

Activity Types

Activity Log Tab - Activity Type Field

Activity Log - Activity Types (Approved at BPM - 2/17/12)	Definition
Admin Change	Describes any internal change or correction that must be updated in the PATS record but does not need to be approved or initiated by the sponsor. Should not be used for the correction of any key/material elements (i.e., PI's department, PI's name).
Award in Process - EFM	Indicates the award is in the process of being set up, but EFM must complete an action before the award can be fully processed.
Award in Process - G.A.	Indicates the award is in the process of being set up, but General Accounting must complete an action before the award can be fully processed.
Award in Process - OCGA	Indicates the award is in the process of being set up, but OCGA must complete an action before the award can be fully processed.
Award in Process - ORDM	Indicates the award is in the process of being set up, but ORDM must complete an action before the award can be fully processed.
Award in Process - Other	Indicates the award is in the process of being set up, but another entity must complete an action before the award can be fully processed - the name of the entity should be outlined in the Activity comments.
Award in Process - PI/Dept	Indicates the award is in the process of being set up, but the PI or Department must complete an action before the award can be fully processed.
Award in Process - QA	Indicates the Award is ready to be checked for quality assurance. At this stage the award has already been fully processed and certain attributes are being checked against the award document for accuracy.
Award in Process - Sponsor	Indicates the award is in the process of being set up, but the Sponsor must complete an action before the award can be fully processed.
Budget Revision	Indicates a budget revision has been requested.
Carryforward Request	Indicates a carryforward request is expected from the department or is currently under review by OCGA.
Close-out in Process - EFM	The closeout process has begun and EFM must complete a task.
Close-out in Process - OCGA	The closeout process has begun and OCGA must complete a task.
Close-out in Process - OIP	The closeout process has begun and OIP must complete a task.
Close-out in Process - Other	The closeout process has begun and another entity must complete a task. The name of the other entity should be outlined in the Activity comments.
Close-out in Process - PI/Dept	The closeout process has begun and the PI/Department must complete a task
Close-out in Process - Sponsor	The closeout process has begun and the Sponsor must complete a task
Compliance Check	The proposal or award requires a compliance verification. For example, verifying the Human or Animal approvals are valid.
Department Change	The primary department associated with the proposal or award must be changed
Funds Deobligated	Funds must be deobligated from the award.
Indirect Cost Waiver	An indirect cost waiver is in review.
NCE Request	A No Cost Extension request is in review.
Other Award Modification	A modification to an award is being reviewed. Do not use for a Carry Forward or a No Cost Extension request.
Overnight Fund Number Load (START HERE)	Indicates ORDM is waiting for the overnight batch process to run before they can assign a fund number. This should be the last step before the award set up process is complete.
PI Change	Indicates a PI change transaction is in process.
Pre-Award Request	Indicates the sponsor has requested additional materials before an award can be made (also known as Just In Time request for NIH awards).
Progress Report Review	Indicates a Progress Report has been submitted to OCGA for review and approval
Project Related Action for Review	Indicates a post award action (other than a formal modification) is in process (i.e. a prior approval request).
Proposal in Review - OCGA/DRA	Indicates a proposal has been assigned to OCGA or a DRA for review and approval
Proposal Changed and Resubmitted Before Deadline	Indicates a proposal has been changed and will need to be resubmitted before the proposal deadline (this applies to Grants.gov changed/corrected applications).
Proposal Revision After Acceptance by Sponsor	Indicates a proposal must be revised AFTER it has already been accepted by the sponsor
RAS for Setup	Indicates a RAS has been approved by OCGA and is ready for set-up by ORDM
RAS Received	Indicates a RAS request has been received and is ready for review by OCGA
Ready for QA	Indicates the record is ready for the quality assurance process.
Sponsor Change	Indicates the sponsor is being changed on the proposal or award record
Subaward in Process	Indicates the sub team is in the process of issuing a subgrant, subcontract or multi-campus agreement to another institution.
Submitted Incomplete	Indicates the proposal has been submitted to the sponsor, but internal documents are still missing. This activity will remain open until the remaining internal documents are received.

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Submitted Proposal - For Final Data Entry	Indicates the proposal has been submitted to the sponsor and is now ready for final data entry by ORDM.
Transferred Out/Relinquished	Indicates the award is in the process of being transferred out of UCLA or relinquished by UCLA
Waiting for Other	Indicates we are waiting on another entity before we can proceed with a process. The name of the entity should be included in the Activity Comments.
Waiting for PI/Dept	Indicates we are waiting on the PI or Department before we can proceed with a process. The name of the individual that we are waiting on should be indicated in the comments.
Waiting for Sponsor	Indicates we are waiting on the Sponsor before we can proceed with a process.

Agreement Status

Agreement Tab - Agreement Status Field

Agreement Status (Start with Terminated at next BPM)	Definition
Draft Uploaded	Default Agreement Status that indicates an agreement record has been created and a draft agreement uploaded to the record.
Review/Process Initiated	Indicates the review has been initiated, but the negotiations have not yet begun.
Pending Internal Documents	Indicates the negotiation process is on hold until internal documents are received.
Awaiting Signature-Sponsor	Indicates the agreement is complete and is waiting on signature from the sponsor.
Awaiting Signature-PI/Dept	Indicates the agreement is complete and is waiting on signature from the PI.
Fully-Executed	Indicates all parties have signed the agreement, thereby fully executing it. Fully-executed is considered a "terminal" status. The only time it should change is if the agreement is terminated by one or more of the parties. Please see definition of "Terminated."
Terminated	Indicates the agreement has been terminated prior to the scheduled end date by the responsible parties.
Pending Negotiation	Indicates the agreement is in the process of review by OCGA/ISR/OCT.
Pending Negotiation - PI/Dept - Open	Indicates the agreement is in the process of negotiation and there is currently an open action item for the PI/Dept.
Pending Negotiation - PI/Dept - Closed	Indicates the open action item that was required from the PI/Dept. has been completed.
Pending Negotiation - Sponsor - Open	Indicates the agreement is in the process of negotiation and there is currently an open action item for the Sponsor.
Pending Negotiation - Sponsor - Closed	Indicates the open action item that was required from the Sponsor has been completed.
Pending Negotiation - General Risk Mgt - Open	Indicates the agreement is in the process of negotiation and there is currently an open action item for General Risk Management.
Pending Negotiation - General Risk Mgt - Closed	Indicates the open action item that was required from General Risk Management has been completed.
Pending Negotiation - Medical Risk Mgt - Open	Indicates the agreement is in the process of negotiation and there is currently an open action item for Medical Risk Management.
Pending Negotiation - Medical Risk Mgt - Closed	Indicates the open action item that was required from Medical Risk Management has been completed.
Pending Negotiation - Hospital Legal Counsel - Open	Indicates the agreement is in the process of negotiation and there is currently an open action item for Hospital Legal Counsel.
Pending Negotiation - Hospital Legal Counsel - Closed	Indicates the open action item that was required from the Hospital Legal Counsel has been completed.
Pending Negotiation - COI Committee - Open	Indicates the agreement is in the process of negotiation and there is currently an open action item for the COI Committee.
Pending Negotiation - COI Committee - Closed	Indicates the open action item that was required from the COI Committee has been completed.
Pending Negotiation - IRB - Open	Indicates the agreement is in the process of negotiation and there is currently an open action item for the IRB.
Pending Negotiation - IRB - Closed	Indicates the open action item that was required from the IRB has been completed.
Pending Negotiation - IACUC - Open	Indicates the agreement is in the process of negotiation and there is currently an open action item for IACUC.
Pending Negotiation - IACUC - Closed	Indicates the open action item that was required from the IACUC has been completed.
Pending Negotiation - OIP - Open	Indicates the agreement is in the process of negotiation and there is currently an open action item for the Office of Intellectual Property.
Pending Negotiation - OIP - Closed	Indicates the open action item that was required from the Office of Intellectual Property has been completed.
Pending Negotiation - UCOP - Open	Indicates the agreement is in the process of negotiation and there is currently an open action item for UCOP.
Pending Negotiation - UCOP - Closed	Indicates the open action item that was required from UCOP has been completed.
Pending Negotiation - Subawardee - Open	Indicates the agreement is in the process of negotiation and there is currently an open action item for the Subawardee.

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Pending Negotiation - Subawardee - Closed	Indicates the open action item that was required from the Subawardee has been completed.
Pending Negotiation - General Campus Counsel - Open	Indicates the agreement is in the process of negotiation and there is currently an open action item for the General Campus Counsel.
Pending Negotiation - General Campus Counsel - Closed	Indicates the open action item that was required from the General Campus Counsel has been completed.
Pending Negotiation - ESCRO - Open	Indicates the agreement is in the process of negotiation and there is currently an open action item for the ESCRO.
Pending Negotiation - ESCRO - Closed	Indicates the open action item that was required from the ESCRO has been completed.
Pending Negotiation - Other - Open	Indicates the agreement is in the process of negotiation and there is currently an open action item. The "Other" entity should be noted in the Comments field.
Pending Negotiation - Other - Closed	Indicates the open action item that was required from the Other entity has been completed.

Agreement Types

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Agreement Types	Definition
Confidentiality/Non Disclosure Agreement	Agreement that details the conditions under which information will be held confidential and under what circumstances the information can be shared with other parties.
Equipment Loan Agreement	Agreement that details the conditions under which equipment will be loaned to UCLA.
Teaming Agreement	Agreement that details the conditions under which UCLA will participate in a collaborative arrangement with other entities for general purposes. For example, a collaborative proposal development effort. Generally, not a funding mechanism.
Visiting Scientist Agreement	Agreement that details the conditions under which a scientist/academic from another entity will visit a department or school within UCLA for scholarly work.
Contract	Agreement to provide support for research or other activities in return for a set statement of work or deliverables.
Grant	A financial assistance mechanism to support the conduct of research or other activities as described in a general scope of work.
Subgrant In	Agreement under a prime grant award to another entity that provides financial assistance to UCLA to support the conduct of research or other activities as described in a general scope of work.
Subgrant Out	Agreement under a prime grant award to UCLA that provides financial assistance to another entity to support the conduct of research or other activities as described in a general scope of work.
Subcontract In	Agreement under a prime contract to another entity that provides support for research or other activities in return for a set statement of work or deliverables.
Subcontract Out	Agreement under a prime contract to UCLA that provides support for research or other activities to another entity in return for a set statement of work or deliverables.
Contract Modification/Amendment	A formal written change to modify an existing fully executed contract.
Grant Modification/Amendment	A formal written change to modify an existing grant.
Subgrant In Modification/Amendment	A formal written change to modify an existing Subgrant In agreement.
Subgrant Out Modification/Amendment	A formal written change to modify an existing Subgrant Out agreement.
Subcontract In Modification/Amendment	A formal written change to modify an existing Subcontract In agreement.
Subcontract Out Modification/Amendment	A formal written change to modify an existing Subcontract Out agreement.
Data Use Agreement	Agreement that details the conditions under which data may be shared between parties.
IPA	Interagency Personnel Agreement: A funding reimbursement mechanism to enable UCLA personnel to perform activities at a federal government agency for a defined period of time.
MCA In	Multi-Campus Agreement: Agreement from another UC Campus which provides support to UCLA to undertake a set scope of work under a prime grant or contract at another UC Campus.
MCA Out	Multi-Campus Agreement: Agreement that provides support to another UC Campus to undertake a set scope of work under a prime contract or grant to UCLA.
MTA	Material Transfer Agreement: Agreement that details the terms under which materials can be shared between entities.

Deliverable Categories

Deliverables Tab - Deliverable Category Field	
Deliverable Categories	Definition
Auto Payment	Payments will automatically be received by UCLA, an invoice or financial report is not required in order to trigger the payment.
Invoice Standard	A request for payment to the sponsor is required on a template that can be auto-generated in EFM.
Invoice Other	A request for payment to the sponsor is required on a template that requires some manipulation by EFM. For example, if a sponsor requires their own invoice form to be used instead of UCLA's, the invoice should be coded as "Invoice Other".
Invoice Milestone	A request for payment to the sponsor that requires a deliverable be completed before the invoice can be submitted. For example, the terms of the agreement may outline that the technical report for Phase I of the project be submitted before a request for payment can be made. . For certain scheduled payments, a request for payment (invoice) is not required as long as the required deliverables are satisfied. (e.g. on time submission of technical report).
Financial Report Other	A report of expenses to the sponsor that is required on a template that requires some manipulation by EFM. For example, if a sponsor requires their own financial report template be used instead of UCLA's, the report should be coded as "Financial
Financial Report Standard	A report of expenses to the sponsor is required on a template that can be auto-generated in EFM.
Financial ARRA Quarterly	A report of expenses to the sponsor is required for an ARRA-specific award. All federal ARRA awards must utilize "Financial ARRA Quarterly" for their financial report deliverables.