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**
   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

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**Online Registration Form**
http://goo.gl/forms/WM6A4Sm1H6

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

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**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](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.*