DOM Research Administrator's Meeting

JUNE 13, 2024

Topics Covered

- Special Guest Speaker: Albert Haro – FY25 Faculty Funding Letters
- Various Topics: Volunteer & Training Opportunities, Dean's Commitment, Access Requests & New FM Manual Chapters
- Fiscal Year End/Close
- UCPath/Trainees/GSR/Postdoc Updates
- Compliance – statement add cost center, sub 08 and AR aging going online (summer)
- New^2 Subaward Process
- Effort Reports
- Pre-Award
- Clinical Trials

FY 25 Faculty Funding Letters

- Special Guest Speaker: Albert Haro

Various Topics

FM Appreciation 2024!

- **What:** Our annual research administrator in-person get together with fun, games & lunch
- **When:** Thursday, August 15th @ 10 am – 1 pm
- **Where:** Luskin Center
- **RSVP:** Evite going out in July
  Be on the lookout!

DOM Shout Out!

- **What:** A new Qualtrics survey to allow everyone/anyone to share positive feedback/experiences with each other. These shout outs/compliments will be shared with nominee's, their supervisor(s), Yanina and (eventually) the public!
- **Why:** Promoting positivity and acknowledging each other!
- **Where:** New button on the DOM Office of Research Admin homepage (or direct link)
- When

- **How:** Demo

Volunteer Opportunity

- **WHEN:** Quarterly
- **WHAT:** Various Opportunities. Be on the lookout for future events.
- **WHERE:** All around LA County
- **WHO:** YOU & your family and friends
- **WHY:** To spread positivity & kindness and an opportunity to pay it forward, all while getting to know your fellow colleagues! Show & Tell / Share experiences.

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
- All Classes require MSO approval prior to registration
- **OCGA:** Online Registration all classes on Wednesdays
  - **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
  - **S2S Grants Basics:** Sep 18, 2024, 9:00-11:30 am
  - **EPASS:** Oct 16, 2024, 9:30-11:30 am & Oct 23, 2024, 9:00-11 am
  - **Post-Submission Requirements:** Nov 20, 2024, 9:30-11 am

Dean's Office Commitment Reminder

- Deadline for FY24 Q4 (Apr 2024 – May 2024) = June 28th
- If you would like training/refresher on how to submit Dean's Commitments, email a DOM ORA team member or DOMTraining@mednet.ucla.edu

FY24 Reimbursement Deadlines:

Fiscal Period	Reimbursement Request Deadline
Q1 FY24 expenses (Jun 2023 + Q1)	Tuesday, Oct 31, 2023
Q2 FY24 expenses (Sep-Dec 2023)	Wednesday, Jan 31, 2024
Q3 FY24 expenses (Jan-Mar 2024)	Tuesday, Apr 30, 2024
Q4 FY24 expenses (Apr-May only)	Friday, Jun 28, 2024

Access Requests

- **What:** New DOM online access request form for certain research admin tools to ensure all required information is included in request and it is routed to the appropriate DOM ORA team member.
  - **Pre-Award:** EPASS, NIH eRA Commons ID, Cayuse/S2S User
  - **Post-Award:** DOM compliance reports, ORA Online Resource Center Portal, PAMS
- **Why:** To streamline one-off access to various applications. 1 app per submission. Not intended for brand new RA access.
- **Where:** New button on the DOM Office of Research Admin homepage (or direct link)

Access Requests & New Chapters

- Updated/*New FM Manual Chapters
  - OCGA Routing
  - Rate Archive
  - AHA Guidance*
  - Budget Justification Guide
  - Chair's Commitment Format

Fiscal Year End/Close

Fiscal Year End Information

- **EFM Deadline:**

Description	Deadline to Submit to EFM for Review & Processing	Deadline for EFM to Review, Approve, & Process
Payroll (UCPath) Direct Retro Expense Transfer	Friday, 6/28/2024 (5:00 PM)	Wednesday, 7/03/2024 (5:00 PM)
Payroll (UCPath) Salary Cost Transfer	Friday, 6/28/2024 (5:00 PM)	Friday, 7/05/2024 (5:00 PM)
PPS Payroll Cost Transfer Journal Request	Friday, 6/28/2024 (5:00 PM)	Monday, 7/15/2024 (8:00 PM)
Non-Payroll Expense Adjustments (NPEAR)	Friday, 7/05/2024 (5:00PM)	Monday, 7/15/2024 (8:00 PM)
Accrual/Deferral Forms and Supporting Documents	Monday, 7/08/2024 (10:00AM)	Monday, 7/15/2024 (8:00 PM)
June Prelim Ledger Close		Monday, 7/15/2024 (8:00 PM)

- **Unrestricted/Fiscal Funds:** Make sure all non-payroll expense adjustments (Npears) **OFF unrestricted/fiscal funds** are **processed prior to July 17th 8 pm.**

UCPath & Other Payroll Updates

Annual Funding Entry (FE) Freeze

- The period of time GL initiators should **not process any FE transactions within UCPath** so the payroll system can automatically rollover funding from FY24 to FY25.
  - **Multiple Components of Pay (MCOP) Faculty**
    - Positions funded from at least one contract or grant fund where the employee is paid more than the fund's salary cap.
    - June 21 (8am) – 24 (12pm) – freeze
    - June 24 (12pm) – resume
  - **Non-MCOP**
    - June 24 (12pm) – 27 (12 pm) - freeze
    - June 27 (12pm) – resume

Ensure all **funding entry/updates APPROVED no later than Thursday, 06/20/24,** to have them rolled over to FY25!

- Do NOT adjust future FY24-25 (next year) profiles now

NIH NRSA Budgetary Levels FY24

- NOT-OD-24-104: Effective with all NRSA awards made on/after October 1, 2023, NIH has increased their annual pay levels for predoctoral and postdoctoral scholars. Key details:
  - **NIH** intends to further raise these pay levels over the next **five years**.
  - Eligible recipients will also receive a **$500 increase** (to $3,000) in childcare subsidies (NOT-OD-24-116) and an additional **$200** for training-related expenses.

Career Level	Years of Experience	Stipend for FY 2024	Monthly Stipend
Predoctoral	All	$28,224	$2,352

Career Level	Years of Experience	Stipend for FY 2024	Monthly Stipend
Postdoctoral	0	$61,008	$5,084
Postdoctoral	1	$61,428	$5,119
Postdoctoral	2	$61,884	$5,157
Postdoctoral	3	$64,356	$5,363
Postdoctoral	4	$66,492	$5,541
Postdoctoral	5	$68,964	$5,747
Postdoctoral	6	$71,532	$5,961
Postdoctoral	7 or More	$74,088	$6,174

GSR & CBR Updates

In Progress – Composite Benefit Rates (CBR)

CBR

- Decision from UCOP Controller's Office: GSR Trainees and Fellow should NOT be charged CBR.
- UCPath is still working on the configuration and are currently in the approvals phase.
- In the meantime, campuses need to pay attention to GSR Trainee/Fellow CBR charges and may have to manually remove the CBR charges if you've placed the GSR Trainee/Fellow in the new job codes before the UCPath configuration is updated.
- UCOP Academic Personnel and Programs will communicate to campuses once the configuration has been released to UCPath production

Compliance

Financial Statements Compliance Standard *REMINDER*

- The Naming Convention is now changed to:
  - **Fund Number-Cost Center**-account number*_**MonthYear**
    - **account number is conditionally required when there are multiple CC-Fund*

31764_Mar2024.xlsm ✗

31764-F2_Mar2024.xlsm ✓

Old Convention:
Doesn't have Cost Center

New Convention:
Has Cost Center

- This change is being made to enable electronic auditing of financial statements ran and saved in the correct file location
  - Ensure all Divisions receive a % ran score every month automatically
  - Eliminates human error when visually checking for files

Financial Statements

- Financial Statement Scorecards are available through March 2024 Statements on the Financial Statements Compliance Site
  - February 2024: 2 of 8 Divisions audited received passing scores: ***Nephrology & Infectious Diseases***
  - March 2024: 4 of 8 Divisions audited received passing scores: ***General Internal Medicine, Infectious Diseases, Pulmonary & Rheumatology***
- *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

Sub 08 & AR Aging Reports

- Demo!

Sub 08 items are assigned according to FPM-FAU assignments. If this is assigned to you in error, change the assignment here and update FPM as needed. Responses stating 'Not mine' will simply be returned to you for further revision.

Brown, Kayla A.

Sub 08 on 222222-22-22222 has a balance that requires your immediate attention. In the Department of Medicine, Fund Managers must ensure funds with approved working budgets (Sponsor-approved or Internally-approved by PI) do not carry balances on Sub 08 from month-to-month. Please review this balance and take the appropriate action, then return here to provide your response.

Comments on FAU from FPM

Did you resolve your Sub 08 Balance $654.36 on Fund# 22222?

Yes No-Exception Requested No-Other

Submit

When AR has gone unrecovered for 120+ Days, Department intervention is requested.

A summary of outstanding AR is provided for your convenience below. To view details, please see **QDB 'Billing & Accounts Receivable'** report, and **PAMS Financial Deliverables**

Communicate the details of outstanding AR to your PI, then return here to document efforts taken to recover payment.

Currently Reviewing AR for Fund: 59262
Total AR: $10,000.00
AR >120 Days: $10,000.00

0-30	31-60	61-90	91-120	121-150	151-180	181-210	211-240	241-270	271-1Yr	1Yr+
$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$10,000.00

If this is assigned to you in error, please change the assignment here. Assignments are based on FPM by default. Responses stating 'Not Mine' will simply be returned to you for further editing.

Brown, Kayla A.

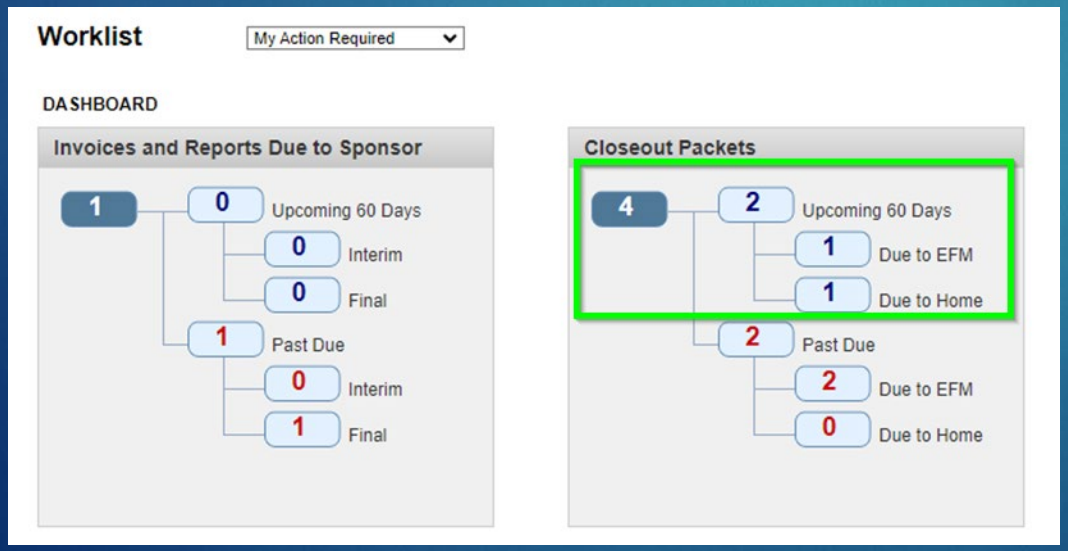
Were you able to contact the Sponsor regarding these AR this quarter?

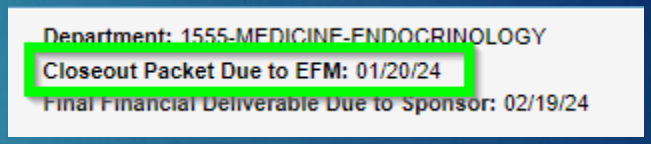
Yes No-No Response No-No Attempts Made

Reset Form Cancel Submit

Closeout Packets

- 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).





Expired Funds

- When a fund is not Y/Ned 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.
- It is a **double offence** for a fund to appear on **both** the Past Due COP list *and* the Expired Funds report.

Expired Funds vs COPs Stats

- Current tally of Expired Funds (end date has passed but fund has not been Y/Ned)
  - 315 Total
    - 8 are with EFM for review & Y/N
    - 205 (65%) do not have an approved COP in PAMS *(no change from April)*
- Current tally of Overdue Closeout Packets
  - 340 Total
    - 235 packets not yet started *(no change from April)*
    - 33 are routed to EFM and waiting on their review/approval
    - **72 are rejected and waiting on Fund Manager to submit revised files**

Effort Reports

Effort Reports

ERS STATISTICS 6/12/2024								
Dept Code	Division Name	Total # ERS Reports	All Open	Fall 23/ Winter 24	Overdue	Percent Open	Exception or Certified/Adjust Reqd	Percent Open that are Exception or Certified/AdjustReqd
1553	Cardiology	7,483	290	175	115	3.88%	24	8.3%
1554	Dermatology	1,556	71	71	0	4.56%	0	0.0%
1555	Endocrinology	1,730	62	47	15	3.58%	0	0.0%
1556	Digestive Diseases	5,243	47	45	2	0.90%	2	4.3%
1557	GIM & HSR	7,005	390	299	91	5.57%	53	13.6%
1558	Geriatrics	3,922	35	33	2	0.89%	1	2.9%
1559	Hematology/Oncology	5,358	143	111	32	2.67%	16	11.2%
1560	Infectious Diseases	3,372	171	95	76	5.07%	10	5.8%
1561	Nephrology	1,068	21	18	3	1.97%	3	14.3%
1562	Pulmonary	3,895	139	84	55	3.57%	21	15.1%
1563	Rheumatology	1,431	18	12	6	1.26%	0	0.0%
1564	Wadsworth VA	2,222	97	73	24	4.37%	4	4.1%
1565	Administration	159	0	0	0	0.00%	0	0.0%
1566	CIA	208	0	0	0	0.00%	0	0.0%
1567	San Fernando VA	598	1	0	1	0.17%	1	100.0%
1568	CARE Center	2,019	115	52	63	5.70%	31	27.0%
1569	Clinical Epi	1,088	53	24	29	4.87%	6	11.3%
1570	Clinical Nutrition	489	33	31	2	6.75%	1	3.0%
1574	NanoMedicine	560	6	6	0	1.07%	0	0.0%
TOTAL		49,406	1692	1176	516	3.42%	173	10%

Effort Reports

- Fall 2023/Winter 2024 released April 24th. **Certification deadline: July 29, 2024**
- **Certified/AdjustReqd**
  - When payroll transfers are posted on a Certified effort report, you must update column B to match column A if the new %'s in column A are correct.
  - If you do not update column B to match column A, when the effort report gets certified, it will change to a Certified/AdjustReqd status.
  - Effort Reports in a Certified/AdjustReqd status are still considered open
  - A Certified/AdjustReqd status simply means that columns A and B don't match, and an adjustment is needed.
    - There are cases where column A is incorrect and column B is correct. In those cases, contact Tsegaye for further guidance.

Certified/AdjustReqd Example

Status: Certified

Report Version: 3.0

Edit Report | View/History | Comment Log

Version: 3.0 (02/12/2024 06:06) | **Status:** Certified
Report Period: October 1, 2022 to March 31, 2023
Pay Periods: January 1, 2023 to March 31, 2023

Report Version: 3.0 (02/12/2024) Certified

Federal and Federal Flow-Through Sponsored Projects	Payroll % [A]	Paid Effort % to Certify [B]	N/A to UCLA [C]	Cost Share Effort % to Certify [D]	Total % [A+C]	Total Effort % to Certify [B+D]
Project A	30%	30%		0%	30%	30%
Project B	23%	23%		0%	23%	23%
Total Federal and Federal Flow-Through Sponsored Projects *requiring certification*	53%	53%		0%	53%	53%
Other Sponsored Projects	0%	0%		+ 0%	0%	0%
Non-Sponsored Activities	47%	47%		– 0%	47%	47%
Total Other Effort *not requiring certification*	47%	47%		0%	47%	47%
Grand Total	100%	100%		0%	100%	100%

Paryoll matches

Report options:
- [ ] Report requires multiple certifications.
- [ ] Report allows for Cost Sharing Offset Against Other Sponsored Projects.
- [ ] Report is under preliminary review

Comment for v3.0: 02/12/24 6:06 AM by [redacted]
Report certified by [redacted] on Feb 12, 2024

Certified/AdjustReqd Example

Status: Open-Reissued

Report Version: 3.1

Edit Report | View/History | Comment Log

Version: 3.1 (05/11/2024 06:53) | **Status:** Open-Reissued (Overdue)
Report Period: October 1, 2022 to March 31, 2023
Pay Periods: January 1, 2023 to March 31, 2023

Report Version: 3.1 (05/11/2024) Open-Reissued

Federal and Federal Flow-Through Sponsored Projects	Payroll % [A]	Paid Effort % to Certify [B]	N/A to UCLA [C]	Cost Share Effort % to Certify [D]	Total % [A+C]	Total Effort % to Certify [B+D]
Project B	53%	23%		0%	53%	23%
Project A	0%	30%		0%	0%	30%
Total Federal and Federal Flow-Through Sponsored Projects *requiring certification*	53%	53%		0%	53%	53%
Other Sponsored Projects	0%	0%		+ 0%	0%	0%
Non-Sponsored Activities	47%	47%		– 0%	47%	47%
Total Other Effort *not requiring certification*	47%	47%		0%	47%	47%
Grand Total	100%	100%		0%	100%	100%

Payroll does NOT match

Report options:
- [ ] Report requires multiple certifications.
- [ ] Report allows for Cost Sharing Offset Against Other Sponsored Projects.
- [ ] Report is under preliminary review

Comment for v3.1: **05/11/24 6:53 AM** by **LatePay job**
Payroll activity received after initial report generation

Certified/AdjustReqd Example

Status: Certified/AdjustReqd Status

Report Version: 4.0

Edit Report | View/History | Comment Log

Version: 4.0 (06/06/2024 01:47) | **Status:** Certified/AdjustReqd
Report Period: October 1, 2022 to March 31, 2023
Pay Periods: January 1, 2023 to March 31, 2023

Report Version: 4.0 (06/06/2024) Certified/Adjust

- 4.0 (06/06/2024) Certified/AdjustReqd
- 3.1 (05/11/2024) Open-Reissued
- 3.0 (02/12/2024) Certified
- 2.2 (01/23/2024) Open-Reopened
- 2.1 (11/29/2023) Open-Reissued
- 2.0 (08/02/2023) Certified
- 1.1 (07/27/2023) Open
- 1.0 (04/21/2023) Open

Payroll does NOT match

Federal and Federal Flow-Through Sponsored Projects	Payroll % [A]	Paid Effort % to Certify [B]	N/A to UCLA [C]	Cost Share E % to Certify		
Project B	53%	23%		0%		
Project A	0%	30%		0%		
Total Federal and Federal Flow-Through Sponsored Projects *requiring certification*	53%	53%		0%		
Other Sponsored Projects	0%	0%		+ 0%	0%	0%
Non-Sponsored Activities	47%	47%		– 0%	47%	47%
Total Other Effort *not requiring certification*	47%	47%		0%	47%	47%
Grand Total	100%	100%		0%	100%	100%

Report options:
- Report requires multiple certifications.
- Report allows for Cost Sharing Offset Against Other Sponsored Projects.
- Report is under preliminary review

Comment for v4.0: 06/06/24 1:47 PM by [redacted]
Report certified by [redacted] on Jun 6, 2024

Subawards & BruinBuy+

New Subaward Process

- A new process was presented at RAF, effective May 1, 2024,
- BUT there was a meeting with UCLA Procurement Solutions Group (PSG, previously known as "Campus Purchasing"), Thursday June 13th with additional/different guidance.
- Cathy Rujanuruks & Cathy Ryu are working on getting some clarification and will update the Subaward chapter to reflect the current final process ☺
  - Look up an updated "revised" date coming soon!
- Public Service Announcement (PSA)! Alex Rico has retired (with 30+ years of service!) and Furaha Woodruff has now assumed the responsibilities for his role in subaward setup

Pre-Award

NIH Resubmissions reminders

- NOT-OD-24-061 : Effective May 25, 2024, the **use of markups** such as bracketing, indenting, highlighting, bolding, italicizing, underlining, margin lines, change in typography, font, or font color, or any other type of markup **should not be used** to identify changes in Resubmission applications.
- Changes made to a Resubmission application should only be outlined in the Introduction attachment.

eDGE Disclosures & K Mentors

- All non-UCLA mentors on K awards need to have valid eDGE disclosures in place per UCLA Policy 926.IV

> Mentors who are at other institutions should be identified as Investigators by the UCLA PI and must complete UCLA disclosures. If, upon review, UCLA determines that a mentor's SFI could directly and significantly affect the design, conduct, or reporting of the research to be performed under the agreement, these mentors will be expected to adhere to the mitigation plans put in place to manage the identified conflicts of interest.

- Instructions for Non-UCLA mentors to access eDGE
  - Non-UCLA mentor must have/sign up for a UCLA Logon ID
  - Steps 2 & 3 can be completed by RA, rather than PI

Home > How to Access the System

- Login
- How to Access the System
- Quick Reference Guides & Training Materials
- Contact Us

For UCLA Users:

Please use your UCLA Logon ID and password to access eDGE. If you have trouble logging in, contact coi@research.ucla.edu.

For Users Who Do Not Have a UCLA Logon and Password:

If you do not have a UCLA Logon ID and you have been identified as an Investigator (i.e. someone who shares responsibility with the PI for the design, conduct, or reporting of the research), please complete the following steps to access eDGE:

1. **Obtain a UCLA Logon ID:** Please follow the link to obtain a UCLA Logon ID and password: https://accounts.iam.ucla.edu/register
2. **Send Logon Information to PI:** Once you have obtained your UCLA Logon ID and password, please forward the following information to the PI:

   Your UCLA Logon ID
   Your full name
   Your email address

3. **PI Requests Access to eDGE:** Please ask the PI to forward the information you provided in step 2 above to coi@research.ucla.edu
4. **Email Confirmation of Access:** You and the PI will be notified when your eDGE account has been activated.
5. **Login to eDGE:** Please use your UCLA Logon ID and password to access eDGE at https://coi.research.ucla.edu/

Applications submitted via OCGA

- If your PI's application was submitted by OCGA please have your PI forward the Commons validation email to you, so that you are aware of the submission status, and if any issues, the PI will have to access the Commons to see the Errors/Warnings and relay that info to the FM for correction. It is unclear if there is an actual Error if OCGA will forward those emails to the FM & PI.

Your proposal has been submitted:

Submitting...

Proposal: **CD_Hsiai_iTEAM_PA-23-048_Renewal_T32**

Step 1: **Validating Proposal**

Step 2: **Assembling Proposal**

Step 3: **Submitting**

Success! Your proposal has been successfully submitted!
Tracking Number: GRANT14180553 entered into Proposal Submission History

Please be sure to view your application in the eRA Commons to ensure it has passed through without errors and as you intended. If no changes are needed, good luck!

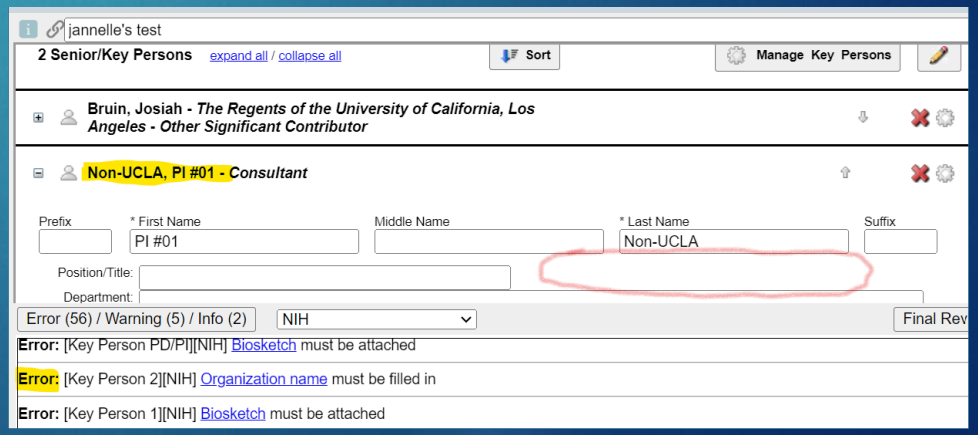
Kate Logan
Administrative Coordinator
UCLA Office of Contract & Grant Administration

Modified total direct costs Revision 5.13.2024

- Per OCGA, there is lack of clarity on exactly when and how Federal sponsors will transition to the new F&A rate definitions (thresholds). Please continue to prepare your Modified Total Direct Cost budgets as outlined below in our current Facilities and Administrative Rate Agreement until the Federal government provides formal clarification:
- Thresholds to be used in current federal proposals:
  - Equipment Threshold: which is defined as an individual item that costs at least $5,000 and has a life expectancy of at least one year.
  - Subaward Exclusion Threshold: The portion of each subgrant and subcontract issued by UCLA to an outside entity/organization in excess of the first $25,000.

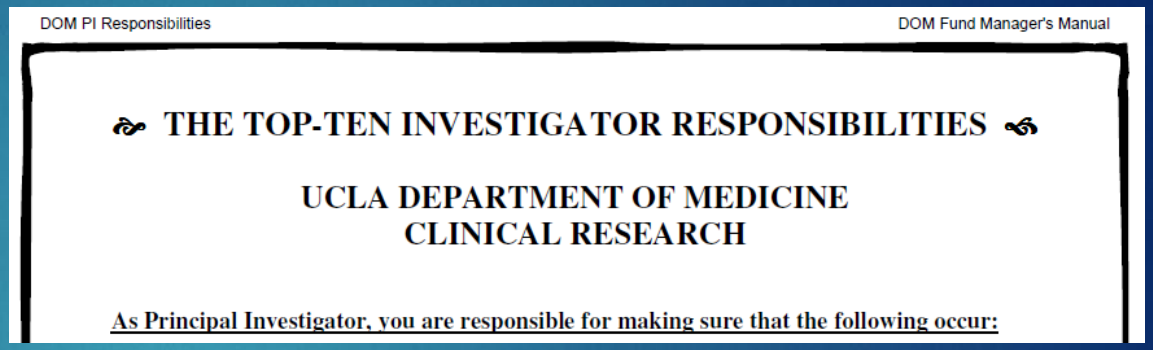
Cayuse Glitch when adding Non-UCLA KP

- Vendor is aware of this glitch where the Org name cannot be input and eRA help provided a Workaround for this issue:
  - Create a people profile for Non-UCLA person
  - Establish an Institutional Association using the green plus icon, and
    - If there is no Institutional Profile for the key person's entity, and a subaward is not going to be utilized, please let us know at erahelp@research.ucla.edu and we will create a skeleton Institutional Profile. (Subaward entities still require a complete Institutional Profile.)
  - Be sure that the **PI role** is checked in the *eRA Role* section of their profile. This will ensure that the key person appears on the PI List.
    - The remaining information for the non-UCLA key person can be manually input in the Key Person form.



Miscellaneous Pre-Award Topics

- **Internal Documents:** DOM PI Responsibility is no longer required, effective immediately


DOM PI Responsibilities DOM Fund Manager's Manual

THE TOP-TEN INVESTIGATOR RESPONSIBILITIES

UCLA DEPARTMENT OF MEDICINE
CLINICAL RESEARCH

As Principal Investigator, you are responsible for making sure that the following occur:

- **New CIRM salary cap:** $336,000 effective 07/01/24
- **NIH RPPR guidance will be updated 10/01/24** to include new requirements for NIH Data Management & Sharing Policy, be on the lookout for new instructions
- **RPPR Precaution:** NIH has come back to PI to request explanation of how publications are relevant to specific aims of specific project
- **NIH T32 updated required training data tables**. Changes take effect starting with submissions due 01/25/25. NOT-OD-24-129

Clinical Trials

Updated Pathology Fees Effective 6.01.2024

- Per Pathology, there is will be an increase of fees as they have transitioned to Sales & Service in 2022.
  - Clinical Trial/Clinical Research Non-profit contracts are exempt from 50% increase. (Possible renewals may be revisited)
  - Clinical Trial/Clinical Research For-Profit contracts that were executed prior to 2022 will be applicable to the 50% increase. Only for those studies that are active and patient care pathology expenses are expected to hit some time on or after June 1st, 2024.
- What we know:
  - Exception processes from Pathology will be discussed with DOM.
  - Any questions on study specific rates kindly contact CPRS at CPRS@mednet.ucla.edu

CTSI-Coordinator Svc & Education

- Services Provided
  - Study Activation Team
  - Clinical Research Coordinator Team.
- Statement of Work (SOW)
  - SOW Signature Routing:
    - **Old:** PI reviews SOW to review and approve feasibility then routed to Fund Manager for review and approval of quoted amount.
      - Findings: SOW would need to reroute for signatures in cases in which Fund Manager reviews and locates the need for edits.
    - **New:** Fund Manager review and approval for feasibility (review budget with PI (or negotiating party if for profit) prior to PI signature. This way PI doesn't need to complete resigning should there be corrections suggested after signing.
      - Any questionable items listed on SOW kindly contact DOMCTP@mednet.ucla.edu, We are happy to help ☺!