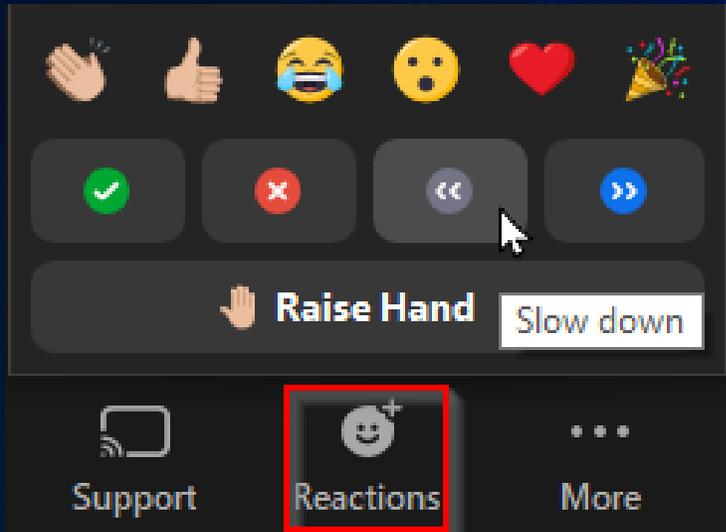


This session will *not* be recorded, but this PowerPoint can found

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

Award Set-Up

UCLA DEPARTMENT OF MEDICINE
OFFICE OF RESEARCH ADMINISTRATION
ZOOM TRAINING



Your thoughts matter! Share them!

PLEASE FEEL ENCOURAGED TO UNMUTE YOURSELVES (PREFERRED!) TO ASK QUESTIONS AND/OR PARTICIPATE IN THE DISCUSSIONS, USE THE CHAT FEATURE, OR EMOTE UNDER THE REACTIONS ICON ON THE BOTTOM OF YOUR ZOOM SCREEN TO ENHANCE YOUR LEARNING EXPERIENCE. 😊

What is Award Set-Up?

- The official start of the post-award phase
- Various steps necessary to properly set up a project once the award has been fully executed by a UCLA Central Office such as OCGA
- Otherwise known as: fund or project set up, new award/fund/account
- “What do I do after a proposal has been chosen for funding?”
- *Discussion Point (KC#1)*: What are the various types of funding?
 - Do all types of funding require “award set-up”??

Knowledge Check #1



How to tell if a project is being funded?

- NIH: Official Just-in-Time (JIT) request
- Notification received from Sponsor (to PI or Central Office)
- New Award Snapshot created by UCLA Central Office (OCGA)
- Transfer of funds (TOF) processed
- New fund number shows up in FPM/web report list of funds

NIH Just-in-Time (JIT) Request (Class #18)

- Procedure that allows certain elements of an application to be submitted later in the application process; **after review when the application is under consideration for funding.**
- JIT request is made via email to the PI & OCGA.
- Difference between Generic & Official JIT request

Notifications from Sponsor and/or OCGA

- Sponsor award letters/emails, i.e. notice of award (NOA)
 - Often times these notifications go **directly to PI/OCGA**
 - NIH: [eRA Commons Quick Queries](#) – UCLA = 577505
 - *Hint & Tip: Bookmark above link & include "577505" in bookmark title so you'll always remember UCLA's IPF #*
 - *Hint & Tip: Ask PI to provide you with "Status" access to their eRA Commons profile to have direct access to NOAs*
- UCLA Award Snapshot email from OCGA (see next slide)

eRA Electronic Research Administration
A program of the National Institutes of Health

Welcome to Commons Quick Queries

To get started, please select a query from the available queries below.

- [Grants Pending Closeout](#)
- [Progress Report Search by IPF number](#)
- [IPF Number Search](#)
- [Issued Notice of \(Grant\) Award](#)

Issued Notice of (Grant) Award

Search for the awards made to your organization over a selected time period (need IPF).
Report will list all NoAs issued over the last number of days selected.
For more information, visit the [Notice of Award Query](#) page

NoA Issued by IPF Number

* Required Information

IPF Number *

Number of days

Notifications from Sponsor and/or OCGA

- Award Snapshot emails from OCGA will be sent to the PI and person noted on the EPASS.
- Email #1: Notification of Award Transaction In Process
- Email #2: Notification of Award Action
- Snapshot includes the Sponsor's official Notice of Award (NOA).

Department or Organized Research Unit (ORU) [EPASS Instructions](#)

PI: DEB, ARJUN

[Investigators](#) **Department** [Proposal](#) [Types](#) [Sponsor](#) [Checklist](#) [Forms](#) [Funds](#) [Attachments](#) [Review](#) [Log](#)

Will this proposal be submitted by a Departmental Research Associate (DRA)?
 Yes No

Is this EPASS being created for an award that has already been received? **Do not mark 'Yes' if this proposal requires a submission to the sponsor.**
 Yes No

Administering Department MEDICINE-CARDIOLOGY (1553) **Recharge ID** YMNQ

Account Number 441357 **Cost Center** AD

[+ Add Account Number/Cost Center](#)

Who can Central Administration contact with questions about this proposal and/or the resulting award?
RUJANURUKS, CATHERINE YEE

Contact Work Phone Number 3102066287 **Contact Email** CRUJANURUKS@MEDNET.UCLA.EDI

Departmental Pre-Award Email **Departmental Post-Award Email** closing@mednet.ucla.edu

Note: If these email addresses need to be updated, please ask your [EPASS Admin](#) to contact EPASSHelp@research.ucla.edu

Have the services of any campus center or ORU been used in the development of this Proposal? If Yes, select:
Not Applicable

If Other Center/Institute is selected, please specify name, or if multiple Center(s)/Institute(s), please add additional selection(s) here:

Preparer RUJANURUKS, CATHERINE YEE

Transfer of Funds (TOF) PAN Notification

- Example of new award TOF processed by ORDM

Prepared By: WONG, ANNA	Effective Date: 01/13/2021	Type Entry 14	Wip No: 2701096						
Phone: 3107946765	Trans No: 070551	Dept: 4 -3092 -OFFICE OF RESEARCH DATA MANAGEMENT							
Explanation: PATS #: 20204605 SPONSOR: NIH-NHLBI NATIONAL HEART, LUNG AND BLOOD INSTITUTE PI: DEB, ARJUN AWARD: 1R01HL152176-01A1 ACTION TYPE: NEW BUDGET PERIOD: 12/20/2020 - 11/30/2021 F&A RATE: 56.0 % MTDC AMOUNT: \$632,655									
Loc	Account	CC	Fund	Project	Sub	Source	Description	Temp Debit	Temp Credit
4	229000		31569		20		APPROPRIATE FUNDS	632,655.00	
4	441357	AD	31569		08		APPROPRIATE FUNDS		436,096.00
4	441357	AD	31569		9H		APPROPRIATE FUNDS		196,559.00
Total								632,655.00	632,655.00

- Example of linked Investigator TOF processed by another Department

Prepared By: RUJANURUKS, C. Y.	Effective Date: 01/13/2021	Type Entry 14	Wip No: 2701251						
Phone: 3102066287	Trans No: 070600	Dept: 4 -1565 -MEDICINE-DEPT ADMINISTRATION							
Explanation: AD/JL/31569 TRANSFERRING YR. 1 FUNDS TO THE MED-CARDIOLOGY FOR DR. LUSIS'S (CO-I) PORTION OF BUDGET @ 10% EFF \$19,730 SAL + \$7,379 BEN @ 37.4% + TBN POSTDOC @ 25% \$13,365 + \$2,245 @16.8% CBR + \$185 TIF @ \$43.96 + SUPPLIES \$37,596 = \$80,500 TDC + \$45,080 @ 56% IDC = \$125,580 TC. ANY OVERDRAFT AT THE END OF THE BUDGET PERIOD IS THE RESPONSIBILITY OF THE RECEIVING DEPARTMENT. PI: ARJUN DEB AGENCY: NIH/NHLBI AWARD #: R01 HL152176 BUDGET PER: 12/20/20-11/30/21 PROJ PER: 12/20/20-11/30/24 TITLE: ROLE OF GPNMB IN CARDIAC REMODELING									
Loc	Account	CC	Fund	Project	Sub	Source	Description	Temp Debit	Temp Credit
4	441357	AD	31569		00		TO: 441357-JL 00 Y1	33,095.00	
4	441357	JL	31569		00		FR: 441357-AD 00 Y1		33,095.00
4	441357	AD	31569		03		TO: 441357-JL 03 Y1	37,781.00	
4	441357	JL	31569		03		FR: 441356-AD 03 Y1		37,781.00
4	441357	AD	31569		06		TO: 441357-JL 06 Y1	9,624.00	
4	441357	JL	31569		06		FR: 441356-AD 06 Y1		9,624.00
4	441357	AD	31569		9H		TO: 441357-JL 9H Y1	45,080.00	
4	441357	JL	31569		9H		FR: 441357-AD 9H Y1		45,080.00
Total								125,580.00	125,580.00

Transfer of Funds (TOF) PAN Notification

- You can look up TOFs in the PAN selection module at any time

The image displays two screenshots from the UCLA financial system. The left screenshot shows the 'FINANCIAL SYSTEM REPORTS' and 'APPLICATIONS' navigation menus. In the 'APPLICATIONS' menu, 'PAN - Post Authorization Notification' is highlighted with a red box, and a red arrow points from this menu item to the right screenshot. The right screenshot shows the 'UCLA Post Authorization Notification Selection' module. At the top, it displays 'Userid: BICYR', 'Date: 02/16/23', and 'Time: 10:38:29'. Below this is the 'Post Authorization Notification Selection' header. The main area contains radio buttons for 'Current Date', 'Last 7 Days', 'One Month' (selected), 'From Current', and 'From Archive'. The 'From Current' section has dropdowns for month (November), day (16), and year (2022), and a 'To' section with dropdowns for month (February), day (16), and year (2023). The 'From Archive' section has dropdowns for month (September), day (30), and year (2020), and a 'To' section with dropdowns for month (December), day (31), and year (2020). Below these are fields for 'Preparer User ID' and 'Reviewer User ID', each with a 'DIRECTORY' button. A 'DocType' dropdown is set to 'Transfer Of Funds', with 'Doc ID' and 'Subject' fields to its right. A 'Use Only' section has radio buttons for 'All Employees/Actions' (selected), 'Employee ID', and 'Action Codes'. The 'Action Codes' dropdown lists: 01 - New Hire, 02 - Rehire, 06 - Separation, and 07 - Leave with pay. At the bottom, a 'For Other Application Use Only' section contains fields for Org, Div, SubDiv, Dept (1553), FAU:Loc, Account, Cost Center, Fund, Project, Sub, Object, and Amount.

New Fund Number in Financial System



- DGSOM's Financial Projection Module (FPM) via Jump Server
- How to add new Internal PI to drop down list

Financial Projection Module - Main Menu - Catherine Y. Rujanuruk - [Chart of Accounts]

Income & Expense | Chart of Accounts | Overall Reports | Utilities | Fiscal Year: 2018-19

Chart of Accounts | 1198XX Funds |

Department: 1553 - M/CARDIOLOGY | Sub Div: | Fund Group: Agency Funds | Account: | CC: | Fund: | Internal PI: |

Outside Linked Accounts: | 0 Balance: | Expired: | ARRA: | Rchg ID: | Fund Manager: | Abbrev: | Sub:

Search | Clear | To Excel | Batch

Account	CC	Fund	Fund End	Project End	Dept Acct Owner	Balance	Rchg ID	Sub	Exp
401357	XT		12/31/9999		1553 - MEDICINE-CARDIOLOG	1,531.41		03	

Internal PI: | Add New... | Fund Title: VAR DNRS/SCHOLARSHPS- | Internal Fund Title: UNRESTRICTED GIFT | Fund Group: Gifts

Fund Manager: Catherine Y. Rujanuruk | Acct Owner Comments: Unrestricted acct for misc exp | Fund Owner Comments: | F/A Rate: 0.00% | ARRA: Show

Account	CC	Fu	Internal Fund Title	Balance	Rchg ID	Internal PI Name	Fund Owner	Fund Mgr	Expired	Shc
441357	XT		MOUSE REDERIVATION	1,211.19	CA02		1400 - DEANS OFFICE-S	Catherine Y. R	No	No
441357	XT		REZK-HANNA TRDRP Y1 of 2	18,046.47			NONE	Catherine Y. R	No	No
441357	XT		MIDDLEKAUFF TRDRP Y2 of 3	76,081.12			NONE	Catherine Y. R	No	No
441357	X2		ARAUJO MOUSE TRDRP Y2 OF	4,420.10	JU71		NONE	Catherine Y. R	No	No
401357	XT		TRDRP STUDENT RESEARCH S	4,024.75			NONE	Catherine Y. R	No	No
401357	X2		TRDRP CHDS SUPP (JOCELYN)	(15,594.21)			NONE	Catherine Y. R	No	No
781357	X2		TRDRP CHDS SUPP (JOCELYN)	5,000.00			NONE	Catherine Y. R	No	No
441357	XT		R01 MICROBIOTA Y3 of 5	170,408.07	BEVF		1553 - MEDICINE-CARDI	Catherine Y. R	No	No
441357	X2		R01 MICROBIOTA SUPPLEMEN	50,104.06			1553 - MEDICINE-CARDI	Catherine Y. R	No	No
441357	XT		REZK-HANNA R21 Y2 of 2	10,159.83	TGOP		1900 - SCHOOL OF NUR	Catherine Y. R	No	No
441357	XT		TETRADIS R01 Y1 of 5	5,659.30			1350 - DENTISTRY	Catherine Y. R	No	No
441357	XT		REZK-HANNA R01 Y1 of 3	30,454.20			1900 - SCHOOL OF NUR	Catherine Y. R	No	No

17 records

- Campus's Online Financial Systems

MENU | HELP | QUESTIONS | SUGGESTIONS

UCLA

FINANCIAL SYSTEMS NEWS AND INFORMATION

- [Financial Systems Report Descriptions](#)
- [A new feature - follow our changes to the system](#)
- [New Excel Download Instructions](#)

Financial Systems

- Summary
- Detail
- Tables

Payroll

CG Reports

PAC / BruinBuy

DACSS

- ▶ [Campus Organizational Hierarchy](#)
By [Hierarchal](#), [Org](#)
- ▶ [Table of Accounts](#)
By Department
- ▶ [Table of Funds](#)
By Department
- ▶ [Sub-Object Code Listing](#)
- ▶ [Funds with Invalid Awards](#) **NEW**
- ▶ [PI Listing](#) **NEW**
- ▶ [Recharge ID by Department](#)
- ▶ [Service Table](#)
- ▶ [GAEL Redirect FAU Report](#)
By [Org](#), [Dept](#)
- ▶ [Suspense Redirect](#)

Knowledge Check #2

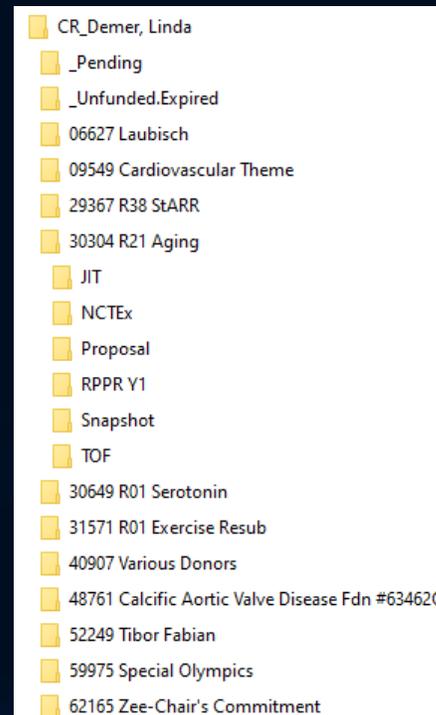


General Order of Steps to Set-Up New Award

- 1) Create shared drive folder for new award under PI's folder
 - 2) Review/Save Snapshot/Notice of Award (NOA)
 - 3) Enter due dates to calendar
 - 4) Review/Save TOF
 - 5) Compare proposal budget, NOA & TOF
 - 6) Update internal Excel budget*
 - 7) Notify PI & obtain approvals
 - 8) Update PI's Other Support
 - 9) Transfer funds (TOF)
 - 10) Create recharge ID*
 - 11) Set-up subawards*
 - 12) Update FPM
 - 13) Add to account list
 - 14) Funding entry update & direct retros in UCPath
 - 15) Create financial statement batch & add payroll projection in FPM
- ***Checklist*** * If applicable

Create shared drive folder for new award under PI's folder

- Best practice is to save all files in an electronic shared drive to facilitate collaboration and cross coverage
 - List award subfolder under PI's named
 - Naming convention: Fund Number – Short Name, ex. 30304 – R21 Aging
- Subfolders examples:
 - Approvals* - Animal/Human Subject
 - Award Snapshot/Notice of Award (NOA)
 - Just-In-Time (JIT)*
 - Pre-Award/Proposal
 - Progress Reports (RPPR, for NIH)
 - Subawards*
 - Transfer of Funds (TOFs)
 - Other Folders as Needed



Hint & Tip: Recommend using consistent naming conventions for all folders, subfolders & documents

* if applicable

Knowledge Check #3

Discussion Point: Why those documents?

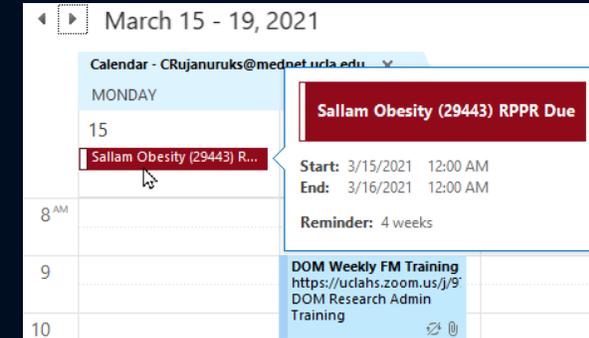


Review/ Save Award Snapshot

- Award Snapshot is Campus's standard template award summary
- Locate the Snapshot in the [ORA Online Resource Center](#) Post-Award tab
- The Sponsor's Notice of Award (NOA) is attached at the end of the Snapshot
- Compare Award Snapshot with NOA to ensure they both reflect identical information, i.e. dates, \$, etc.
 - If not, contact Central Office (i.e. OCGA) to revise Snapshot
- Read Sponsor's NOA carefully to familiarize yourself with terms & conditions, highlighting important/non-standard restrictions
- Print to PDF & save a copy of all Snapshots into shared drive

Enter due dates into Outlook calendar

- Set up calendar reminders for yourself for important dates
 - Technical/Financial Progress Report
 - No Cost Extensions and/or Renewals
 - Final Reports
- These dates can be found: Snapshot (Sec VI)/NOA/Sponsor guidelines
- Make sure you set alerts ~1 month prior to due dates to allow sufficient time to complete/submit on time



Section VI: Deliverables

As you prepare the required reporting/deliverable to the Sponsor for this project keep in mind that it may contain patentable information. The TDG Technology Transfer Officers are ready to meet or speak with you to discuss your pending work and you are encouraged to report potential inventions at any and all stages of your research. Invention disclosures can be submitted to <http://tdg.ucla.edu.submit-invention-report> and upon receipt TDG will be in touch with you to discuss your work. **Note that filing a technical report without consulting TDG may jeopardize UCLA's ability to secure a patent to protect your work.**

Non-Financial Deliverables:

Deliverable Category	Frequency	Type	Due Date	Status
Tech/Scientific	Annual	Progress Report	03/15/2019	Not Started
Tech/Scientific	Annual	Progress Report	03/15/2020	Not Started
Tech/Scientific	Annual	Progress Report	03/15/2021	Not Started
Tech/Scientific	Annual	Progress Report	03/15/2022	Not Started
Invention/Patent	One Time	Final	08/28/2023	Not Started
Tech/Scientific	One Time	Final	08/28/2023	Not Started

Financial Deliverables:

Deliverable Category	Frequency	Type	Due Date	Status
Financial Report	Once	Final	07/29/2023	Not Started

Knowledge Check #4



Review/ Save Transfer of Funds (TOF)

- Locate the TOF in the [Post-Audit Notification \(PAN\) system](#)
- Review TOF processed by Office of Research Data Management (ORDM) to ensure both direct (sub o8) & indirect (sub gH) amounts received match the NOA
- Print to PDF & save a copy of all TOFs into shared drive
- This helps easily track funds allocated *into* and transferred *out of* the fund



Compare \$ amounts: Proposal Budget, NOA & TOF

- Determine if NOA includes budget cuts by comparing with proposal budget
 - If so, were the cuts made “across the board”, i.e. 10% cut overall, or made to a specific category?
- Are the indirect/facilities & administrative (F&A) costs calculated correctly?
 - If not, you may need to process a TOF between DC/IDC, if allowed by Sponsor
- Save proposal budget in an easily locatable location on the shared drive, you will be accessing it a lot!



Update internal Excel budget, as needed

- **NEVER save over the original proposal budget**. If changes need to be made to the budget, create a new worksheet/workbook. Always keep original proposal budget intact for reference purposes!
- Reason you may need to update internal Excel budget: modular budgets, budget cut/funded below proposed amount
- Categories that may need to be updated: Archived/Old Rates
 - Salary Rate
 - Composite Benefit Rate (CBR)
 - Technology Infrastructure Fee (TIF) Rate
 - General, Auto, Employee & Liability Insurance (GAEL) Rate
 - Indirect/F&A Cost Rate
 - Budget cut categories

Notify PI award has been processed

- Always run the awarded budget by the PI to review & approve
- Notify the PI of any:
 - Budget cuts
 - Special restrictions or requirements
- Obtain PI's approval prior to:
 - Processing TOF to allocate funds between subs (see slide 24)
 - Updating UCPATH to add new grant FAU to funding distribution for PI and any lab staff
 - Transferring funds to a linked Co-I's account/cost center
 - Setting up any subawards

Update PI's Other Support

- Add new award to PI's Other Support (OS) document
 - Ask PI for goal since all other OS information can be found on the Snapshot & PI approved budget
 - *Best Practice:* Provide OS information to all Co-Is after proposal has been submitted and update after it has been funded.

Project/Proposal Title	Role of the extracellular matrix in regulating kidney fibrosis			
Major Goals	The goal of this proposal is to understand how the Col V in the extracellular matrix regulates kidney fibrosis.			
Status of Support	Pending			
Project Number	R01			
Name of PD/PI	Deb, Arjun			
Source of Support	NIH - National Institutes of Health			
Primary Place of Performance	University of California, Los Angeles			
Project/Proposal Support Start Date	9/1/2023			
Project/Proposal Support End Date	8/31/2028			
Total Project Award Amount (including Indirect Costs)	\$3,748,350			
Person Months Per Budget Period	Year	Cal	Acad	Sum
	2024	0.6	0	0
	2025	0.6	0	0
	2026	0.6	0	0
	2027	0.6	0	0
	2028	0.6	0	0

Transfer funds to appropriate subs & Co-Is

- Funds received by ORDМ are always processed into Sub o8 (unallocated) for direct costs (DC) and Sub 9H for indirect costs (IDC)
- It is the FM's responsibility to allocate funds via TOF processed within the Online Financial System
 - Use the Sponsor & PI approved budget to appropriately **allocate within PI's subs**
 - Contact the Co-I's FM to obtain Co-I's account/cost center to **transfer funds to linked PIs**
 - Make sure to ask your EFM accountant to link the Co-I's acct/cost center to your PI's fund by forwarding the transfer in the TOF system. This only needs to be requested once.
- *Hint & Tip:*
 - *Draft TOF using Summary by Sub*
 - *Double check TOF next business day to ensure expected results hit the ledger*

Knowledge Check #5



Create recharge ID

- Recharge IDs are a 4 digit alpha-numeric shorthand for a FAU
 - 1:1 relationship between FAU (4-441357-JB-23480-03) & assigned recharge ID (TV₁₃)
- Required by certain recharge units on campus in order to process payment
- Only set up if PI requires services from these specialized recharge units
 - If you are not sure whether a PI needs ones, ask!
 - Better to NOT set up, if can be avoided
 - Once recharge ID is set up, CANNOT be deleted/closed!
- Use [recharge ID self-service portal](#) to set up new ID

Set-up subawards (Classes #24-25)

* Subaward set up has changed with the roll out of BruinBuy Plus

- If a portion of the work will be taking place at another Institution, will need to set up a subaward*, aka consortium
- Can only set up subawards that have been approved by the Sponsor in the NOA

Section IV: Training Grant Approved Slots/Subawards Approved in the Award					
Budget Period	Undergraduate	Graduate	Post-Doc	Other	Subawardee
09/30/2018 - 08/31/2019	0	0	0	0	University of Southern California
09/01/2019 - 08/31/2020	N/A	N/A	N/A	N/A	University of Southern California
09/01/2020 - 08/31/2021	N/A	N/A	N/A	N/A	University of Southern California
09/01/2021 - 08/31/2022	N/A	N/A	N/A	N/A	University of Southern California
09/01/2022 - 08/31/2023	N/A	N/A	N/A	N/A	University of Southern California

SECTION IV – ES Special Terms and Conditions – 1R01ES029395-01

CONSORTIUM:

This award includes funds awarded for consortium activity with the following institutions:
 University of Southern California \$86,402 (\$52,365 Direct Costs + \$34,037 Facilities and Administrative costs)

Consortia are to be established and administered as described in the current NIH Grants Policy Statement (NIH GPS).

Update Financial Projection Module (FPM) (Class # 5)

- FPM is accessed via the DGSOM Jump Server
- Enter data such as:
 - Internal PI & Fund Title (aka “short” name – see next slide)
 - Fund Manager
 - Account Owner Comments – due dates, key personnel effort, restrictions, etc.
- In order to display FPM data in financial statements (summary by sub report), must run Excel statements in the Jump Server (cannot use desktop Excel)



Financial Projection Module - Main Menu - Catherine Y. Rujanuruks - [Chart of Accounts]

Income & Expense Chart of Accounts Overall Reports Utilities Fiscal Year: 2018-19

Chart of Accounts | 1198XX Funds |

Department: 1553 - M/CARDIOLOGY Sub Div: Fund Group: Agency Funds, C&G - Clinical Trials, C&G - Federal, C&G - Local, C&G - NIH Account: CC: Fund: Internal PI: Rchg ID: Fund Manager: None Assigned Abbrev: Sub: Search Clear To Excel Batch

Account	CC	Fund	Fund End	Project End	Dept Acct Owner	Balance	Rchg ID	Sub	Exp
441357	RA	23078	1/31/2023	1/31/2023	1553 - MEDICINE-CARDIOLOC	100,000.00			<input type="checkbox"/>

PI: ARDEHALI, REZA Internal PI: DA-ARMY W81XWH2110115 Fund Title: DA-ARMY W81XWH2110115 Internal Fund Title: DA-ARMY W81XWH2110115 Fund Group: C&G - Federal

Fund Manager: Acct Owner Comments: Fund Owner Comments: F/A Rate: 56.00% ARRA: Show:

Account	CC	Fu	Internal Fund Title	Balance	Rchg ID	Internal PI Name	Fund Owner	Fund Mgr	Expired	Show	PI Name	Fund Group	F&A Ra	Acct Own	ARRA	Comments
441357	RA	23078	DA-ARMY W81XWH2110115 AR	100,000.00			1553 - MEDICINE-CARDI		No	No	ARDEHALI, REZA	C&G - Federal	56.00	1553 - M/		

Add to **account list**

- If you keep an internal/personal account list, make sure to add this new funding source
- Some suggestions of important pieces of info you may want to include on the account list:

PI Name	Recharge ID
Fund Short Name	PATS #
FAU	Key Personnel % Efforts
Dates (budget/project dates, deliverables due)	Notes

- Notify Departmental BruinBuy Preparers/Purchasers and/or PI's lab manager(s) of new funding source/recharge ID, as needed
 - *Hint & Tip: Create a grant short name (agreed upon with PI), and provide to BruinBuy preparer and lab staff, so that short name can be used on the order forms*

Funding Entry Update in UCPath (Classes #7-9b Lab)

- Update funding within UCPath for all PI approved personnel within your Department so personnel start being paid on project
- Typically use budget period start date on Snapshot/NOA as the Funding Effective Date (staff) & Begin Date (faculty)
- Suggest updating MCOP funding using effort % (not % pay) for contract & grant funds so % effort reflected in payroll = budgeted effort = effort reporting system

Funding Distribution Worksheet

Date of Entry: 02/22/2021 Eff Seq: 0 Last Updated By: [REDACTED]

	Begin Date	End Date	Ern Cd	Combo Code	Location	Account/CC	FS Dept	Fund	Project	Sub Override	GL Bus Unit	OTC Indicator	UC Monthly Salary	Annual Rate	Total Allocated Amt	\$ Amt Firm?	Percent of Pay	Percent of Effort	Cap Type	Cap Rate (Annual)	Prorated Cap Rate (Annual)	Prorated Cap Rate (Monthly)
1	02/01/2021	06/30/2021		000044466	4	441357LD	1553				LAFIN		\$18,333.33	\$220,000.00	\$4,583.33		5.000000	5.000000				
2	02/01/2021	06/30/2021		000088175	4	441357LD	1553				LAFIN		\$18,333.33	\$220,000.00	\$12,456.25		13.588636	15.000000	HHS	\$199,300.00	\$199,300.00	\$16,608.33
3	02/01/2021	06/30/2021		000122726	4	441357LD	1553				LAFIN		\$18,333.33	\$220,000.00	\$37,368.75		40.765909	45.000000	HHS	\$199,300.00	\$199,300.00	\$16,608.33
4	02/01/2021	06/30/2021		000780871	4	441357TL	1553				LAFIN		\$18,333.33	\$220,000.00	\$4,583.33		5.000000	5.000000				
5	02/01/2021	06/30/2021		000819710	4	441357LD	1553				LAFIN		\$18,333.33	\$220,000.00	\$24,912.50		27.177273	30.000000	HHS	\$199,300.00	\$199,300.00	\$16,608.33

- Process any necessary direct retros (DRs)/salary cost transfers (SCT) to add funding for past pay periods
 - If using NIH's go-day pre-spending allowance, submit request to EFM to update UCPath start date

Create financial statement batch (Class #5 & 5b Lab)

- Create/Run all financial statements within the DGSOM Jump Server to include all FPM data
- In preparation for ledger closing after 1st month's end
 - Create/Save financial statement batch
 - Add manual payroll projections within FPM

What if my PI is the Co-I (linked PI)?

- Follow same steps as above except you may not have access to all requirement documents thus...
- Request copies of the following from the primary/home department FM
 - Final budget for your PI's portion
 - So you are aware of your PI's effort, can process the TOF & spend accordingly
 - Award Snapshot/NOA
 - So you are aware of the Sponsor's award terms & conditions and complete your PI's OS
 - 1-2 sentence description of the overall goal of the project for Other Support purposes

Survey Link

<http://goo.gl/forms/C3gdjsL5y1>

We appreciate if you would take a few moments to complete a short 7 question anonymous survey to help us improve your training experience. Thank you!