1) **Introduction to Clinical Trials** – **Wednesday, August 3rd**  
   a) Overview of financial lifecycle  
   b) Clinical Trial (CT) roles and responsibilities  
   c) Overview of pre-award process  
   d) Understanding financial management and close-out

2) **Pre-Award Documents** – **Wednesday, August 10th**  
   a) Clinical Trial Office intake  
   b) CT application checklist – internal documents  
   c) Best practices

3) **Pre-Award OnCore** – **Wednesday, August 17th**  
   a) OnCore workflow  
   b) Notifications for Fund Managers  
   c) Updating Parameters and verifying Milestones  
   d) Submitting Study Team Signoff  
   e) FAU entry

4) **Budgeted Costs** – **Wednesday, August 24th**  
   a) Understanding Cost List  
   b) Determining Study Team salaries  
   c) Ancillary recharges  
   d) Hard costs vs soft costs  
   e) Non-profit rates vs industry rates

5) **Post-Award Contract/Award Review** – **Wednesday, August 31st**  
   a) Post-award contract/award terms  
   b) Reviewing payment terms and schedule  
   c) Contract amendments and No-Cost-Time-Extension (NCTE)

6) **Post-Award Calc/Financial Tracking** – **Wednesday, September 7th**  
   a) Calc sheets for tracking and invoicing study-related expenses  
   b) How to determine salaries based on study and other related costs  
   c) How to incorporate projections from clinical trials

7) **Post-Award Invoicing & Ledger Reconciliation** – **Wednesday, September 14th**  
   a) Invoice management  
   b) How to handle delayed sponsor payments  
   c) Ledger reconciliation and management

**Online Registration Form**
https://forms.gle/TfDzESGh7KF9trpv8

*Department of Medicine Fund Managers only* use FAU: 441026-2X-07427-WFMT  
Email DOMTraining@mednet.ucla.edu with any questions and/or registration changes/cancellations.

All sessions are scheduled from **9:00am – 11am**. All classes are held via Zoom.*
*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 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.*