

FUND MANAGERS'S WEBSITE RESOURCES

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SHARING BOOKMARKS

How to Share Bookmarks:

- In Internet Explorer or Firefox go to the File menu.
- Choose Import/Export Favorites.
- Save your favorites file to a jump drive or shared drive, and share your favorites with other fund managers.

UCLA WEBSITES

Corporate Accounting

<https://www.finance.ucla.edu/corporate-accounting>

Access this site for the following:

- Accounting Team Assignments
- FS Month End Closing Dates
- Web Reports/QDB*
- Object Code list/search
- Online tutorials, e.g. TOFs, Non-Pears, Gift Management
- Accounting policies

Research Human Subject Payment Resources

<https://www.finance.ucla.edu/business-finance-services/payment-solutions-and-compliance/research-human-subject-payment>

*Web Reports/QDB

<http://fsw.ais.ucla.edu/menu/menu.aspx>

- Financial Systems
 - Check the Cash Received Undistributed (CRU) funds to see if there are any undistributed checks that need to be appropriated to your division funds, e.g. outstanding Gift checks, Clinical Trial checks.
 - Open Commitment Subsidiary Ledger – Summary of open encumbrances sorted by PAC #. This report should be viewed and cleaned up on a quarterly basis.
 - C&G Accounts Receivable
- Consolidated Gift Fund Report
 - Gift/Endowment information
 - Check available balance on endowment income
 - Check purpose/use of fund as designated by donor
- Contract & Grant (CG) Reports

- Financial Reports Completed & Due
 - PAC/BruinBuy
 - H&I List – This report should be run on a monthly basis
 - Requires QDB or AIS Access
 - Uses UCLA Logon & Password
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Campus Purchasing

<http://www.purchasing.ucla.edu>

BruinBuy Home Page

<https://www.bruinbuy.ucla.edu/procurement/WebDriver?ACT=Home&EID=1>

- Requires AIS Access

BruinBuy User Guide

<http://userguide.bruinbuytraining.ucla.edu/default.htm>

Payroll Services Home Page

<https://www.finance.ucla.edu/payroll>

Tax Services

<https://www.finance.ucla.edu/tax-records/tax-services/>

Intercampus One-Time Payment Form

<https://www.apo.ucla.edu/compensation/honoraria/uc-one-time-payments>

Document Direct Sign-in

<https://ddi.it.ucla.edu/ddrint/servlet/ddrint?serverID=ViewDirect+on+ZOS&type=1&recipientID=&quickOpen=0>

- Print monthly ledgers including the following:
 - Payroll Ledgers PPP5302
 - Invalid Transaction Reports FS0323
 - General Ledgers FS0100
 - PAN Aging Report
 - available every Monday – **Farah reviews this report EVERY WEEK**
 - Requires AIS Access
-

External Affairs Home Page (Gift Office)

<https://island.fim.ucla.edu/index.asp>

- Online Gift Transmittal Forms
-

Monetary Transfer Form (MTF)

<https://mtf.support.ucla.edu/app/>

- Requires AIS Access
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UCLA Retention and Disposition Schedules and Policies

<https://www.finance.ucla.edu/tax-records/records-management/ucla-retention-disposition-schedules-policies>

Parking – Courtesy Parking Permits

<https://www.transportation.ucla.edu/secure/col/>

- Requires AIS Access
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Travel

<http://www.travel.ucla.edu>

Travel Express

<https://express.travel.ucla.edu/ExpressWeb/expresscontroller?action=mainmenu&login.userName=CRUJANUR&>

- Check status of Travel Express documents and view list of vouchers awaiting your approval.
- Requires AIS Access.

Reimbursement Rates for Mileage & Meals

<https://www.travel.ucla.edu/policy-resources/mileage-fuel-expenses-for-university-travel>

UCLA RESEARCH RELATED WEBSITES

Office of Contract & Grant Administration (OCGA) Website

<http://www.research.ucla.edu/ocga/>

Cayuse/System-to-System

<https://s2sgrants.research.ucla.edu/76/login.do>

Commonly Needed Information

<http://www.research.ucla.edu/ocga/sr2/cni.htm>

Employee Benefit Rates

http://www.research.ucla.edu/ocga/sr2/ben_rate.htm

Facilities & Administration (F&A) Rates

<http://www.research.ucla.edu/ocga/sr2/idcinfo.htm>

Grants.gov Hints and Tips

http://www.research.ucla.edu/ocga/sr2/grants_gov.htm

NIH Prior Approval Request Form

http://www.research.ucla.edu/ocga/forms/Email_Approval_d2.htm

PI Code Directory

<http://portal.research.ucla.edu/SearchTools/PISearch.aspx>

- Check if your PI requires a PI Exception Letter

Subaward Information and Forms

<http://www.research.ucla.edu/ocga/sr2/Subawards.htm>

Office of Research Administration (ORA)

<http://www.ucla.edu/research/>

ORA Online Resource Center

<http://portal.research.ucla.edu/>

- Uses UCLA Logon & Password

Access this site for:

- Research reports and statistics
- Links to Pre and Post Award resources
- Award Snapshots

Research Policy & Compliance

<http://rpc.research.ucla.edu/RPC/Pages/RPCHome.aspx>

Access this site for:

- Information on the Conflict of Interest Review Committee
- Conflict of Interest policies
- eDGE Electronic Disclosure Gateway – electronic conflict of interest

Training Programs

<http://www.research.ucla.edu/ora/training/>

Access this site for:

- Information on Certificate Program in Research Administration
 - Post Award Handbook
 - Research Administration Resource Glossary
 - Research Administrator's Forum information & PowerPoint
 - Subscribe to ORA listserv
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Department of Medicine – Office of Research Administration (DOM ORA)

<http://medschool.ucla.edu/ora>

Extramural Fund Management (EFM)

<http://ora.research.ucla.edu/efm/Pages/EFMHome.aspx>

Office of Clinical Trials – David Geffen School of Medicine

<http://www.clinicaltrials.ucla.edu/>

Login and Password required. UCLA Employees can use:

Login = oct

Password = Restricted1.

Access this site for:

- Pre Award Guide
 - Budgeting
 - Training
 - Forms
-

Technology Development Group (TDG – previously OIP-ISR)

<http://tdg.ucla.edu/>

Material Transfer Agreements

<http://oip.ucla.edu/transferring-research-materials>

Human Research, the Office for the Human Research Protection Program (OHRPP)

<http://ohrpp.research.ucla.edu>

Human Subject Protection Certification/HIPAA

<http://training.ucla.edu/>

Collaborative Institutional Training Initiative (CITI)

<https://www.citiprogram.org/login.asp?strKeyID=9E014A6D-73E9-4C0B-AF29-7A757CE47345-3711268&language=english>

Medical History Questionnaires (MHQs)

<https://mhq.healthsciences.ucla.edu/>

Office of Animal Research Oversight (OARO)

<http://oaro.research.ucla.edu/>

Research Application Tracking System (RATS)

<https://rats.research.ucla.edu/>

- Requires UCLA or AIS Login, and access granted by ARC
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UCLA Logon (formerly Bruin Online)

<https://logon.ucla.edu/>

Use this site to establish a UCLA Logon ID, Change your password, Reset your password, or Lookup your UCLA Logon ID if you forgot what it was.

University of California Office of the President (UCOP) Research Administration Site

<http://www.ucop.edu/raohome/>

UCOP IT Security Plan

<http://policy.ucop.edu/doc/7000543/BFB-IS-3>

This plan is sometimes requested by funding agencies

MISCELLANEOUS UCLA WEBSITES

Academic Salary Scales

<http://www.ucop.edu/acadadv/acadpers/>

At Your Service Home Page – (Human Resources & Benefits)

<http://atyourservice.ucop.edu/>

Conferences - Resources

www.conferences.ucla.edu

Dean's Office – David Geffen School of Medicine

<http://www.deans.medsch.ucla.edu>

Academic Personnel

<http://www.deans.medsch.ucla.edu/academic/acadper.html>

School of Medicine Software Applications

http://www.deans.medsch.ucla.edu/Deans/dn_load.htm

Access this site for:

- Download SOM applications such as QDB, FPM, & Financial Reporting App.
- Manuals and Instructions for SOM applications.

Visa & Licensing Office

<http://www.deans.medsch.ucla.edu/visa/avisa.html>

Medical Enterprises Financial Codes

<http://www.deans.medsch.ucla.edu/fiscal/amain2.htm>

- Interdepartmental Recharge definitions & object codes.
- Costcenter definitions.
- Object code list.

List of Departments, Institutes & Centers within the School of Medicine

<http://dgsom.healthsciences.ucla.edu/institution/groups-new>

Department of Medicine Homepage

<http://www.med.ucla.edu/modules/wfchannel/>

Equipment Management

<http://www.equipment.ucla.edu>

Graduate Division Homepage

<http://www.gdnet.ucla.edu/>

Fees & Tuition

<http://www.gdnet.ucla.edu/gss/library/feesintro.htm>

Form 10s and Fee Remission Rosters

<https://jasmine.gdnet.ucla.edu/>

- Requires password. Contact the Grad Division to set password.

Graphic Identity Program

UCLA

<http://www.identity.ucla.edu>

- Download the official UCLA logo.

UC

<http://www.universityofcalifornia.edu/graphicresources/assets/protecteddl.php>

- Download the official UC Seal.

Library

Request a Reprint of a publication not available online

<http://www2.library.ucla.edu/service/1976.cfm>

List of UCLA Listservs

<http://lists.ucla.edu/cgi-bin/mailman/listinfo>

Campus Maps

<http://map.ais.ucla.edu/portal/site/UCLA/menuitem.789d0eb6c76e7ef0d66b02ddf848344a/?vgnextoid=b06aaad23985c010VgnVCM200000dd6643a4RCRD>

Map & Street Addresses for UCLA Buildings

<http://www.ucla.edu/map/ucla-campus-map.pdf>

CHS Map

http://www.uclahealth.org/images/site/directions/map_medcenter_corridor.gif

Interactive Campus Map with photos of the building, and addresses

<http://maps.ucla.edu/campus/>

Mednet Website

<http://www.mednet.ucla.edu/>

Access this page for the following:

- Paging system
- Email exchange
- HIPAA Training
- Timesheets

Payroll

<http://www.payroll.ucla.edu>

Biweekly Payroll Calendar

<http://www.payroll.ucla.edu/charts/bw-pay-2013.pdf>

Rush Checks Issued

<http://www.payroll.ucla.edu/rushchk/rushinfo.htm>

PPS - Payroll Schedule

<http://map.ais.ucla.edu/go/1005342>

Space Inventory

<http://space.facnet.ucla.edu/>

Staff Title and Pay Plan - Healthcare

<http://hr.healthcare.ucla.edu/tpp/tppselect.asp>

Volunteer Program

<http://www.healthcare.ucla.edu/shared/volunteering/>

RECHARGES – UCLA SERVICE CENTER SITES

Biological Chemistry Consignment Freezers

<http://www.biolchem.ucla.edu/Resources.htm>

CTS – Communication Technology Services

<https://wc1.cts.ucla.edu/cgi-bin/welcomeAdmin.cgi?SID=6c2f95fc47f6f9d2a396ef61c366a5b9>

- Access monthly telephone bills
- Requires AIS Access

TIF FAQ

<https://www.it.ucla.edu/support/billing-questions/technology-infrastructure-fee-fags>

Department of Lab and Animal Medicine (DLAM) Order Form

<https://procurement.dlam2.ucla.edu/esirius/>

DNA Sequencing Services

<http://www.genetics.ucla.edu/webseq/>

- Requires PI Login & Password. Contact DNA Sequencing Facility to get this information for your PIs.

Facilities

<http://www.fm.ucla.edu/>

- Access monthly Facilities Statements.
- Requires a login and password established by Facilities.

Mail & Document Services

<http://www.maildoc.ucla.edu/>

Access Monthly Statements for the following services:

- Document Services
- Outgoing Mail
- Messenger Service
- Shipping – UPS/Fedex
- Campus Mail Stop
- Stamp Sales
- Distribution Services – Cylinder Management

NON-UCLA WEBSITES

NIH Home Page

<http://www.nih.gov/>

Access this site for the following:

- Links to the Institutes.
- Grant proposal forms and instructions, including NIH Grants.gov instructions.
- Search Funding Opportunities.
- Sign up for the NIH Listserv to get weekly updates on NIH policies, announcements and funding opportunities.

NIH Grant Mechanism Types

http://grants.nih.gov/grants/funding/funding_program.htm

Definitions of activity codes, e.g. R01, R21, P01

NIH Grants Policy Statement

http://grants1.nih.gov/grants/policy/nihgps_2012/index.htm

Policy and procedures governing all NIH contract and grants

NIH eRA Commons

<http://commons.era.nih.gov>

- eSNAP submissions
- eRA Commons Login & Password required. You will also need to be set up as an Assistant to your PI in the Commons. DOM users, please contact Giti.

NIH eRA User Support

http://era.nih.gov/commons/quick_queries/index.cfm#progress

- Search for NIH Notice of Awards and Progress Reports due.
 - UCLA IPF# 577505

NIH Standard Receipt Dates

<http://grants.nih.gov/grants/funding/submissionschedule.htm>

NIH Salary Cap Summary

http://grants.nih.gov/grants/policy/salcap_summary.htm

NIH Active Funding Opportunity Announcements with Opt-Outs

http://grants.nih.gov/grants/guide/funding_opportunity_announcements_with_opt.htm

Used to determine the appropriate validation type in Cayuse

National Library of Medicine – Pub Med

<http://www.ncbi.nlm.nih.gov/entrez/query.fcgi?db=PubMed>

Search for the PubMed ID# on publications, references, etc.

OMB Circulars

http://www.whitehouse.gov/omb/circulars_default/

FDP Matrix for Prior Approval Requests

<http://www.nsf.gov/pubs/fdp/fdpmatrix.xls>

Grants.gov

<http://www.grants.gov/>

NIH SF424 (R&R) Forms and Instructions

<http://grants1.nih.gov/grants/funding/424/index.htm>

Restaurant Listings for UCLA and Westwood

<http://www.westwoodblvd.com/Content/restaurants.htm>