes ○ No

Provide an explanation for any use of human specimens and/or data not considered to be human subjects research.

	Final	Draft
	Not Human Subj Res	No draft
	1P | PDF | 16.25KB	--

▶ RR Budget & Justification: Items justified should be in the same order as it appears in the RR budget.

   ▶ Reminder to include escalation justification (if any), CBR rate justification, and F&A justification

▶ Best Practice: upload internal excel budget for Modular budgets and K awards in the other supporting documents section in Cayuse

DOM DRA Pre-award Comments

▶ **ALL** Senior/Key Personnel required to have <u>eRA Commons IDs</u> the commons Validation still generates a warning but may get rejected during next step for not having a valid commons ID.

  ▶ If a KP needs a eRA Commons ID set up, contact DOM DRA

▶ Required use of updated <u>Biosketch</u> & <u>Other Support</u> format pages

  ▶ Forms G NIH BioSketch OMB version should be "OMB No. 0925-0001 and 0925-0002 (Rev. 10/2021 Approved Through <u>09/30/2024</u>)

  ▶ For K series awards for mentors and co-mentors other support (current and pending support).

    ▶ 3 pages max

    ▶ Effort and Overlap **should not** be included, but are okay, if listed on DocuSigned document

    ▶ **Only those projects relevant to the candidate's research** plan need to be included

    ▶ DocuSigned documents, with headers, are fine

NIH OS & RPPR

- ► NIH RPPR now include same OS – active & pending, not active only (as in previous instructions)

OCGA's NIH OS Template

PROS

- Good starting point!
- Format is clean, uniform & organized
- Easy to use
- Pulls PATS data

CONS

- Missing some projects which the PI is not the main PI
- Includes projects the PI knows will not be funded
  - Remove by emailing myOCGAdata@research.ucla.edu (cc PI) to edit, but can only edit those which your PI is the main PI
- Incoming subaward projects not listing prime award data
- Will exclude projects which you're pending NCTEx, if end date has passed
- Goals & effort need to be input every time

Effort Reports

Effort Reporting

ERS STATISTICS
2/16/2022

Dept Code	Division Name	Total # ERS Reports	Spring 21 due 2/28/2022	Summer 21 due 4/15/2022	Overdue (prior quarters)	All Open	Percent Open	Open Under Preliminary Review	Percent Open that are Under Preliminary
1553	Cardiology	6,332	81	114	153	348	5.50%	100	28.7%
1554	Dermatology	1,287	17	17	13	47	3.65%	8	17.0%
1555	Endocrinology	1,472	11	17	66	94	6.39%	24	25.5%
1556	Digestive Diseases	4,770	29	40	48	117	2.45%	34	29.1%
1557	GIM & HSR	5,515	91	100	180	371	6.73%	85	22.9%
1558	Geriatrics	3,589	18	34	81	133	3.71%	81	60.9%
1559	Hematology/Oncology	4,801	38	52	76	166	3.46%	64	38.6%
1560	Infectious Diseases	2,823	40	52	124	216	7.65%	68	31.5%
1561	Nephrology	985	17	11	37	65	6.60%	18	27.7%
1562	Pulmonary	3,311	41	48	174	263	7.94%	58	22.1%
1563	Rheumatology	1,346	5	6	32	43	3.19%	29	67.4%
1564	Wadsworth VA	1,705	31	34	30	95	5.57%	19	20.0%
1565	Administration	159	1	1	0	2	1.26%	0	0.0%
1566	CIA	208	0	0	0	0	0.00%	0	0.0%
1567	San Fernando VA	568	4	4	8	16	2.82%	4	25.0%
1568	CARE Center	1,751	18	27	68	113	6.45%	51	45.1%
1569	Clinical Epi	962	11	11	41	63	6.55%	32	50.8%
1570	Clinical Nutrition	400	3	3	2	8	2.00%	1	12.5%
1574	NanoMedicine	530	3	3	12	18	3.40%	12	66.7%
TOTAL		**42,514**	**459**	**574**	**1,145**	**2178**		**688**	**32%**

Effort Reporting

▶ Spring 2021 **due date 02/28/22**

▶ New Release - Summer 2021 **due date 04/15/22**

  ▶ The July 2021 payroll effort is <u>seemingly</u> properly assessed and not showing 3 times in ERS as it is the payroll ledgers. Please double check your reports to be sure.

Pay Period	Pay Cycle Code	FAU	Earn /DOS	Restate /Trans	Job/ Title	Comp/Pay /Rate	Basis /Type	Pay Amount	Paid % /Hours	Derived Effort %	Weighted Effort %	OTC Ind	Pay Cat	Time Code	Pay Cycle End Date
07-31-2021	M	4- -0	HSR	N	001725	$	S	1250.04	0.1000	0.1000	0.1000		1	1	07-31-2021
07-31-2021	M	4- -0	HSR	N	001725	$	S	1250.04	0.1000	0.1000	0.1000		1	1	07-31-2021
07-31-2021	M	4- -0	HSR	N	001725	$	S	-1250.04	-0.1000	-0.1000	-0.1000		1	1	07-31-2021

▶ **<u>Payroll transfers have been processed</u>**

  ▶ If a previously Certified report has been reissued as a result of a payroll transfer, **<u>make sure you update column B so columns A and B match</u>** before having the report re-certified!

▶ Contact Tsegaye Teshome at tteshome@mednet.ucla.edu or (310) 206-8351 for assistance

Effort Reporting

Payroll Transfer Re-Issuing a Report Example - Before

▶ Status: Certified

▶ Columns A (system payroll) and B (system payroll but editable) match

Status: Certified December 31, 2020 December 31, 2020			Report Version: 2.0 (02/03/2022) Certified			
ough	Payroll % [A]	Paid Effort % to Certify [B]	N/A to UCLA [C]	Cost Share Effort % to Certify [D]	Total % [A+C]	Total Effort % to Certify [B+D]
	100% 🔍	100%		0%	100%	100%
ow-Through	100%	100%		0%	100%	100%
	0% 🔍	0%		+ 0%	0%	0%
	0% 🔍	0%		– 0%	0%	0%
	0%	0%		0%	0%	0%
	100%	100%		0%	100%	100%

Effort Reporting

## **Payroll Transfer Re-Issuing a Report Example** - After

▶ Status: Open-Reissued

▶ Payroll transfers were picked up by ERS and column A was updated to reflect the numbers in the payroll system. Since the report was previously Certified, the user now needs to go into the system and update column B to match before having it re-certified.

Status: Open-Reissued (Overdue) December 31, 2020 December 31, 2020				Report Version: ◁ 2.1 (02/09/2022) Open-Reissued ⌄ ▷		
ough	Payroll % [A]	Paid Effort % to Certify [B]	N/A to UCLA [C]	Cost Share Effort % to Certify [D]	Total % [A+C]	Total Effort % to Certify [B+D]
	8% 🔍	100%		0%	8%	100%
ow-Through	8%	100%		0%	8%	100%
	92% 🔍	0%		+ 0%	92%	0%
	0% 🔍	0%		− 0%	0%	0%
	92%	0%		0%	92%	0%
	100%	100%		0%	100%	100%
eport options:	☐ Report requires multiple certifications. ☐ Report allows for Cost Sharing Offset Against Other Sponsored Projects. ☐ Report is under preliminary review					
ment for v2.1:	02/09/22 5:15 PM by LatePay job Payroll activity received after initial report generation					

Expired Funds

RAPID Closeout Tool New Version
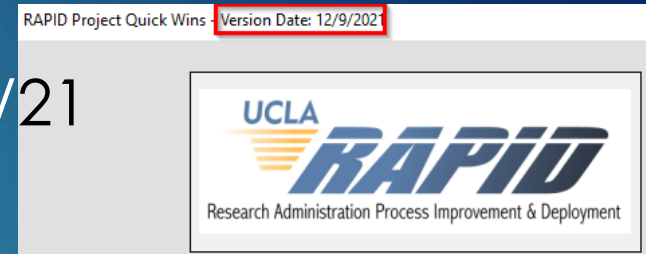
▶ Make sure using version dated 12/09/21

▶ New Features

  ▶ **PPS Payroll Reports:** The prefix "PPS" was added to report names in the main menu to clearly distinguish between Personnel Payroll Reports (PPS) and UCPath Payroll reports.

  ▶ **Training Grant Reports:** Now capture the program type "Research Training". Applicable reports will automatically generate in closeout packets for training grants with this program type.

  ▶ **"UCPath Training Grant – Postdoc Allowable/Unallowable Benefit":** Added the Composite Benefit Rate (CBR) for the individuals listed in the report.

  ▶ **"UCPath Training Grant – Postdoc Allowable/Unallowable Benefit":** Added two title codes for Medical Residents (00749 and 002750).

▶ Glitch: Locked cells in Checklist. Workaround is to unprotect Excel worksheet.

Funds Impacted by UCPath Corrections (no revised COP needed f/FMs)

Open Funds

- Includes any funds not Y/N
- UCPath credits/debits hit the fund
- *EFM Accountant will contact Dept FM on their analysis figure*
- This may involve FM having to take some actions
  - Taking care of expenses other than the UCPath correction journals that hit after close out
  - Providing unrestricted FAU to cover OD

Closed Funds

- Credits: Reopened Y/N funds
- Debits: redirected to Chancellor's fund (unless previously reopened)
- Majority of funds will be credits, not overdrafts (OD)
- *EFM Accountant will contact Dept FM on their analysis figure*
  - EFM will check to see if fund had a previous OD when fund originally closed. If yes, will apply credit to OD.
- Fund balances/credits: EFM will process balance transfer & return to Sponsors

Expired Funds Close Out Status

Summary of Expired Funds
1/5/2022

Category	Total	Is Continuation Pending?	EFM Backlog Noted by Dept	CRBP Billing Errors	Pending Sponsor Payment	UC Path Defect	Department Review Ongoing	Unanswered
1) All balances = $0	44	2	15	0	1	9	18	4
2) Only open AR	24	0	5	0	4	5	11	4
3) Balance in one area only (Encumbrance or AP)	1	0	1	0	0	0	0	0
4) Only non-Zero Operating Balance	220	3	48	2	7	53	107	23
5) Multiple balances	52	4	17	0	6	7	19	4
6) Financial Deliverables in a Non-terminal status	142	25	20	2	37	13	61	22
	483	34	106	4	55	87	216	57

"NO"

► 216 Funds are pending DOM Fund Manager actions (45% of all funds; **up** from 195 in October!)

► **57** Funds had no response on the October Report (12% of all funds; only 45 no-response in October)

DOM Expired Funds List "Big Picture"

► October 2021 DOM Expired Funds = 386

► Oct 2021 – Jan 2022 DOM closed 37 Funds

► Oct 2021 – Jan 2022 DOM added **134** new funds to Expired Funds List

  ► 63 of these are currently pending DOM FM Action

Overall, since October 2021 for every 1 fund DOM closed, ~4 new funds were added to the list.

Repercussions

▶ Campus is moving forward with unilateral closeout of DOM's Oldest Funds

▶ Affected Funds Wave 1 **6+ YEARS** Overdue:

▶ Report data for these funds were provided to Yanina for individual review.

57002-pay
57005
57181
57182
57646
57647
57852
58563-pay
58598
59145
77522
77556-path no PAMS flag
77684
78362-cont
78446-pay
78505
78519-cont
78615
78650
78746
78756
78817
78889
79026-cont
79539-path no PAMS flag
79869
84734
84845
84878
84896
84947

Expired Funds Status

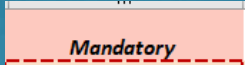| Dept Code	Division Name	Oct 2021	Jan 2022	No Response
1553	Cardiology	21	35	29
1554	Dermatology	3	5	
1555	Endocrinology	4	4	
1556	Digestive Diseases	4	10	5
1557	GIM & HSR	13	23	1
1558	Geriatrics	16	12	
1559	Hem-Onc	56	35	
1560	Infectious Diseases	15	21	
1561	Nephrology	14	5	
1562	Pulmonary	26	34	12
1563	Rheumatology	3	1	
1564	Wadsworth VA	8	13	8
1565	Admin	1	1	1
1566	CIA	5	4	
1567	San Fernando VA	0	1	1
1568	CARE Center	5	11	
1569	Clinical Epi	1	1	
1570	Clinical Nutrition	0	0	
1574	NanoMedicine	0	0	
	Grand Total	195	216	57

► *11% __Increase__ from October*

► ***Reminder:*** *Expired Funds Report must be complete and reviewed by MSO by* **3rd Friday** *of every Month*

COMMON ERRORS - Expired Funds Report

► ***Reminder!***

  ► All Red-Header columns tagged **Mandatory** are **<u>MANDATORY</u>**. All of these must be answered Y/N

  ► Remaining Red-Header columns may become mandatory according to the Y/N direction of the Y/N fields

  ► **Fund Managers that leave 1 or more of these blank are reported on the Incomplete/Unanswered list monthly**

► **<u>DO NOT</u>** default to answering all of these "No" and include comments noting one or more of these defects.

  ► **Responses submitted this way are rejected, and Fund Managers are reported on the "Not Approved" list monthly**

  ► **32 responses were changed in January 2022**

► ***Reminder!***

  ► EFM Backlog means there are **<u>zero</u>** GL Issues with your Fund, and the Fund only needs to be Y/N'ed

  ► If your Fund has a UC Path Defect, **<u>do not</u>** report these as EFM Backlog, report these as UC Path Defect

  ► If you have ongoing GL issues EFM is assisting you with, **<u>do not</u>** report these as EFM Backlog. **<u>Do</u>** include those details in your comment

Expired Funds Report Mandatory Fields

▶ ***Corrected Header***: EFM Approved "Final Balance" was corrected to read "Final Expenditures". Per EFM discussion Final Expenditures is a more reliable metric.

Mandatory		
Yes/No	EFM Approved Date from PAMS	EFM Approved Final Expenditures from COP

▶ All other instructions remain unchanged

EFM Backlog Summary – Shortlist "Low Hanging" Funds

- ▶ 106 Funds reported "EFM Backlog" January 2022
- ▶ 26 had required COP Approval Date and Final Expenditures
  - ▶ Remaining 80 were "Not Approved"/"Incomplete" due to missing information
- ▶ 5 are TRUE "EFM Backlog" based on report data
  - ▶ Current Expenditures within $500+/- of COP Expenditures
  - ▶ COP Approved in PAMS
  - ▶ No remaining UC Path Defects/GL adjustments needed.

REVIEW COMMENTS/STATUS – Expired Funds Report

► Monthly review status and any feedback can be found on the "DOM ORA Review Summary" Tab

   ► Reminder to Fund Managers to check this tab for their monthly review comments.

   ► ***Example:*** *August's Report had 201 "Not Approved", and 128 "Incomplete" responses out of 345* **(68%!)**

Dept Title	DOM ORA Approval Status	Count
CLINICAL EPIDEMIOLOGY & PREVENTIVE MED	Not Approved	1
MEDICINE-CARDIOLOGY	Not Approved	35
MEDICINE-CARE CENTER	Not Approved	16
MEDICINE-CIA	Not Approved	2
MEDICINE-DEPT ADMINISTRATION	Not Approved	1
MEDICINE-DERMATOLOGY	Not Approved	1
MEDICINE-ENDOCRINOLOGY	Not Approved	3
MEDICINE-GASTROENTEROLOGY	Not Approved	6
MEDICINE-GENERAL MEDICINE & HLTH SRVCS.	Not Approved	19
MEDICINE-GERIATRICS	Not Approved	4
MEDICINE-HEMATOLOGY-ONCOLOGY	Not Approved	45
MEDICINE-INFECTIOUS DISEASE	Not Approved	27
MEDICINE-NEPHROLOGY	Not Approved	4
MEDICINE-PULMONARY DISEASE	Not Approved	13
MEDICINE-RHEUMATOLOGY	Not Approved	13
MEDICINE-SAN FERNANDO VALLEY PROG	Not Approved	1
MEDICINE-VA WADSWORTH MED CTR	Not Approved	10
Grand Total		**201**

Dept Title	DOM ORA Approval Status	Count
CLINICAL EPIDEMIOLOGY & PREVENTIVE MED	Incomplete	1
MEDICINE-CARDIOLOGY	Incomplete	1
MEDICINE-CARE CENTER	Incomplete	12
MEDICINE-CENTER FOR HUMAN NUTRITION	Incomplete	1
MEDICINE-CIA	Incomplete	2
MEDICINE-DERMATOLOGY	Incomplete	3
MEDICINE-ENDOCRINOLOGY	Incomplete	4
MEDICINE-GASTROENTEROLOGY	Incomplete	4
MEDICINE-GENERAL MEDICINE & HLTH SRVCS.	Incomplete	13
MEDICINE-GERIATRICS	Incomplete	7
MEDICINE-HEMATOLOGY-ONCOLOGY	Incomplete	45
MEDICINE-INFECTIOUS DISEASE	Incomplete	12
MEDICINE-NEPHROLOGY	Incomplete	2
MEDICINE-PULMONARY DISEASE	Incomplete	16
MEDICINE-VA WADSWORTH MED CTR	Incomplete	5
Grand Total		**128**

NRSA Grant Unallowable CBR

► <u>Current Fiscal Year Unallowable Benefits</u> proportions are as follows:

- ► **Postdocs** @15.6%: 12.5% of Benefits are unallowable
  - ► *If $100 was assessed for CBR, $12.50 is unallowable and a BCT must be processed to adjust this to unrestricted*

- ► UPDATE:
  - ► **Medical Residents** with title codes 2750 & 2749 @ 2.9% (FY21) or 3.5% (FY22): unallowable rate = 67.7% (FY21) and 70.5% (FY22).
  - ► **Other Academics** (i.e. Clinical Instructors) @ 49.1%: unallowable rate = 21.5% (FY21) and 21.3% (FY22)

- ► NRSA grant unallowable CBR benefits can be found at the <u>bottom of the CBR sheet</u>

Clinical Trials

Clinical Trials - Updates

DOM ORA Clinical Trials

▶ How to complete Subject Parking

    ▶ Subject Log (back up for ledger)

"New"

▶ CT Common Department Ancillary Items will allow Fund Managers used as a reference to determine what items you should not be accounting for with earned salaries based on your budgets.

▶ Industry sponsored clinical trial budgets invoiceable salary related line items are budgeted. CT Industry Budget - Invoiceable Salary Related Costs will assist you to determine what items are earned for salaries.

▶ Fund Manager notification form. This form is sent to Fund Managers notifying of upcoming or amended studies by study team.

    ▶ Send your Start up Coordinator/Regulatory/Study Coordinators the form. This should be sent to Fund Managers upon submission of IRB.

    ▶ Information will be provided upfront so that routing can be initiated.

Clinical Trials - Updates

"Down the pike"

- ▶ Patient Billing Reconciliation
  - ▶ We are working with leadership to streamline a more feasible process surrounding patient billing back-up from our PB&HB offices.

- ▶ FY22-23 Charge Master rates being released March 1st, 2022.

- ▶ OnCore Exploring possible enhancements
  - ▶ Include Lead Staff in staff tab to determine main contact.
  - ▶ Tracking to amended budgets that reflect changes.

Clinical Trials Program

▶ **Please submit your requests for general related clinical trial inquiries to the DOM Clinical Trials Program**

    ▶ Docu-sign used for DOM Clinical Trial signatures on CTSI-CSE Statement of Work (SOW).

    ▶ When requesting patient care budget build, kindly add the deadline in the subject line of your email.

New Gift Card Vendor for Research Subject Payments

► Tremendous

 ► Manual for how Tremendous works

 ► Tremendous provides the recipient with a redemption link, that allows them to select the gift card of their choice from a predefined catalog. The catalog offers prepaid Visa and other electronic gift card options from dozens of popular retailers. After the recipient claims their gift card of choice, they will receive an email containing the gift card information.

 ► No fees!

► How to Submit a Research Payment Request