

Fund Manager Weekly Training Session Topics

Revised December 19, 2022

- 1) **FM Basics, Systems Set Up & FM Resources – Wednesday, February 8th**
 - a) Brief overview of the UCLA accounting system
 - b) FM responsibilities
 - c) Shared drive filing systems and naming conventions
 - d) Training resources

- 2) **NIH Grants Management Policies – Wednesday, February 15th**
 - a) Uniform Guidance (UG): allowable costs, direct vs. indirect costs
 - b) NIH Grants Policy Statement (GPS)
 - c) NIH prior approval requests. Federal Demonstration Partnership (FDP)
 - d) Understanding the UCLA Award Snapshot & the sponsor's Notice of Award (NOA)
 - e) NIH eRA Commons

- 3) **Award Set-Up – Wednesday, February 22nd**
 - a) Timeline
 - b) Request for Authorization to Spend (RAS)
 - c) Steps & best practices when setting up new awards/funding sources

- 4) **FM Post-Award Financial Tools – Wednesday, March 1st**
 - a) School of Medicine systems & jump server: Excel QDB & FPM
 - b) DG Inform
 - c) Online Financial System Reports (OFSR)
 - d) ORA Portal & PI Portal
 - e) OASIS
 - f) Misc tools introduction – in depth coverage in other classes, i.e. PAMS, BruinBuy

- 5) **Monthly Financial Statements Using SOM's FPM/QDB – Wednesday, March 8th**
 - a) Understanding FPM
 - b) Preparing monthly financial statements
 - c) How to create the monthly batch
 - d) How to create a summary of funds batch
 - e) Adding manual projections & using FPM

- 5b) **LAB: Financial Statements Using SOM's FPM/QDB – Thursday, March 9th @ 2-4 pm**
 - a) Updating FPM
 - b) Hands on creating financial report and summary of funds batches
 - c) Running financial statement batches
 - d) Adding manual projections

- 6) **Reconciliation of Non-Payroll Ledgers – Wednesday, March 15th**
 - a) Minimum review requirements (Policy 910)
 - b) Reviewing for warning and unallowable transactions
 - c) Downloading transaction invoice details for Core Services
 - d) Identifying burn rates

- 7) **Payroll Topics – Staff – Wednesday, March 22nd**
 - a) Bi-Weekly issues (funding changes, cost transfers, FPM/QDB projections, ERS, etc.)
 - b) Payroll calendar
 - c) UCPath basics – Funding Entry updates & Direct Retros for staff

8) Payroll Topics – Faculty – Wednesday, March 29th

- a) Understanding DGSOM Faculty salaries – Total Negotiated Salaries (TNS), base, salary scales, Z payments, salary negotiations

9) MCOP Worksheet – UCPATH Wizard (DGSOM-Specific) – Wednesday, April 5th**7-9b) LAB: UCPATH – Thursday, April 6th @ 2-4 pm**

- a) Creating bookmarks within UCPATH
- b) Navigating in UCPATH
- c) Searching for Employee information
- d) Searching processed transactions
- e) Funding Entry updates, Direct Retros & Justifications
- f) Hints & tips

10) Reconciliation of Payroll Ledgers Basic – Wednesday, April 12th

- a) How to reconcile payroll ledgers (*Staff and Faculty Under-the-Cap*)
- b) Cognos CDW UCPATH reports
- c) Distribution Errors vs. Over/Under-payments
- d) Benefits Assessments & TIFs/GAEL
- e) Monthly DOM Default FAU Reports

10b) ADVANCED: Reconciliation of Payroll Ledgers – Thursday, April 13th @ 2-4 pm

- a) How to reconcile payroll ledgers (*Faculty Over-the-Cap – MCOP*)
- b) Vacation Reconciliation
- c) Common UC Path Defects
- d) Benefit Cost Transfers

11) Reconciling F&A – Wednesday, April 19th

- a) Understanding F&A & how to reconcile F&A
- b) Scenarios & case studies

12) PAMS & the Closeout Packet (COP) – Wednesday, April 26th

- a) Post Award Management System (PAMS)
- b) Pre-COP activities/reconciliation/checklist
- c) How to prepare a closeout packet (COP)

12b) LAB: PAMS & the Closeout Packet (COP) – Thursday, April 27th @ 2-4 pm

- a) How to navigate PAMS
 - a. Expired Funds Report
 - b. UCPATH Issue Report
- b) Hands on generation of a COP

13) Pre-Award Basics & Basic Proposal Preparation – Wednesday, May 3rd

- a) Definitions & basic proposal structure
- b) Who is responsible for what (PI or FM)?
- c) Four Pre-Award offices: OCGA, TDG, CTC & SR & DRA
- d) Timelines for grant submissions
- e) Internal proposal paperwork: electronic EPASS, COIs, PI exception letters, etc.

14) NIH Pre-Award Basics – Wednesday, May 10th

- a) NIH grant mechanisms and standard cycle/due dates
- b) Types of grant submissions: New, Resubmission, Renewal, Revision
- c) NIH SF424 RR: Cayuse S2S vs. NIH ASSIST

- d) SF424 RR Application Guide and FOAs: RFAs, PAs, RFPs
- e) NIH Continuous Submission

15) Cayuse S2S Basics – Wednesday, May 17th

- a) How to navigate & prepare a grant in Cayuse/S2S

16) Proposal Budget Preparation – Wednesday, May 24th

- a) Budget development
- b) NIH detailed budget vs. modular budget

17) Effort Reporting – Wednesday, May 31st

- a) Basic concepts
- b) Live system demo

18) NIH: JIT, RPPRs, & Public Access Policy – Wednesday, June 7th

- a) Just-In-Time (JIT)
- b) Progress reports – RPPRs, due dates, OCGA requirements
- c) NIH public access policy – PMCIDs, My NCBI

19) Various Post-Award Topics – Wednesday, June 14th

- a) DOM Monthly Reports & Audits
- b) Cost Transfer Justifications
- c) Petty cash funds & gift cards: policies & considerations
- d) Human subject payments
- e) Purchasing issues: consultants, foreign payees, sole source, prior approvals

20) Various Post-Award Topics Part 2 – Wednesday, June 21st

- a) Revenue accounts: Understanding different payment mechanisms & how to review revenue accounts
- b) Carryforwards, offsets, FFRs, & the UCLA holding account (400005-8A)

21) Postdocs & GSRs – Wednesday, June 28th

- a) Stipend vs. Salary
- b) Minimum funding requirements and obligations
- c) Block funding
- d) Training Awards vs. Research Grant Support
- e) Distribution schedules

22) Gifts & Endowments Funds – Wednesday, July 5th

- a) Gift definitions. Policies & procedures. Foundation vs. Regental.
- b) How to follow up when a gift deposit has not been released by Accounting
- c) Reviewing the Cash Received Undistributed (CRU) fund
- d) Monetary Transfer Form (MTF) system

23) Sales & Service Funds – Wednesday, July 12th

- a) Establishing a new S&S fund
- b) Managing a S&S fund once it has been established

24) Subawards – Pre-Award – Wednesday, July 19th

- a) Introduction to subawards, subgrants, subcontracts, & Multi-Campus Awards (MCAs) and how do they differ from vendor agreements/contractors
- b) Pre-Award – documentation needed & how to integrate a subaward into a UCLA proposal

c) Detailed budget vs. modular budget subaward submissions

25) Subawards – Post-Award – **Wednesday, July 26th**

a) Post-Award – subaward set-up, invoice processing & monitoring

Online Registration Form*

<http://goo.gl/forms/WM6A4Sm1H6>

**Department of Medicine Fund Managers only use FAU: 441026-2X-07427-WFMT*

Wednesday sessions are 9:00 am – 11:00 am. All Lab sessions are held on Thursdays 2:00 – 4:00 pm. All classes are held via Zoom*.

Zoom sessions will **not be recorded**, but most slide decks will be posted prior to class:

<https://medschool.ucla.edu/research/researcher-resources/administrative-support/department-medicine-office-research-administration/fund-management-training>.

A reoccurring Zoom Outlook meeting invitation will be sent to you once your registration has been processed. **Feel free to delete the individual calendar invitations for classes which you are not registered.** Keep in mind you will only be admitted into your registered classes.

COST:

\$30/person/session*

\$870 for all 29 sessions (including labs)**

Please cancel at least 24 hours in advance of each class. **If you do not cancel in a timely manner, you will be charged regardless of attendance. Please send cancellation requests to DOMTraining@mednet.ucla.edu.

*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.**

