Topics Covered

- DOM Equity, Diversity & Inclusion Guest Speaker!
- Various Topics: Volunteer & Training Opportunities, Changes to MyLogin, Dean’s Commitment
- New Year Reminders
- BruinBuy Plus for Research Administrators
- Compliance
- Effort Reports
- UCPath
- Post-Award Enhancements: PI Portal, PAMS, Signature Matrix
- Pre-Award
- Clinical Trial
DOM Office of Equity, Diversity and Inclusion

SPECIAL GUEST – PATRICK FRIERSON
Lunch & Learn

Join us for the DoM Office of Equity, Diversity, and Inclusion's Staff Lunch and Learn Series! Come hungry and ready to connect with an intimate group of staffers as we build community across the department. We will learn more about each other and informally discuss topics around EDI.

All lunches will be held from 12pm-1pm

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, 3/4/24</td>
<td>1100 Glendon Ave</td>
</tr>
<tr>
<td>Tuesday, 3/19/24</td>
<td>Lawrence Library</td>
</tr>
<tr>
<td>Wednesday, 4/3/24</td>
<td>1100 Glendon Ave</td>
</tr>
<tr>
<td>Thursday, 4/25/24</td>
<td>Lawrence Library</td>
</tr>
<tr>
<td>Friday, 5/3/24</td>
<td>1100 Glendon Ave</td>
</tr>
</tbody>
</table>

Register at [bit.ly/domstafflunch](bit.ly/domstafflunch) or
Scan this QR Code:
Various Topics
Volunteer Opportunity

**WHEN:** THIS Saturday, February 17th @ 10:45 am – 1 pm

**WHAT:** Pack-a-Box at the OC Food Bank
- Volunteers will be working on assembly lines packing a variety of food items into boxes that will be serving approximately 25,500 low-income seniors monthly.

**WHERE:** Orange County Food Bank – 11870 Monarch St., Garden Grove, CA 92841

**WHO:** YOU & your family and friends

**RSVP:** If you’d like to join, please either accept the Outlook calendar invitation or email Cathy if you didn’t receive the original invite. **If you’ve already accepted the calendar invite, she will be sending out additional information RE: safety guidelines, check in and parking information.**
Campus Training Opportunities

- **DOM ORA:** Please reach out to DOMTraining@mednet.ucla.edu if you/your Division has a need to be trained on any specific topic
- **Q&A Open House:** Every Thursday 1-2 via Zoom
- **OCGA:** Online Registration all classes on Wednesdays
- **S2S Grants Basics:** Feb 21, 2024, 9-11:30 am
- **Completing the EPASS:** Mar 20, 2024, 9:30-11:30 am
- **Electronic EPASS System:** Mar 27, 2024, 9:00-11:00 am
- **Submitting a Proposal for OCGA Review:** Apr 17, 24, 9:30-11:00 am
- **Outgoing Subaward Basics:** Jun 12, 2024, 9:30-11:00 am
- **Preparing an NIH Multiple Component Application in NIH ASSIST:** Jul 17, 2024, 9:30-11:00 am
- **Award Processing:** Aug 21, 2024, 9:30-11 am
Effective 02/13/24, UCLA Health will be implementing Duo Verified Push for MyLogin enabled applications for more secure method of two-factor authentication.

- After implementation, next time you log into MyLogin, you will be prompted to set up & enroll into Duo. **one-time process**
- For step by step instructions, view [Duo Verified Push Instructions](#).

**Tip:** To reduce the number of clicks required to login, consider updating your authentication to have DUO automatically send a push notification to your device.
UCLA Health Login (aka MyLogin)

Welcome to MyLogin! Please sign in.

Username

Password

Sign in

Forgot non-Mednet password?
Unlock account?
Problems logging in? Need IT Help?
Review Access Terms & Conditions
Accessing a Campus app? Use Bruin Online.
Enter code in Duo Mobile

Verify it's you by entering this verification code in the Duo Mobile app...

5846

Waiting for approval...

Other options

Remember me

Need help?
**Dean’s Office Commitment Reminder**

- **Deadline for FY24 Q1 (Sep 2023 – Dec 2023) = January 31**

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**FY24 Reimbursement Deadlines:**

<table>
<thead>
<tr>
<th>Fiscal Period</th>
<th>Reimbursement Request Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q1 FY24 expenses (Jun 2023 + Q1)</td>
<td>Tuesday, Oct 31, 2023</td>
</tr>
<tr>
<td>Q2 FY24 expenses (Sep-Dec 2023)</td>
<td>Wednesday, Jan 31, 2024</td>
</tr>
<tr>
<td>Q3 FY24 expenses (Jan-Mar 2024)</td>
<td>Tuesday, Apr 30, 2024</td>
</tr>
<tr>
<td>Q4 FY24 expenses (Apr-May only)</td>
<td>Friday, Jun 28, 2024</td>
</tr>
</tbody>
</table>
New Year Reminders
New Year Reminders – PI

- Set up **regular PI meetings**, best practice: monthly – minimally quarterly, to review/discuss:
  - Financial statements
  - Pre-award topics
    - DOM DRA 3 day deadline policy
    - Address each review comment individually instead of putting blanket statements
    - Once review is received the turn around time should be within a couple of hours
  - Effort reports
  - Payroll distributions
  - Expense cost transfers, as necessary
  - Other Support updates
- **Hint & Tip:** Create scheduled calendar invites to reserve time slots
- **Provide PIs with monthly financial statements**, with written context, with/without meeting
New Year Reminders

- **Audit & Compliance:**
  - See [special compliance training PowerPoint](#) for additional details
  - Review new [BruinBuy Plus (BB+) PANs](#)
  - Review [Financial Statement Scorecards](#) to ensure future statements are compliant
  - Log in to [PAMS](#) weekly to review assigned deliverables
  - Add deliverables from [Snapshots](#) to your calendar to prevent overdue reports
  - Resolve issues on [Expired Funds](#) (priority 1 task)
  - Reach out to DOM ORA if additional training or assistance could be helpful
New Year Reminders

- **Cost Transfer Justifications:**
  - Be thorough & succinct
  - Answer all questions completely, i.e. Approved by PI Dr. Joe Bruin
  - Upload/keep any applicable backup, i.e. spreadsheets, emails

- **Deadlines:** Create calendar reminders for all due dates:
  - Proposals
  - Sponsor Reports – technical/progress, financial, inventions, effort
  - Internal/Departmental/Divisional – overdraft, commitments, audit/compliance (sub 08, UCPath default FAU, accounts receivable, expired funds), financial statements, PAN reviews
Recurring Outlook calendar reminders were sent to all DOM Research Administrators from DOM Research Admin Training for important DOM monthly/quarterly due dates such as:

- Monthly:
  - Financial Statements
  - Overdraft Report
  - Expired Funds Report
  - Default FAU Report (UCPath)
  - DMEC Information

- Quarterly:
  - DOM Chair’s & Dean’s Office Commitment Reimbursement
  - Accounts Receivable
  - Sub 08 Allocation

If you do not have these reminders on your calendar, please let Cathy know and she can resend. Recommend accepting all reminders for items you are responsible for.
BruinBuy Plus (BB+) for Research Administrators

RESOURCE: BRUINBUY PLUS HUB, SPECIFICALLY TIPS & RESOURCES GUIDE
Access Driven by Role in BB+

- Fund Managers with portfolios should generally have at minimum 1 role, with a possibility of up to 3
  - 1) PAN reviewer ("SP: View All Documents" – DACCS: APJ88), PAN Reviewer eLearning
  - 2) Approver – if FM manages any subawards, FM eLearning
  - 3) Requisitioner – if FM has access to generate requisitions, Campus Buyer eLearning

- To obtain access, first complete appropriate training for role. Contact DOM_DSA@mednet.ucla.edu and Cc MSO with access questions/issues/discrepancies.
Post-Authorization Notifications (PANs)

- PANs for all BB+ activities (purchase orders, requisitions, change orders) must manually be reviewed within 2 business days WITHIN the BB+ system.

- **Legacy online PANs system** for all other financial actions (Npears, TOFs, Recharges, etc.)

- NO notifications (i.e. emails) will be sent to remind us to review BB+ PANs

- Responsibility list (aka Dashboard) for each individual reviewer must be created manually

- Review BB+ PANs for the same criteria as legacy BB PANs
  - Applicability, Allowability, Allocability, Appropriateness, etc.
  - No “approve” button within BB+

- Instructions for creating PAN Review Dashboard

**H&T: Add browser home page to auto-open PAN tab**
Subawards

- 3 types of Subaward POs
  - 1) Legacy BB PO – POs generated in legacy BB but remain in legacy BB only
  - 2) Migrated Legacy BB PO – POs generated in legacy BB & PO has transitioned in BB+
  - 3) BB+ PO – POs generated from new requisitions created directly in BB+

Different types of POs are inconsistently treated slightly differently in terms of notifications, receiving & approvals

To update FM assigned, options: 1) process non-financial Subaward Amendment (best) or 2) email help@it.ucla.edu & indicate with whom to replace the current FM (invoices in workflow)
Subawards

- **Set-up** – *current state subject to adjustment based on success*
  - Division Purchaser or FM with requisitioner access creates Subaward requisition in BB+
  - MCA (sub to UCs) will not be created in BB+ in Release 1 (R1)
  - **Required 2 docs to upload:** 1) Subaward Checklist & 2) Current Award Snapshot
  - **Subaward Type:** Only choose “New Subaward” for brand new, i.e. Year 1, subawards. All other amendments to legacy BB subawards choose “Subaward Amendment”
Subawards

► Set-up – current state subject to adjustment based on success

1) New Sub

1) Dept creates “new” sub in BB +, uploading subaward checklist & snapshot into BB+, to obtain Req #

2) FM emails subaward packet to OCGA Outgoing Subaward Team (OST), including Req #

3) Purchasing will review Req & move to “on-hold” status

4) OST sends Purchasing & Dept executable subaward contract

5) Purchasing issues PO # to OST

6) OST finalizes agreement with sub & sends fully executed agreement to Dept
Subawards

▶ **Set-up** – *current state subject to adjustment based on success*

2) Amendment to Migrated Legacy BB Sub
   1) **Dept** creates “amendment” sub in BB+, uploading subaward checklist & snapshot in BB+, to obtain Req #
   2) **Purchasing** will review Req & issue new BB+ PO to OST only
   3) **OST** drafts subaward amendment contract
   4) **OST** sends copy of fully executed amendment, including new PO # to Dept

▶ **Line Detail:** No guidance from BB+ yet.

▶ *No longer need to add $1 to leave PO open.*

▶ Make sure to reference previous legacy BB PO # on amendment requisitions in Comments section OR Internal Notes section
Subawards

- **Receiving** – required prior to invoice processing
- **Invoices** – all invoices must be sent to noreply@invoices.ucla.edu in order to get in BB+ workflow
- **Approvals** – both FM & PI must approve invoices to pay
  - FM/PI approvals can be done in parallel
  - For invoices sent to noreply as of 01/19/24, approval workflow will send emails to both assigned FM & PI when invoices are ready for approval
    - For invoices sent to nonreply prior to 01/19/24, AP team may reach out directly to the PI/FM for manual approval
  - Approvals can be processed either directly from Approval notification email or within the BB+ system
- **BB+ Office Hours** – Tues, February 20, 11-12 pm. Register [here](#).
Subawards

- **Subaward/Subcontract Tips & Resources Guide**
- **BB+ Notifications** – you can update the notifications you receive in BB+
Compliance
Fund Managers are required to regularly review financial deliverables assigned in PAMS, including upcoming closeout packets and ensure they are:

- Uploaded: ~2 weeks prior to “Deliverable Due” date
- Reviewed: ~1 week for MSO & DOM ORA to review
- Approved: On (or ideally before) “Deliverable Due” date

Closeout Packets that are not fully approved by the due date are officially catalogued as overdue in the system (even if the action required is approvals only).
What should be included with a closeout packet?

- Identify all unallowable expenditures and notate which FAU they are being adjusted to.
- Justify expenditures flagged by the system and after-end or warning and provide backup documentation to support your justification.
- Additional reports and/or documentation that support additional appropriations and/or expenditures that need to post to the fund before it is closed.
- Certification from the PI they have reviewed the final report and acknowledge the balance.
- For Policy 913 funds, additional justifications as needed to support balances >25%.
Closeout Packets cont.

- Why is the closeout packet due to EFM ~30 days prior to the final financial deliverable due to sponsor date?
  - Allows EFM adequate time to submit final reports and collect sponsor feedback if any revisions are requested
  - Allows EFM adequate time to submit final invoices and/or process necessary draw-downs to ensure full cost recovery before the negotiated deadlines
  - Provides adequate time for EFM to alert the Department if there are any obstacles preventing our ability to recover costs (e.g. Sponsor is withholding payment until final progress report is submitted)
  - Provides adequate time for EFM to process closing TOFs, resolve ending deficits/surpluses, and Y/N the fund in OASIS before the deadline
Expired Funds

- When a fund is not **Y/N**ed by the date a Financial Deliverable is due to Sponsor, it will appear on the Expired Funds Report.

- Expired Fund ≠ Overdue COP
  - In many cases, the reason a fund cannot close may include that a Closeout Packet has not been prepared, but this is only **one** potential cause. Other causes include:
    - Additional Expenditures posted after COP was prepared that need to be reconciled (NPEAR/SCT/Revised Closeout)
    - Adjustments noted in the COP have not yet been processed, or did not post for the same values noted within the COP. Either additional adjustments or a revised closeout is required
    - Final Payments are Pending from Sponsor

- Fund Managers are required to report the cause of all expired funds monthly via the [Expired Funds Report](#) and all responses **must** include an action plan to ensure closeout.
Expired Funds vs COPs Stats

- Current tally of Expired Funds (end date has passed but fund has not been Y/Ned)
  - 337 Total
    - 20 are with EFM for review & Y/N
    - 149 have COP approved but require adjustments from Dept FM
    - 168 did not submit final financial deliverable on time and final balances are still unknown

- Current tally of Overdue Closeout Packets
  - 347 Total
    - 233 packets not yet started (includes 168 above also overdue for Sponsor final financial deadline)
    - 35 are routed to EFM and waiting on their review/approval
    - 79 rejected and waiting on Fund Manager to submit revised files

DOM ORA will be reaching out to fund managers with overdue closeout packets to ensure these are routed with necessary adjustments/additional transactions noted within packets to help move along the closeout process.
Financial Statements

- Financial Statement Scorecards are available through November 2023 Statements on the Financial Statements Compliance Site
  - 3 of 9 Divisions audited for November received passing scores: *Infections Diseases, Nephrology, VA Wadsworth*

Reminder: MSOs are strongly encouraged to review scorecards with Fund Managers as they are received and ensure any errors are not repeated on future reports

- Divisions that do not receive passing scores will continue to be audited until a passing score is received

Department of Medicine Financial Statement Compliance Standards may be found on the DOM ORA website
Compliance Recommendations

- Add **Foundation available balances** to Comment section of FPM (QDB summary by sub statements) for all funds where your PI is the owner of the Foundation available balances.

- **Gifts/Endowments**: Consolidate small balances and/or close out, whenever possible.
  - Final step: Make sure fund is **Y/Ned**
Compliance Reminders

- Expense Cost Transfers
  - Direct Retros/Salary Cost Transfers/Non-Payroll Expense Adjustment Request
  - Make sure you answer all questions moving expenses ONTO contract & grant funds, succinctly but thoroughly

  - WHY IS THE TRANSFER BEING MADE?
  - WHY WAS THE ORIGINAL IN ERROR?
  - WHO APPROVED THE TRANSFER?
  - HOW DOES THE EXPENSE BENEFIT THE NEW FUND BEING CHARGED?
  - WHAT STEPS HAVE BEEN TAKEN TO PREVENT REOCCURRENCE?
  - EXPLAIN THE DELAY IN TRANSFER GREATER THAN 120 DAYS AFTER THE ORIGINAL TRANSACTION DATE OR 90 DAYS AFTER FUND EXPIRATION?
Effort Reports
# Effort Reports

## ERS Statistics

**Date:** 2/14/2024

<table>
<thead>
<tr>
<th>Dept Code</th>
<th>Division Name</th>
<th>Total # ERS Reports</th>
<th>All Open</th>
<th>Percent Open</th>
<th>Exception or Certified/Adjust Reqd</th>
<th>Percent Open that are Exception or Certified/AdjustReqd</th>
</tr>
</thead>
<tbody>
<tr>
<td>1553</td>
<td>Cardiology</td>
<td>7,256</td>
<td>196</td>
<td>2.70%</td>
<td>21</td>
<td>10.7%</td>
</tr>
<tr>
<td>1554</td>
<td>Dermatology</td>
<td>1,485</td>
<td>1</td>
<td>0.07%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>1555</td>
<td>Endocrinology</td>
<td>1,679</td>
<td>19</td>
<td>1.13%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>1556</td>
<td>Digestive Diseases</td>
<td>5,146</td>
<td>17</td>
<td>0.33%</td>
<td>12</td>
<td>70.6%</td>
</tr>
<tr>
<td>1557</td>
<td>GIM &amp; HSR</td>
<td>6,681</td>
<td>86</td>
<td>1.29%</td>
<td>48</td>
<td>55.8%</td>
</tr>
<tr>
<td>1558</td>
<td>Geriatrics</td>
<td>3,858</td>
<td>3</td>
<td>0.08%</td>
<td>1</td>
<td>33.3%</td>
</tr>
<tr>
<td>1559</td>
<td>Hematology/Oncology</td>
<td>5,242</td>
<td>47</td>
<td>0.90%</td>
<td>14</td>
<td>29.8%</td>
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<tr>
<td>1560</td>
<td>Infectious Diseases</td>
<td>3,258</td>
<td>87</td>
<td>2.67%</td>
<td>34</td>
<td>39.1%</td>
</tr>
<tr>
<td>1561</td>
<td>Nephrology</td>
<td>1,050</td>
<td>5</td>
<td>0.48%</td>
<td>3</td>
<td>60.0%</td>
</tr>
<tr>
<td>1562</td>
<td>Pulmonary</td>
<td>3,774</td>
<td>79</td>
<td>2.09%</td>
<td>22</td>
<td>27.8%</td>
</tr>
<tr>
<td>1563</td>
<td>Rheumatology</td>
<td>1,412</td>
<td>2</td>
<td>0.14%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>1564</td>
<td>Wadsworth VA</td>
<td>2,098</td>
<td>16</td>
<td>0.76%</td>
<td>4</td>
<td>25.0%</td>
</tr>
<tr>
<td>1565</td>
<td>Administration</td>
<td>159</td>
<td>0</td>
<td>0.00%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>1566</td>
<td>CIA</td>
<td>208</td>
<td>0</td>
<td>0.00%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>1567</td>
<td>San Fernando VA</td>
<td>594</td>
<td>0</td>
<td>0.00%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>1568</td>
<td>CARE Center</td>
<td>1,965</td>
<td>68</td>
<td>3.46%</td>
<td>48</td>
<td>70.6%</td>
</tr>
<tr>
<td>1569</td>
<td>Clinical Epi</td>
<td>1,064</td>
<td>31</td>
<td>2.91%</td>
<td>6</td>
<td>19.4%</td>
</tr>
<tr>
<td>1570</td>
<td>Clinical Nutrition</td>
<td>458</td>
<td>7</td>
<td>1.53%</td>
<td>2</td>
<td>28.6%</td>
</tr>
<tr>
<td>1574</td>
<td>NanoMedicine</td>
<td>554</td>
<td>0</td>
<td>0.00%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>47,941</strong></td>
<td><strong>664</strong></td>
<td><strong>1.39%</strong></td>
<td><strong>215</strong></td>
<td><strong>32%</strong></td>
</tr>
</tbody>
</table>
Effort Reports

- **ALL ERS are now overdue**
  - Spring 23 & Summer 23 were due January 28, 2024
  - ERS is scheduled to sync with payroll data (including salary cost transfers/direct retro data) the 1st weekend of every month

- A new ERS System is coming in January 2025 to align with Bruin Finance go-live
  - Web-based system, Employee Compensation Compliance (ECC)
UCPath
UCPath Updates

- Any feedback RE: new Salary Cost Transfer (SCT) tool? Pros? Cons?

- UCPath Enhancements coming with March 11, 2024 Release
  - Employee Case Assist: Based on information you enter, case will be automatically assigned to appropriate topic, category & subcategory
    - Will also get helpful suggestions for related resources
    - Ask UCPath landing page to display both open & recently closed cases!

- UCPath Outage: Friday, March 8, 12 pm – Monday, March 11, 6 am
GAEL Charges

► GAEL charges incorrectly applied to Federal funds when using SCT 11/13/23-01/31/24
  ► UCPath has resolved issue by implementing a permanent solution as of 01/29/24 to prevent future errors
  ► To correct past discrepancies, UCPath is developing a script to correct the financial records by crediting the impacted Federal funds and debiting the appropriate departmental unrestricted redirect FAUs

► American Heart Association (AHA) – reminder that GAEL are allowable expenses to budget for (in proposals) and expense against (on AHA ledgers). There is no longer a need to benefit cost transfer (BCT) GAEL off AHA funds!
  ► TIF is unallowable and must be removed via NPEAR
Post-Award Enhancements
PI Portal Enhancements

- Ability for PIs to show straight-line “Projected Expenses”
  - Default is set to “no projections”
  - Projections are all or nothing
### PI Portal Projection Methodology

<table>
<thead>
<tr>
<th>Expense Category</th>
<th>Projected Expenses - Calculation Explanation</th>
<th>F&amp;A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries &amp; Wages</td>
<td>Last 'closed' month salary distribution x the number of months remaining in the Budget Period. Salary that post mid-month will be subtracted out of the projected total and will appear in the Actual Spent column.</td>
<td>Use F&amp;A base code <a href="#">Click Here</a></td>
</tr>
<tr>
<td>Employee Benefits</td>
<td>Last 'closed' month benefits distribution x the number of months remaining in the Budget Period. Benefits that post mid-month will be subtracted out of the projected total and will appear in the Actual Spent column.</td>
<td>Use F&amp;A base code <a href="#">Click Here</a></td>
</tr>
<tr>
<td>Supplies &amp; Expenses</td>
<td>Monthly average of expenses x the number of months remaining in the Budget Period. Expenses that post mid-month will be subtracted out of the projected total and will appear in the Actual Spent column.</td>
<td>Always subject to F&amp;A</td>
</tr>
<tr>
<td>Travel</td>
<td>If Encumbered expenses are greater than the projection calculated, only the encumbered expense will be displayed.</td>
<td></td>
</tr>
<tr>
<td>Other Expenses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stipends &amp; Fees</td>
<td>Last 'closed' month stipends x the number of months remaining in the Budget Period. Stipends that post mid-month will be subtracted out of the projected total and will appear in the Actual Spent column.</td>
<td>Use F&amp;A base code <a href="#">Click Here</a></td>
</tr>
<tr>
<td>Equipment</td>
<td>Equipment and Subawards/Subcontracts are projected out through the full budgeted amount. Projected Expense will equal Current Balance.</td>
<td>Use F&amp;A base code <a href="#">Click Here</a></td>
</tr>
<tr>
<td>Subawards/Subcontracts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MCA/STIP/Carry-Forward</td>
<td>This category is projected out through the full budgeted amount. Projected Expense will equal Current Balance.</td>
<td>Not subject to F&amp;A</td>
</tr>
</tbody>
</table>
**PAMS New Reason Code Column**

- **Reason Code** field for financial deliverables has been added to the Department’s “Invoices and Reports due to Sponsor” worklist.

- Submitting financial deliverables by the sponsor’s due dates are critical for ensuring award compliance and cost recovery.

- Financial deliverables that require the department’s assistance to complete are indicated in PAMS using financial deliverable statuses.

- Invoices/financial reports with a status of “Pending Department Action” appear in department worklists, and you will see an associated reason code that identifies information EFM needs from department administrators to complete them.
<table>
<thead>
<tr>
<th>Financial deliverable reason codes</th>
<th>Department action needed</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Continuation Pending</strong></td>
<td>Non-competitive continuation of an existing award is pending. Department administrator to work with the corresponding pre-award office to execute the continuing year's agreement.</td>
</tr>
<tr>
<td><strong>No Cost Extension Pending</strong></td>
<td>An extension of the award budget or project period is pending. Department administrator to work with the corresponding pre-award office to execute the no cost extension.</td>
</tr>
<tr>
<td><strong>Pending PI Confirmation</strong></td>
<td>The PI's confirmation is needed to proceed with submitting the invoice or financial report to the sponsor. Department administrator to provide the PI's confirmation to the EFM Accountant.</td>
</tr>
<tr>
<td><strong>Policy 913 Documents</strong></td>
<td>Submit a complete and accurate closeout packet in PAMS that includes the PI's assurances to UCLA Policy 913 and endorsements from the Department Chair/ORU Director. If the unspent balance is greater than 25% of the amount received from the sponsor, include the PI's written justification explaining the reason for the balance.</td>
</tr>
<tr>
<td><strong>Sponsor Templates</strong></td>
<td>Detailed invoice or financial report on the sponsor's template that require the department's assistance to complete. Submit the completed invoice or financial report to the EFM accountant.</td>
</tr>
<tr>
<td><strong>Supporting Documentation</strong></td>
<td>The financial deliverable requires supporting documentation before it can be submitted to the sponsor. Submit the requested documents to your EFM accountant (e.g., cost share report).</td>
</tr>
<tr>
<td><strong>Other</strong></td>
<td>This reason code is used for all other cases where a financial deliverable cannot be completed. Review the financial deliverable comments to determine the department action needed.</td>
</tr>
</tbody>
</table>
New Signature Routing Matrix

► New chapter to provide signature authority guidance on many common forms
► Please pass on any suggestions to expand chapter!
Pre-Award
Rate Changes & Common Forms

- **FY24-25 Composite Benefit Rates (CBR)**
  - Make sure to use on all outgoing proposals effective immediately
  - Add verbiage to budget justifications “Fringe benefit rates calculated using FY24-25 rates proposed to DHHS.”

- **2024 NIH Salary Cap** = $221,900 effective 01/01/24

- Resource for current & past rates can be found [here](#)

- **Common Form: Implementing the use of universal Biosketch & Current/Pending (Other) Support forms**
  - NIH hope to implement January 2025
  - SciENcv estimated release May 2025
  - Until fully adopted, continue to use current NIH form versions
  - Other Federal Agencies (DOD, DOE) also working on implementation of common forms. NSF already required SciENcv since October 2023
DOM DRA Update

- EPASS System clean up
  - Proposal in Development – update due dates or delete applications that will not be submitted
  - Requires Preparer Review – EPASS submitted to OCGA but returned with comments that have not yet been addressed
  - Please review EPASS tabs regularly to keep system up-to-date
DOM DRA Update

- EPASS System clean up
- After DOM DRA submissions, reminder to “Send (EPASS) to OCGA” after you’ve uploaded the NIH Commons final PDF to the Documents section.
DOM DRA Review Update

- Cayuse-RR Key Person Profile Organization Name

- DOM DRA is no longer commenting on Organization Name to be changed to UCLA David Geffen School of Medicine for Medicine PIs to align the review comments with OCGA.
Clinical Trials
Effective 09/01/23, IRB fees will be charged as follows:

- $3,200 for all industry-sponsored clinical trials
- $2,000 for any industry-sponsored clinical trials that utilize a reliance mechanism for IRB review