DOM Research Administrator’s Meeting

OCTOBER 19, 2023
Topics Covered

► Announcements: Winter Holiday Closure, Training Opps, Updated DOM Chair’s Commitment, Dean’s Office Commitment Deadline
► New UCPath Salary Cost Transfer Tool
► Clinical Trials & Policy 913 Transfers
► FY23-24 Campus Rates
► Ascend 2.0 & AHA Report Template
► Effort Reports
► Compliance
► Pre-Award
► Faculty Salary Negotiation Tool
Winter Holiday Closure

- December 23, 2023 – January 2, 2024
  - Keep this in mind if any central campus services will be needed during this period.
  - BruinBuy will be down starting December 14th in preparation for transition to BruinBuy Plus. No orders can be placed.

- University paid holidays:
  - Monday – December 25
  - Tuesday – December 26
  - Monday – January 1
  - Tuesday – January 2
Training Opportunities
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 Form](#)
  - Filling out the EPASS: What is it, when is it required & how to complete
    - Wednesday, October 18, 2023, 9:30am – 11:30am
  - Electronic EPASS System
    - Wednesday, October 25, 2023, 9:00am – 11:00am
  - I’ve Submitted my Proposal – Now What? (JIT and other Pre-award Requirements)
    - Wednesday, November 15, 9:30am – 11:00am
Campus Training Opportunities

- **EFM:** UCLA Learning Management System (LMS)
- **Post Award Research Administration:** 2 x ½ day sessions
  - Monday, November 6, 2023, 8:30am – Noon
  - Tuesday, November 7, 2023, 8:30am – Noon
- **RAPID Closeout Tool:**
  - Monday, November 13, 2023, 8:30am – Noon
- **Effort Reporting:** 2 x ½ day sessions
  - Monday, November 20, 2023, 8:30am – Noon
  - Tuesday, November 21, 2023, 8:30am – Noon
DOM Chair’s Commitment Update

- New Smart Form, similar data collected

Chair Commitment Reimbursement Requests

Please submit one Chair's Commitment request per form (#3 below).

If you have any questions, reach out to Daisy Cazares (DCazares@mednet.ucla.edu).

For more information:
Dean’s Office Commitment Reminder

- Deadline for FY24 Q1 (Jun 2023 – Sep 2023) = October 31st

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 UCPath Salary Cost Transfer (SCT) Tool

PREVIOUSLY KNOWN AS DIRECT RETRO (DR)
New UCPath SCT Tool

- November 13, 2023 = Go-live!
- Introduced at October’s Research Administrator’s Forum

Summary: Current Direct Retro (DR) process is more complex than it needs to be, causing many downstream errors. New SCT simplifies the process by only affecting Labor Ledgers

Enhancements of new system:

- Can select/transfer payroll based on earn dates. Will allow retransfer of payroll without losing the original earn date!
- Can select only transaction lines that need to be redistributed. Will only validate FAUs affected by SCT to eliminate need to reopen closed funds included in original distribution!
- Can select net zero paychecks. Will allow for DR on $0 paycheck transactions.
New UCPath SCT Tool

- During transition period, both tools will be active simultaneously, but eventually DR will be decommissioned.
  - **SCT** used for expenses paid **on or after October 2021**, and have not had a DR performed on the same paycheck
  - **DR** used for expenses paid **prior to October 2021**, or have had a DR performed on the same paycheck prior to SCT go live
  - SCT tool will assist with directing transactor to the appropriate page for processing of DR or SCT
New UCPath SCT Tool

Training Opportunities:

- **CRU Webinar**: Monday, October 23rd – 1:00pm-2:00pm
  - Topics: Overview of SCT project, Demonstrations, Resources & Q&A

- Hands-On Training Opportunities: within UCPath training environment. Registration information below.
  - **Instructor-Led Training**: Oct 24 – Nov 9
  - **Self-Guided Learning**: Oct 25 – Nov 8
New UCPaht SCT Tool

Timeline

- October 1 – November 3: Submit, Approve or Deny Direct Retro and funding entries ***Follow-up with MSO/Approver to ensure your transactions are approved***
- November 6: UCPaht processes approved direct retro and funding entries
- November 9 – November 12: Cutover weekend. UCPaht will cancel pending direct retros and funding entries and notify transactors of the canceled transactions
- November 13: Go Live

Resources

- CRU Preparing for Changes to Salary Cost Transfer
- CRU UCPaht Salary Cost Transfer Training
CT & P913 (69970)

- Effective 10/01/23
- MOU executed between DGSOM & EFM. New process:
  - **Department FM** – Submits P913 requests to EFM (*no change*)
  - **EFM** – Transfer 100% direct costs of unexpected balance to faculty’s P913 (69970) FAU (*no change*)
  - **EFM** – Transfer indirect costs of unexpended balance to DGSOM Dean’s Office (**change**)
  - **DGSOM Dean’s Office** – Transfer 75% if indirect costs referenced above to applicable DOM dept (**change**)
    - Transfer to be facilitated on an annual basis as part of DGSOM ICR distribution process
FY23-24 Campus Rates
FY23-24 Rates

- **Indirect Cost/Facilities & Administrative Costs Rates**
  - UCLA F&A Agreement date = July 5, 2023
  - 57% - Effective 07/01/23-06/30/24
  - 57.5% - Effective 07/01/24 onward

- **GAEL Insurance** – only charged to non-Federal funds
  - $1.38/$100 payroll for DGSOM

- **Composite Benefit Rates (CBR)**
  - All CBR rates have changed
  - Reminder: no longer allowed to include VLA in proposal budgets, thus the new CBR table breaks down pre/post-award rates
    - **Vacation Leave Accrual (VLA)** has increased to 6.7%
  - **Unallowable benefit % for NRSA grants** posted on bottom of CBR table

- Resource for current & past rates can be found [here](#)
FY23-24 Rates

- New salary scale for Graduate Students (GSRs) and Postdoctoral Scholars have gone into affect October 1\textsuperscript{st}
  - Table 22: Student Titles, Graduate Student Researcher, Fiscal Year
  - Table 23: Postdoctoral Scholar-Employee, Postdoctoral Scholar-Fellow, Postdoctoral Scholar-Paid Direct, Fiscal Year
  - OCGA's Projected Salary Increases for GSRs/Postdocs through 2026
- MCOP Faculty Range Adjustments effective October 1\textsuperscript{st}
  - Review/edit all MCOP faculty to account for shifts in HSR/HSP
Ascend 2.0 Updates
January 2, 2024 = Go-live!

Access is dependent on an individual’s role
- PAN Reviewer, Fund Manager, PI, Campus Buyer
  - BB+ will provide real time status info for orders. Non-PO based transactions (Npears, TOF, etc) will continue in PANs

Introduction to BruinBuy Plus course – recommend to familiarize yourself w/BB+. ~45 mins on-demand eLearning.

Training must be complete by go-live to have appropriate access provisioned in BB+

Oct 30th: Instructor led Campus Buyer Training kicks off

Dec 14th: BB & Transcepta (invoicing) will be disabled

Jan 2nd: BB will be read only & BB+ will handle purchase requests moving forward
Ascend 2.0 – Bruin Finance

- January 2025 = projected Go-live!

- **Financial Reporting:** Currently Research Reporting Sub-Committee, Campus Reporting Workgroup, and Grants team working together to ensure financial reports developed will meet community’s needs

- **Data Conversion:** Preparing to convert open funds, awards & transactions. What YOU can do to assist:
  - Close out expired awards in a timely manner
  - Ensure funds are **Y/Ned**, both C&G & unrestricted funds
  - Ensure awards with multiple payment bases (cost reimbursement, firm fixed price, firm fixed rate), have separate account/cc set up for each payment basis type & the appropriate type is indicated in OASIS AF table (see next slide)
Ascend 2.0 – Bruin Finance

- Make sure to indicate Payment Basis when submitting linkage requests to EFM for awards with multiple payment bases.

- The available values for this new field are:
  1. Cost Reimbursable
  2. Firm Fixed Price
  3. Firm Fixed Rate
American Heart Association (AHA) requires annual financial reports entered into ProposalCentral.

EFM must review/approve financial data prior to submission.

New universal AHA financial report template has been created by DOM for use and requested by EFM to ensure uniform data submission to match the website.

Access template here. Complete the below:

- Start/End dates
- Personnel Name & Role – Column A
- Non-Personnel expense category – Column B
- Amounts highlighted in green only. All other figures will auto-calculate/populate.
Effort Reports
## Effort Reports

### ERS Statistics

**10/18/2023**

<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/AdjustedReqd</th>
<th>Percent Open that are Exception or Certified/AdjustedReqd</th>
</tr>
</thead>
<tbody>
<tr>
<td>1553</td>
<td>Cardiology</td>
<td>7,034</td>
<td>85</td>
<td>1.21%</td>
<td>25</td>
<td>29.4%</td>
</tr>
<tr>
<td>1554</td>
<td>Dermatology</td>
<td>1,431</td>
<td>0</td>
<td>0.00%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>1555</td>
<td>Endocrinology</td>
<td>1,623</td>
<td>8</td>
<td>0.49%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>1556</td>
<td>Digestive Diseases</td>
<td>5,057</td>
<td>15</td>
<td>0.30%</td>
<td>10</td>
<td>66.7%</td>
</tr>
<tr>
<td>1557</td>
<td>GIM &amp; HSR</td>
<td>6,368</td>
<td>85</td>
<td>1.33%</td>
<td>48</td>
<td>56.5%</td>
</tr>
<tr>
<td>1558</td>
<td>Geriatrics</td>
<td>3,785</td>
<td>2</td>
<td>0.05%</td>
<td>1</td>
<td>50.0%</td>
</tr>
<tr>
<td>1559</td>
<td>Hematology/Oncology</td>
<td>5,114</td>
<td>16</td>
<td>0.31%</td>
<td>8</td>
<td>50.0%</td>
</tr>
<tr>
<td>1560</td>
<td>Infectious Diseases</td>
<td>3,146</td>
<td>70</td>
<td>2.23%</td>
<td>25</td>
<td>35.7%</td>
</tr>
<tr>
<td>1561</td>
<td>Nephrology</td>
<td>1,033</td>
<td>8</td>
<td>0.77%</td>
<td>3</td>
<td>37.5%</td>
</tr>
<tr>
<td>1562</td>
<td>Pulmonary</td>
<td>3,644</td>
<td>41</td>
<td>1.13%</td>
<td>27</td>
<td>65.9%</td>
</tr>
<tr>
<td>1563</td>
<td>Rheumatology</td>
<td>1,394</td>
<td>0</td>
<td>0.00%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>1564</td>
<td>Wadsworth VA</td>
<td>1,968</td>
<td>17</td>
<td>0.86%</td>
<td>6</td>
<td>35.3%</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>589</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>1,912</td>
<td>100</td>
<td>5.23%</td>
<td>38</td>
<td>38.0%</td>
</tr>
<tr>
<td>1569</td>
<td>Clinical Epi</td>
<td>1,039</td>
<td>6</td>
<td>0.58%</td>
<td>6</td>
<td>100.0%</td>
</tr>
<tr>
<td>1570</td>
<td>Clinical Nutrition</td>
<td>437</td>
<td>5</td>
<td>1.14%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>1574</td>
<td>NanoMedicine</td>
<td>548</td>
<td>0</td>
<td>0.00%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>46,489</strong></td>
<td><strong>458</strong></td>
<td></td>
<td><strong>0.99%</strong></td>
<td><strong>197</strong></td>
<td><strong>43%</strong></td>
</tr>
</tbody>
</table>
Effort Reports

- **ALL ERS are now overdue**
  - Fall 22 & Winter 23 was due July 31, 2023
  - Spring 23 (Apr-Jun 2023) & Summer 23 (Jul-Sep 2023) ERS target release = late October 2023
- **Due date January 28, 2024**
  - ERS downtime to load new ERS = Friday, 10/20-23 @ 5 pm – Monday, 10/23/23
  - Payroll transactions through pay end date of September 2023 will be loaded into ERS
    - Subsequent loads of earning to take place MONTHLY!
    - ~1% of ERS in new release are projected to be impacted by key UCPath defects (fixes implemented for all major issues!)
  - ERS flagged “Under Prelim Review” follow instructions in EFM's special instructions page
Compliance
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.

![Table Image]

- **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?
Pre-Award
While Peter is out of the office starting ~ end of October, DOM DRA protocol will be as follows, until notified:

No Change:
- Notify DOM DRA of any planned DOM DRA submissions via DOM DRA Proposal Intake Form
  - DOM DRA Submission = all Cayuse applications EXCEPT NIH Training (T’s) and Fellowships Awards (F’s), and any budgets ≥ $500K DC/year
  - Katie & Vanessa will serve as primary reviewers, provide feedback comments, work with FMs until proposals are ready for final review submission

Temporary Change:
- Proposal are due to DRA at least 5 business days prior to the sponsor deadline AND all sections for the grant proposal should be final.
DOM DRA Update

- **Change:**
- **EPASS:**
  - Mark NO to the DRA question in the Dept tab
  - Upload final Cayuse PDF into the EPASS Attachments tab under “Proposal” and “Send to OCGA” for final review & submission
  - Work with OCGA to get proposal submitted
  - Once submitted, DOM DRA will still provide eGrants within the week in the O:/Funds drive for FM to cut/paste into PI’s proposal folder

  - H&T: Recommend requesting your PIs to grant you ‘Status’ access in eRA Commons so you can download proposals directly

- Because of the temporary change of DOM DRA protocol and the fact that DOM DRA will be a little short staffed, please reach out to PIs early to see if they plan to submit for any of the Nov-Jan deadlines
Margin Sizes

- Edit > Preferences (Ctrl + K) > Select “Units & Guides” > Enter parameters in Layout Grid:
- Ctrl + U = view grid lines
- Ctrl + R = view ruler
EPASS Enhancements

- Checklist tab:

Outgoing Agreements
– Yes/No question now triggers a whole new Subawards tab
Outgoing Subawards

- Forms have been consolidated & streamlined
  - Pre-award: Subrecipient Letter of Intent (LOI) or MCA Commitment Form
  - Post-award:
    - OCGA Subaward Checklist or MCA Checklist
    - Subrecipient Institutional Information Form (SIIF), if the subrecipient is a non-FDP Expanded Clearinghouse member

- Foreign subrecipients (NOT-OD-23-182)
  - Effective January 1, 2024, PIs will be required to obtain access to all data, electronic or hard copy, from foreign subrecipients annually, to coincide with RPPR due dates.
Data Management & Sharing Plan (DMSP)

- NOT-OD-23-185

Any changes to approved DMSP requires the recipient to submit a timely formal prior approval request to the funding NIH Institute, Center, or Office (ICO). Recipients must submit these requests through the Prior Approval Module in eRA Commons. This functionality will be available for NIH grants effective October 12, 2023, and will be used exclusively for submitting requests for updating the DMS Plan. Emails and other communications are not acceptable.
DMSP – Budget/Justification

- **DO** have DMS costs:
  - DMS costs **ARE NOT** listed as a single line item in the Budget, nor as a separate section in the Budget Justification.
  - In both the Budget and Budget Justification, they are included under the “appropriate cost category” in which they appear. E.g., if the DMS requires $X in personnel costs (for someone to do data mgmt. work), $Y for data storage rental, and $Z for data depositories, those costs must be broken out into those categories.

- **DO NOT** have DMS costs:
  - DMS costs (*specifically, the fact that they are $0*) **ARE NOT** listed as a single line item in the Budget—they are not listed in the Budget at all.
  - They **ARE** listed as a separate section in the Budget Justification.
    - Create a new section in the budget justification titled “Data Management and Sharing Costs” and note in the section for example, ‘**No costs will be incurred for Data Management and Sharing**’ to make the situation clear to external peer reviewers and NIH staff.
New NIH RPPPR Intake Form

- Purpose: To aid in the proposal preparation phase by gathering information upfront from the PI so FMs can effectively & efficiently start the proposal and internal documents

- Previous iteration of paper RPPPR Progress Report Questions Form

- New version of the online RPPPR Progress Report Questions Form (not quite ready for use yet! Email will be sent when it is ready.)

- Demo

Now ready for use!
Faculty Salary Negotiation Data Collection Tool
Faculty Salary Data Collection Tool

- **Tool** to be completed by FM and provided to MSO to provide funding information for faculty as they enter into annual salary negotiations.

- Data collected:
  - 1) Active C&G funding
  - 2) Pending C&G funding
  - 3) Gift/Endowment committed towards salary

- Demo