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!
What to Do

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

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

Profile: default-release

5. Restart Firefox to verify Bookmarks have reset

Thanks, Alan Wagner, for sharing!
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!
DG Inform Updates

Available Reports:

- Summary of Funds & Summary by Sub
- GL Detail Closed & Open
- Salary by Month & Employee Sum

Now includes UCPath salary **AND** 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

- **DOM Fund Manager Training 2022 Series**
  - 28 class = 25 regular classes & 3 labs
  - Zoom classes started February 9th
    - Regular classes: Wednesdays 9-11 am
    - Labs: Thursdays 2-4 pm
  - [Register online now!](#) – 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
UCPath Mass Credit Correction Effects on Closed Funds

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

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

Summary Federal Award Financial Information

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

SPECIAL TERM AND CONDITION - INTERIM SCIENTIFIC PROGRESS/FINANCIAL REPORT
Due on July 1st, 2022
Dr. Linda Barron 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 RPPPR 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
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.

**UCLA’s UEI** = 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.
NIH Notice NOT-OD-22-076 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.
Hyper links/Hypertext – **NOT-OD-20-174** – Not allowed throughout the proposal unless specifically noted in funding opportunity announcement (FOA) and form field instructions. *My NCBI* 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.

- 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
ALL Senior/Key Personnel required to have eRA Commons IDs 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 Biosketch & Other Support format pages

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

- 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**

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

- Spring 2021 **due date 02/28/22**
- New Release - Summer 2021 **due date 04/15/22**
  - The July 2021 payroll effort is seemingly properly assessed and not showing 3 times in ERS as it is the payroll ledgers. Please double check your reports to be sure.

### Payroll transfers have been processed

- If a previously Certified report has been reissued as a result of a payroll transfer, **make sure you update column B so columns A and B match** 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

<table>
<thead>
<tr>
<th>Status: Certified</th>
<th>Report Version: 2.0 (02/03/2022) Certified</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll % [A]</td>
<td>Paid Effort % to Certify [B]</td>
</tr>
<tr>
<td>N/A to UCLA [C]</td>
<td>Cost Share Effort % to Certify [D]</td>
</tr>
<tr>
<td>Total % [A+C]</td>
<td>Total Effort % to Certify [B+D]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Through</th>
<th>100%</th>
<th>100%</th>
<th>0%</th>
<th>100%</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>100%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Low-Through</td>
<td>100%</td>
<td>100%</td>
<td>0%</td>
<td>100%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>100%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.
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

### 1/5/2022

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

- **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.

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
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<th></th>
</tr>
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<tr>
<td>57002-pay</td>
<td>57005</td>
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<td>77556-path no PAMS flag</td>
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<td>79026-cont</td>
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<tr>
<td>79539-path no PAMS flag</td>
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# Expired Funds Status

- **11% Increase** from October

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

<table>
<thead>
<tr>
<th>Dept Code</th>
<th>Division Name</th>
<th>Oct 2021</th>
<th>Jan 2022</th>
<th>No Response</th>
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<td>1553</td>
<td>Cardiology</td>
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<td>Endocrinology</td>
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<td>Digestive Diseases</td>
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<td>10</td>
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<tr>
<td>1557</td>
<td>GIM &amp; HSR</td>
<td>13</td>
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<tr>
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<td>Geriatrics</td>
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<td>Hem-Onc</td>
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<td>1560</td>
<td>Infectious Diseases</td>
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<td>21</td>
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<tr>
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<td>Rheumatology</td>
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<tr>
<td>1568</td>
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<td>1569</td>
<td>Clinical Epi</td>
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</tr>
<tr>
<td>1570</td>
<td>Clinical Nutrition</td>
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<td></td>
</tr>
<tr>
<td>1574</td>
<td>NanoMedicine</td>
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<tr>
<td><strong>Grand Total</strong></td>
<td></td>
<td><strong>195</strong></td>
<td><strong>216</strong></td>
<td><strong>57</strong></td>
</tr>
</tbody>
</table>
COMMON ERRORS
- Expired Funds Report

- Reminder!
  - All Red-Header columns tagged are MANDATORY. 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.

- DO NOT 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 zero GL Issues with your Fund, and the Fund only needs to be Y/N’ed.
  - If your Fund has a UC Path Defect, do not report these as EFM Backlog, report these as UC Path Defect.
  - If you have ongoing GL issues EFM is assisting you with, do not report these as EFM Backlog. Do include those details in your comment.
Corrected Header: EFM Approved “Final Balance” was corrected to read “Final Expenditures”. Per EFM discussion Final Expenditures is a more reliable metric.

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%)!
NRSA Grant Unallowable CBR

Current Fiscal Year Unallowable Benefits 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 bottom of the CBR sheet
Clinical Trials
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.
“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](#)