



DOM Research Administrator's Meeting

APRIL 20, 2023

Topics Covered



- ▶ Announcements: Strategic Planning Initiative, New Mandatory Training, 2023 UC Moves
- ▶ UCPath Updates & Mandatory NDA | Fee Remissions
- ▶ Ascend 2.0, DG Inform & FPM
- ▶ Effort Reports
- ▶ Compliance
- ▶ New Campus Indirect Cost/F&A Rates
- ▶ Pre-Award

DOM Strategic Planning Initiative

- ▶ Will guide DOM's future direction over the next 5 years.
- ▶ As part of the planning, DOM is seeking input through a brief 10 minute, anonymous survey from the DOM community!
- ▶ Complete the survey [here](#) by Friday, April 28th @ 5 pm.

DOM ORA Portfolio Analysis



- ▶ Expect to receive an email requesting feedback about your assigned FAUs and research teams
- ▶ Questions are designed to gauge the complexity of portfolio assignments, to better help leadership ensure future assignments will be distributed equitably
- ▶ Responses will be maintained confidentially!

New Mandatory Training

- ▶ **UC Abusive Conduct in the Workplace** training required for all employees
- ▶ University's commitment to promoting and maintaining a healthy working and learning environment in which every individual is treated with respect
- ▶ 20 minute e-course available on the [UC Learning Center](#)
- ▶ Assigned 03/15/23 & must be completed within 90 days of assignment

2023 UC Moves Challenge!

- ▶ UCLA/UCLA Health systemwide movement and activity challenge using the Summertime app
- ▶ Participants will be entered into weekly random drawings to win raffle prizes, including Fitbits & beach/relaxation kits
- ▶ Register [here](#), get moving, and log activity May 1-28!
 - ▶ Connect your favorite tracker or manually enter activity
- ▶ Join the DOM team “UCLA DOMinators!” and walk your way to heathy & happy May! 😊





UCPath

UCPath Updates



▶ Lived Name

- ▶ Compliance with [UC Gender Recognition and Lived Name Policy](#)

- ▶ UCPath will display an employee's lived name on all UCPath pages except those where legal name is required by law or legitimate business need.

▶ Improved Navigation

- ▶ Administrative-view interface changes & additional searching functionality

UCPath NDA Requirement



- ▶ UCPath Center recently modified security roles, allowing users to access additional UCPath pages.
- ▶ Given the sensitive nature of the data captured on these pages extending to lived and legal names, all employees with UCPath access must sign a [DocuSign non-disclosure agreement \(NDA\)](#).
- ▶ Additional information can be found [here](#).
- ▶ If you haven't already provided the DocuSigned NDA to your MSO, please do so ASAP.

GoGrad Awards/Fee Remissions

- ▶ The “ANNUAL REMINDER” from DOM ORA was sent to all DOM Research Administrators on March 17, 2023
 - ▶ Confirm with your Faculty which fellows (Undergrad, Graduate, Postgrad) will continue or be added to their labs for the upcoming Academic Year 2023-2024
 - ▶ Semesterly Academic Year runs June-May
 - ▶ Fall Tuition is due in June! Awards must be entered ASAP to be approved on time
 - ▶ Quarterly Academic Year runs July-June. Priority deadlines:

Other Departmental Funding	TERM	Priority Submission Deadline
*Online Remission Benefits/Online Fellowship Award Transmittal	FALL 2023	Friday, August 4, 2023
	WINTER 2024	Friday, November 17, 2023
	SPRING 2024	Friday, February 23, 2024

- ▶ Sign up for [training](#) if guidance is needed!

Ascend 2.0

Ascend 2.0 Updates

- ▶ Next Town Hall is Monday, May 8th @ 2 – 3 pm
- ▶ Registration [link](#)
- ▶ Topics to be covered:
 - ▶ Efforts around **mapping the Full Accounting Unit to the new Chart of Accounts**
 - ▶ Oracle's **Research-specific Project Portfolio Management subledger**
 - ▶ Achievements and next steps related to **BruinBuy Plus**, UCLA's new Procure-to-Pay solution

Ascend 2.0 Updates

- ▶ All sponsored C&G costs will begin in the Project Portfolio Management (PPM) subledger. Detailed individual transactions will be recorded using POETAF (future state FAU).

The diagram below outlines how each segment of the POETAF will be determined.

PPM	Project Number	Organization	Expenditure Type	Task	Award	Funding Source
	<p>A unique combination of Account, Cost Center, and Fund values in FAU will have one unique project. Project Number (8 digits) will be assigned in a sequential order by system.</p>	<p>Organization value is derived from Financial Unit values that have been confirmed through CoA mapping.</p>	<p>Expenditure Type value is derived from Object Code value in FAU.</p>	<p>Task has one to one relationship with Project. Task value is derived from Project Number value. No connection to any segment in FAU.</p>	<p>Award is set up in PPM for each unique sponsored award. Award value is derived from Fund Number in FAU and award information in PATS. For single fund number, one fund in FAU will be one award in PPM.</p>	<p>Funding Source values indicate if it is from sponsor, UCLA (cost sharing), Program income, or other source (e.g., STIP). Funding source values will be derived by Fund Group codes and account numbers in FS except for cost sharing. Separate effort will be planned to gather the cost sharing data.</p>

 Campus is involved in mapping

 Program team will derive values from FAU values and related attributes

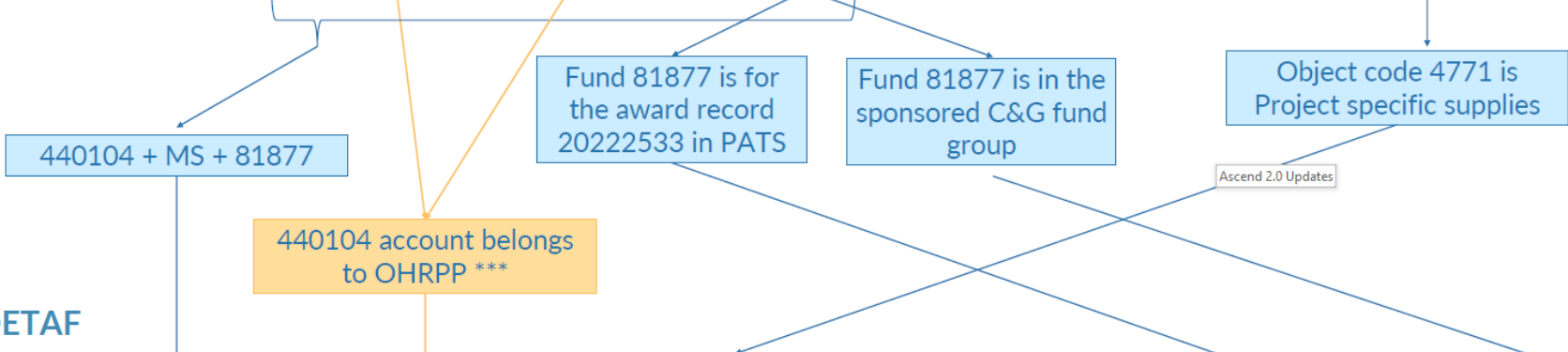
Ascend 2.0 Updates

- ▶ FAU will transform into POETAF --> Chart of Accounts (COA)

FAU

Example: FAU to POETAF

Location	Account	CC	Fund	Project	Sub	Object	Source
4	440104	MS	81877		03	4771	



POETAF

Project Number	Organization	Expenditure Type	Task	Award	Funding Source
A0000053	OHRPP	Office supplies for direct use for the project	A0000053	20222533	External sponsor

***A combination of Financial unit and Entity from CoA mapping will be used for Organization

Ascend 2.0 Updates

- ▶ Web-based mapping tool will be created & accessible to all to review/look up conversion of FAU/POETAF/CoA

FAU

Example: POETAF to CoA


Location	Account	CC	Fund	Project	Sub	Object	Source
4	440104	MS	81877		03	4771	

POETAF

Project Number	Organization	Expenditure Type	Task	Award	Funding Source
A0000053	OHRPP	Supplies - for Project	A0000053	20222533	External sponsor

CoA

Entity	Financial Unit	Account	Fund	Transaction Class ***	Program	Portfolio	Flex	Activity	Inter-company
UCLA Campus	OHRPP	Expenses - Supplies	C&G Funds	Research ***		A0000053	N/A	N/A	

 Campus is involved in mapping

 Program team will derive values from FAU/POETAF values

*** Transaction Class:
Account 440104 in FAU
means research

Note: Approach to POETAF mapping is still being finalized and is subject to change.

Ascend 2.0 Updates

- ▶ **Issue:** Project & Source Codes – POETAF will not have today's dept's discretionary/user entered text fields
 - ▶ Workgroup is reviewing business scenarios & case uses to identify solutions in Oracle
 - ▶ Will share the solutions with the Research Advisory Committee for feedback
 - ▶ Solutions will be communicated at Summer 2023 RAF
- ▶ **Feedback Request:** Object Codes > Expenditure Types – Campus is looking to streamline list to 189 types (from 840!)
 - ▶ Do you see any that is too general/unclear or missing?
- ▶ Reporting Subcommittee

DG Inform & FPM Updates



- ▶ **DG Inform Enhancement:** Ability to include “Internal Fund Title” in Salary by Month reports when running all PI’s accounts/cost centers
- ▶ **FPM Fix:** Previous to mid-April 2023, FPM was not pulling in brand new funds #s (usually in the 8xxxx fund block) into FPM chart of accounts. After programming fix, new funds will be added on a daily basis.

Effort Reports

Effort Reports

ERS STATISTICS 4/19/2023

Dept Code	Division Name	Total # ERS Reports	All Open	Percent Open	Open Overdue	Percent Open that are Overdue
1553	Cardiology	6,802	80	1.18%	80	100.0%
1554	Dermatology	1,375	4	0.29%	4	100.0%
1555	Endocrinology	1,569	64	4.08%	64	100.0%
1556	Digestive Diseases	4,956	31	0.63%	31	100.0%
1557	GIM & HSR	6,051	135	2.23%	135	100.0%
1558	Geriatrics	3,719	8	0.22%	8	100.0%
1559	Hematology/Oncology	5,012	20	0.40%	20	100.0%
1560	Infectious Diseases	3,034	55	1.81%	55	100.0%
1561	Nephrology	1,017	13	1.28%	13	100.0%
1562	Pulmonary	3,533	72	2.04%	72	100.0%
1563	Rheumatology	1,375	10	0.73%	10	100.0%
1564	Wadsworth VA	1,869	24	1.28%	24	100.0%
1565	Administration	159	0	0.00%	0	0.0%
1566	CIA	208	0	0.00%	0	0.0%
1567	San Fernando VA	583	0	0.00%	0	0.0%
1568	CARE Center	1,857	61	3.28%	61	100.0%
1569	Clinical Epi	1,013	107	10.56%	107	100.0%
1570	Clinical Nutrition	421	1	0.24%	1	100.0%
1574	NanoMedicine	542	0	0.00%	0	0.0%

Effort Reports

- ▶ Final push to 100% certification except for those that are truly UCPath defects in which there are no workarounds
 - ▶ Review EFM's list of workarounds/solutions for many of the previously "Under Prelim Review" ERS
- ▶ H&T:
 - ▶ Reach out to Tsegaye Teshome if you need ERS assistance/guidance.
 - ▶ If there is no solution/additional assistance is required, reach out to [ERS Help Desk](#) and **FOLLOW UP** regularly.

Effort Reports

- ▶ Next batch of ERS reports will be released late April 2023

Reporting period	Non-Academics and 11/12 Academics	9/12 Academics
Fall 2022	October 2022 – December 2022	July 2022 – October 2022
Winter 2023	January 2023 – March 2023	November 2022 – February 2023

- ▶ Certification **due date: July 2023**
- ▶ ERS will be down Friday 04/21/23 @ 5 pm through Monday 04/24/23 in preparation for release
- ▶ ERS will pick up earnings through March 2023
 - ▶ Future: earnings (i.e. DRs) will take place monthly thereafter
- ▶ ERS impacted by key UCPath defects will be flagged as “Under Prelim Review” with associated comment.

Compliance



Financial Statement Audit

► DOM Completed an Audit of Financial Statements for the Month of January 2023

Division Name	Total FAUs	% of Total Statements	Total Ran-Compliant	Total Ran Non-Compliant	Total Missing	Total Ran	Score
Cardiology - 1553	467	12%	377	31	59	87%	81%
Dermatology - 1554	91	2%	79	0	12	87%	87%
Endocrinology - 1555	121	3%	109	0	12	90%	90%
Digestive Diseases - 1556	271	7%	213	44	14	95%	79%
General Internal Medicine - 1557	464	12%	365	3	96	79%	79%
Geriatrics - 1558	159	4%	102	24	33	79%	64%
Hematology/Oncology - 1559	1299	32%	393	756	150	88%	30%
Infectious Disease - 1560	229	6%	195	5	29	87%	85%
Nephrology - 1561	103	3%	75	5	23	78%	73%
Pulmonary - 1562	343	9%	100	184	59	83%	29%
Rheumatology - 1563	119	3%	0	109	10	92%	0%
Clinical Immunology and Allergy - 1566	9	0%	0	5	4	56%	0%
CARE (AIDS) Center - 1568	130	3%	80	27	23	82%	62%
Clinical Epidemiology and Preventive Medicine - 1569	17	0%	17	0	0	100%	100%
Clinical Nutrition - 1570	33	1%	28	2	3	91%	85%
VA Sepulveda - 1564	157	4%	87	35	35	78%	55%
VA Wadsworth - 1567	20	0%	16	0	4	80%	80%

Financial Statement Audit

► **Demo!**

<https://uclahs.sharepoint.com/sites/DOMFundManagers/FinancialStatements/>

Closeout Reports

▶ *Red Flags:*

- ▶ DOM Currently has 376 Closeout Packet Deliverables **Overdue** in PAMS

**Reminder: COP is complete when approved by all required reviewers*

- ▶ 84 are COPs to Home Department/PI
 - ▶ 15 have not been started. This will prevent the Home Department from preparing and submitting their COP to EFM. Oldest out of compliance Oct 2022.
- ▶ 292 are COPs to EFM
 - ▶ **221** are significantly overdue - these also appear on the Delinquent Expired Funds report (*we have missed the final financial deadline*)
 - ▶ *136 of these have not been started and have no documentation in PAMS. Oldest out of compliance Oct 2011*
 - ▶ Remaining 71 will appear on the next Expired Funds report if not addressed immediately

Expedited Closeout



- ▶ Deadline for Expedited Close has passed!
 - ▶ Kayla is currently reviewing funds that requested expedited close with Dean's Office and EFM to confirm they are approved for expedited close.
 - ▶ Fund Managers will be contacted if any funds will be kicked back for regular close and provided the reason for denial.
 - ▶ Any funds that did not request Expedited Close by 3/15/2023, or have been denied due to failure to reconcile must move forward with regular close. You will be provided a hard deadline to complete PAMS closeout via email when your fund is reviewed.

Billing & Accounts Receivable

▶ Report will be posted on a quarterly basis in O drive

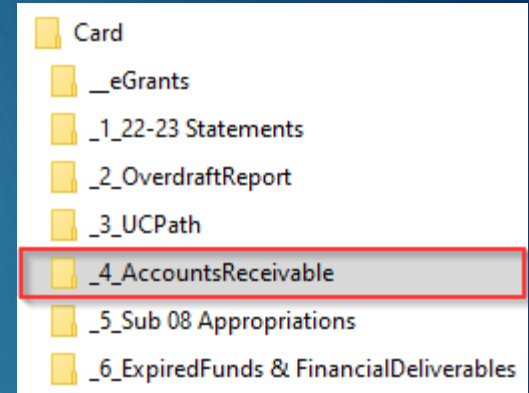
▶ Due last business day of the quarter

▶ January 2023 due March 31, 2023

▶ **April 2023 due June 30, 2023**

▶ July 2023 due September 29, 2023

▶ October 2023 due December 29, 2023

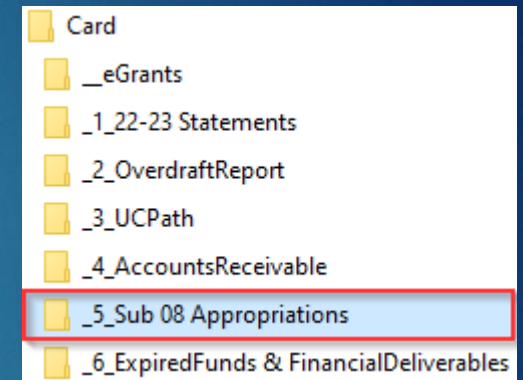


▶ Report can be pulled at any time by FM from PAMS

▶ Accounts Receivable > AR Aging Summary and/or AR Aging Detail

Sub 08 Appropriation

- ▶ Report will be posted on a quarterly basis in O drive
 - ▶ Due last business day of the quarter
 - ▶ January 2023 due March 31, 2023
 - ▶ **April 2023 due June 30, 2023**
 - ▶ July 2023 due September 29, 2023
 - ▶ October 2023 due December 29, 2023
- ▶ Report is not working properly and Dean's Office is working on fix



Subaward H&I Invoices H&Ts

- ▶ PI's signature on invoice
 - ▶ Place somewhere easy to locate
 - ▶ Add a line with name/title so there is no question who's signature it is
 - ▶ Don't forget keep invoice certification form in shared drive file! No need to forward invoice certification to A/P. This is above & beyond/separate from the PI signature on invoice.
- ▶ Do Receiving (see next slide)
- ▶ Upload into Invoice Submission Portal & follow-up until expense hit the general ledger!

Subaward H&I Invoices H&Ts

► Receiving

- Add sufficient details in BruinBuy Receiving comments, i.e. invoice #, invoice date, period of performance, split receiving (line 1 of 2, line 2 of 2)
- Add receiving information to subaward invoice. Highlight!
- Add receiving information in the invoice submission portal comments field.

Receiving Receiving Items History Receiving Items

Submit Cancel

PO Number 1557GYB78200	VCK Number 263565005	Vendor Name THE BRIGHAM AND WOMENS HOSPITAL INC
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Start from line: Go

Displaying: 1-5 / 5

Line #	Type	Quantity Receive/Return	Quantity Remaining	Quantity Ordered	Unit	Amount Receive/Return	Amount Remaining	Amount Ordered	Rec Date	Status	Actions
1						0.00	\$0.00	\$23,902.00	04/17/2023	Open	
		Description		Supplier Part Num	Unit Price	Rec Document	Rec UOM	Comments			
		SUBAWARD FOR THE PROJECT TITLED: "THE IMPACT OF SURGEON			.00						
3						0.00	\$1.00	\$1.00	04/17/2023	Open	

Receiving History Receiving Items History Receiving Items

Close

PO Number: 1553GZE17100
VCK Number: 006238004
Vendor Name: UNIVERSITY OF WASHINGTON

Displaying: 1-9 / 9

Line Num	Seq Num	Rec Date	Type	Quantity/Amount Receive/Return	Quantity/Amount Remaining	Rec UOM	Rec Document	Comments
1	1	7/29/2022	Received	\$3,153.84	\$21,846.16			INV#GCX429052_DATED 7/11/22_2/11/22-6/30/22
1	2	8/19/2022	Received	\$10,810.22	\$11,035.94			INV#GCX431052_DATED 8/10/22_7/1/22-7/31/22
1	3	9/20/2022	Received	\$7,693.24	\$3,342.70			INV#GCX433007_DATED 9/9/22_8/1/22-8/31/22
1	4	10/13/2022	Received	\$3,342.70	\$0.00			INV#GCX434918_DATED 10/11/22_9/1/22-9/30/22 PART 1 OF 2
2	1	10/13/2022	Received	\$5,718.40	\$83,116.60			INV#GCX434918_DATED 10/11/22_9/1/22-9/30/22 PART 2 OF 2
2	2	11/16/2022	Received	\$26,380.48	\$56,736.12			INV#GCX436553_DATED 11/9/22_10/1/22-10/31/22



New F&A Rate

EFFECTIVE JULY 1, 2023

New F&A (Indirect Cost) Rate

▶ New indirect cost rates effective

▶ **07/01/23** = 57%

▶ 07/01/24 = 57.5%

▶ Current F&A Rate Agreement: Dated 03/28/23

Sponsored Activity	Effective Period		
	FY 2020 - 2023 <i>(July 1, 2019 to June 30, 2023)</i>	FY 2024 <i>(July 1, 2023 to June 30, 2024)</i>	FY 2025 <i>(July 1, 2024 to June 30, 2025*)</i>
Organized Research	56%	57%	57.5%
Other Sponsored Activities	38%	39%	39%
Instruction	40%	42%	42%
Off-Campus (all functions)	26%	26%	26%
Intergovernmental Personnel Agreement (IPA)	8%	8%	8%

*From July 1, 2025 until amended, use FY 2025 rates.

New F&A (Indirect Cost) Rate

- ▶ **Pre-Award:** Calculation of new rates into budgets
 - ▶ Any F&A rate splits will only effect Year 1 of the budget. Following years will be 57.5%
 - ▶ Exclusions
 - ▶ Across budget periods: split rates in budgets into 2 lines
 - ▶ Live example

G. Direct Costs

Total Direct Costs (A thru F) \$ 100,629.00

H. Indirect Costs

Indirect Cost Type	Indirect Cost Rate (%)	Indirect Cost Base (\$)	Funds Requested (\$)
Research on Campus	57.00	25,157.00	14,339.00
Research on Campus	57.50	75,472.00	43,396.00

New F&A (Indirect Cost) Rate

▶ **Post-Award:**

- ▶ Calculation of new rates into existing ongoing awards AND newly awarded projects with the old 56% F&A rate budgeted
- ▶ How EFM & OCGA will handle

Pre-Award

NIH - June 5th Deadline

Activity Codes	Program Description	Cycle I Due Date	Cycle II Due Date	Cycle III Due Date
R01 <i>new</i>	Research Grants	February 5	June 5	October 5

- ▶ Reminder: NIH applications for **June 5th deadline**. Please make sure to check with your PIs for any upcoming proposals
- ▶ For applications with Direct Costs (incl. Subaward F&A) <\$500k, inform DOM DRA through [DOM DRA Proposal Intake Form](#)

EPASS Training Takeaways

- ▶ **Authentication Plan:** If provided, EPASS #6 question below is usually marked “Yes”, but it may depend case to case. Confirm with PI for whether IBC Approval would be required (in which answer would be “Yes”).

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Human or primate cells, tissue, or fluids; recombinant or synthetic nucleic acids; potentially infectious materials; exotic plants or plant pathogens; select agents or toxins? For more information, see IBC website .
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- ▶ **K Series Applications:** Mentors and Co-mentors’ eDGE Disclosure Date required

First Name	M.I.	Last Name	Email Address	eDGE Disclosure Date
Mentor First Name		Mentor Last Name	mentor@mednet.ucla.edu	04/20/2023
Co-Mentor First Name		Co-Mentor Last Name	co-mentor@mednet.ucla.edu	04/20/2023

New FY 23-24 CBR Rates



- ▶ New FY23-24 CBR rates have been posted on the [BFS website](#). The VLA rates for FY23-24 has not been confirmed as yet and will be updated closer to the end of June 2023.
- ▶ Please use the new CBR rates for outgoing proposals effective immediately

https://medschool.ucla.edu/sites/g/files/oketem306/files/media/documents/DOMORA_Resources_Composite-Benefit-Rates.pdf