

DOM Research Administrator's Meeting

FEBRUARY 15, 2024



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

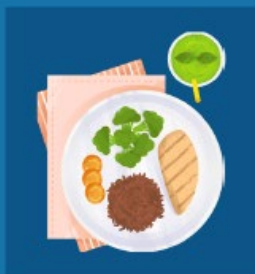


DOM Office of Equity, Diversity and Inclusion

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

Monday, 3/4/24	1100 Glendon Ave
Tuesday, 3/19/24	Lawrence Library
Wednesday, 4/3/24	1100 Glendon Ave
Thursday, 4/25/24	Lawrence Library
Friday, 5/3/24	1100 Glendon Ave

Register at
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, 9:00-11:00am
 - ▶ **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

UCLA Health Login (aka MyLogin)

- ▶ 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)

UCLA Health

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.](#)

1. Click **Set up**


Connecting to 
Sign in with your account to access Okta Dashboard

UCLA Health

Set up security methods

Security methods help protect your Okta account by ensuring only you have access.

Set up required


-  Duo Universal Prompt
Redirect to verify with Duo Universal Prompt.
Used for access

1


Set up

[Back to sign in](#)

2. Click **Enroll**

Connecting to 
Sign in with your account to access Okta Dashboard

UCLA Health



Set up Duo Universal Prompt

You will be redirected to enroll in Duo Universal Prompt

2

Enroll

[Return to authenticator list](#)

[Back to sign in](#)

UCLA Health Login (aka MyLogin)



Enter code in Duo Mobile

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

5846

Sent to [redacted]



Waiting for approval...

[Other options](#)

☒ Remember me

[Need help?](#)

Secured by Duo

Dean's Office Commitment Reminder

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

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



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

Outlook Calendar Reminders

- ▶ 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.

The screenshot displays the BruinBuy Plus web application. The top navigation bar includes the logo, a search bar, currency (0.00 USD), and user profile icons. The main content area is titled 'Assigned Roles' for user 'CATHERINE RUJANURUKS' (User Name: 002575883). A sidebar on the left lists navigation options: 'User Profile and Preferences', 'Default User Settings', 'User Roles and Access', 'Assigned Roles' (highlighted with a red box), 'Access', and 'Assigned Shopping Personas'. The 'Assigned Roles' section shows a yellow box with the roles: 'Approver', 'Requisitioner', and 'SP: View All Documents'. Below this, it states 'No Business Unit Roles available'. A 'Logout' button is visible in the bottom right corner.

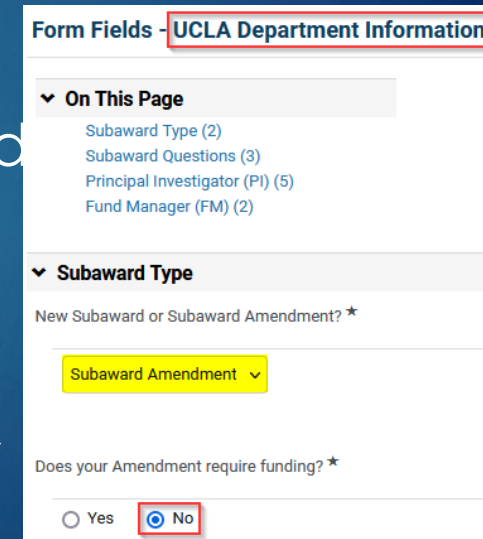
Post-Authorization Notifications (PANs)

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

- ▶ 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

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)



The screenshot shows a web form titled "Form Fields - UCLA Department Information". It contains two main sections: "On This Page" and "Subaward Type".

On This Page

- Subaward Type (2)
- Subaward Questions (3)
- Principal Investigator (PI) (5)
- Fund Manager (FM) (2)

Subaward Type

New Subaward or Subaward Amendment? ★

Subaward Amendment ▼

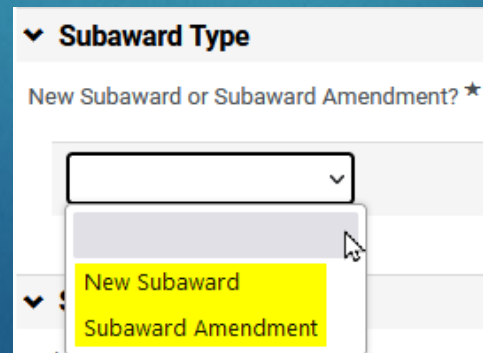
Does your Amendment require funding? ★

☐ Yes ☒ No

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”



▼ Subaward Type

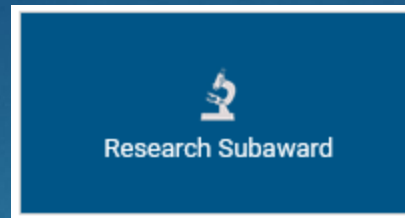
New Subaward or Subaward Amendment? ★

▼

New Subaward

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+

The screenshot displays the BruinBuy Plus web application interface. The top navigation bar includes a home icon, a search bar with the text "Search (Alt+Q)", a currency display of "0.00 USD", and a user profile icon with a "Logout" button. The left sidebar contains a list of navigation items: Home, Shop, Orders, Contracts, Accounts Payable, Vendors, Sourcing, Reporting, and Administer. The "Accounts Payable" item is highlighted. The main content area is titled "Notification Preferences: Accounts Payable". It features a list of notification types on the left and a corresponding list of notification methods on the right. The notification types include: Invoice submitted into Workflow, Invoice Workflow Notification available, Invoice pending Workflow approval, Invoice Workflow complete, Invoice line item(s) rejected, Invoice rejected, Invoice returned, New Message - Payment, New Message - Invoice, New Message - Other, New Message - Dispute, Receipt Mapping Discrepancy Notification, and Tax Data Change. The notification methods listed are "Email & Notification" for all items except "Tax Data Change", which is set to "None". A red box highlights the "Edit Section" link in the top right corner of the notification preferences area.

BruinBuy Plus

My Profile > Notification Preferences > Accounts Payable

CATHERINE RUJANURUKS

User Name 002575883

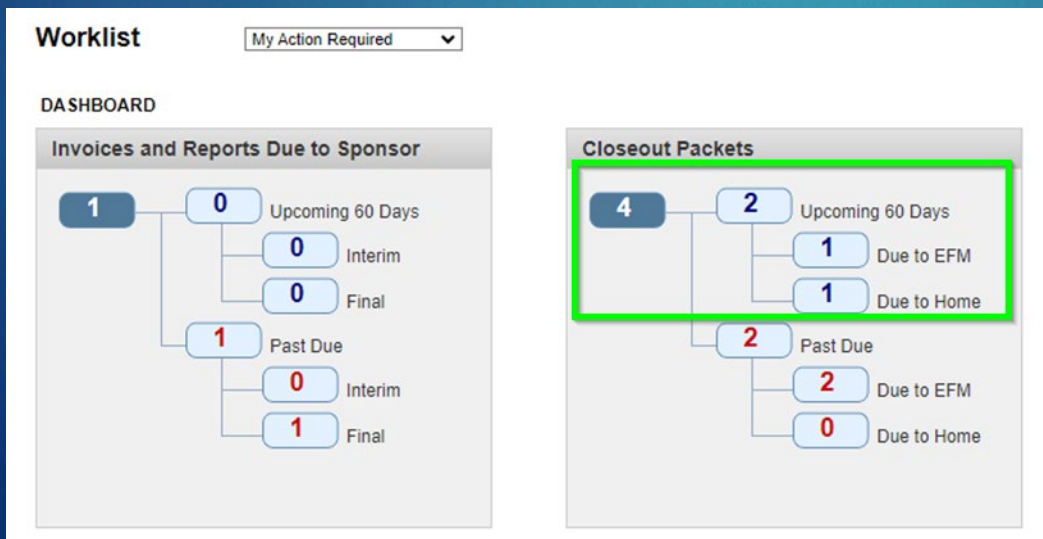
Notification Preferences: Accounts Payable [Edit Section](#) ?

Notification Type	Notification Method
Invoice submitted into Workflow	Email & Notification
Invoice Workflow Notification available	Email & Notification
Invoice pending Workflow approval	Email & Notification
Invoice Workflow complete	Email & Notification
Invoice line item(s) rejected	Email & Notification
Invoice rejected	Email & Notification
Invoice returned	Email & Notification
New Message - Payment	Email & Notification
New Message - Invoice	Email & Notification
New Message - Other	Email & Notification
New Message - Dispute	Email & Notification
Receipt Mapping Discrepancy Notification	Email & Notification
Tax Data Change	None

Compliance

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).



Department: 1555-MEDICINE-ENDOCRINOLOGY
Closeout Packet Due to EFM: 01/20/24
Final Financial Deliverable Due to Sponsor: 02/19/24

Closeout Packets cont.

- ▶ 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/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.

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

Foundation Fund Number	Foundation Fund Name	University Fund Number	Fdn Amount Available	Pending MTFs	Max Transfer
			\$27,877.60	\$0.00	\$27,877.60
Grand Total:			\$27,877.60	\$0.00	\$27,877.60

Total Direct	62,885.48	2,130.19	0.00	0.00	0.00	0.00	60,755.29
9H F & A	0.00		0.00				0.00
Total	62,885.48	2,130.19	0.00	0.00	0.00	0.00	60,755.29
COMMENTS						Foundation available balance = \$27,877.60	
						Direct Balance	60,755.29
						Indirect Balance	0.00

- ▶ 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 2/14/2024

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

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

The screenshot displays the 'User Settings' page in the PI Portal. At the top, the header includes the 'PI Portal' logo and 'UCLA Research Administration'. A user profile dropdown for 'Christine Bruton' is open, showing options for 'Settings', 'Maintenance', 'Quick Links', 'Help', and 'Sign Out'. The 'Settings' option is highlighted. Below the header, the 'Access Delegation' section shows a table for 'Current Delegations' with columns for 'User Name', 'Home Dept. Code', 'Home Dept. Title', 'Proposals', 'Funds', 'Agreements', 'Deliverables', and 'Protocol ARC'. A message states 'There are no active delegates. Please click on the 'Add' button to start adding them.' Below this, the 'Projection Model' section is highlighted with a green border. It contains a note about the deprecation of the Fund Projection Management tool and two radio button options: 'Straight-line Projection' (selected) and 'No Projection'. A 'Save Projection Preference' button is at the bottom of this section.

PI Portal UCLA Research Administration

User Settings

Access Delegation

Current Delegations

User Name	Home Dept. Code	Home Dept. Title	Proposals	Funds	Agreements	Deliverables	Protocol ARC
There are no active delegates. Please click on the 'Add' button to start adding them.							

Projection Model

Note: The School of Medicine has decommissioned the Fund Projection Management tool. The following projection methodology options are now available for PI Portal.

☒ Straight-line Projection
Simple, straight-line projection using the most recent payroll distribution and expenditure rate to date. Click [here](#) for more detail.

☐ No Projection
Select this option if you want to see your fund balance only based on actual and pending expenditures without any projection.

Save Projection Preference

PI Portal Enhancements

PI Portal UCLA Research Administration

Home

Proposals

Funds

Agreements

Deliverables

Protocols

COI Disclosures

Inventions

Back to C&G Funds / Fund:

Fund No.

Record No.

Project Period 7/1/23-6/30/26

Budget Period 7/1/23-6/30/26

F&A Rate(s) 0%

F&A Base Type TDC

Award PI

Sponsor AMERICAN GASTROENTEROLOGICAL ASSOCIATION

Sponsor Award No. AGA2023-13-01

Project Title Role of a Novel Methyltransferase in Liver Lipid Metabolism

Contract/Grant Contact [Forbes, Eleanor M](#)

EFM Contact [Felix, Daniel](#)

26

13

% Spent to Date

% Time Elapsed

Data from Inception to Date (as of 11/20/23)

Budget Category	Budget	Actual Spent	Committed	Current Balance	Projected Expenses	Total of Actual & Anticipated Expenses	Manual Adjustments	Projected Balance
Salaries and Wages	\$53,490.00	\$17,714.27	\$0.00	\$35,775.73	\$445,999.99	\$463,714.26		(\$410,224.26)
				\$13,739.15	\$66,578.88	\$73,593.73		(\$52,839.73)
				\$23,434.44	\$4,070.12	\$4,886.68		\$19,364.32
				\$0.00	\$0.00	\$0.00		\$0.00
				\$1,500.00	\$0.00	\$0.00		\$1,500.00
				\$0.00	\$0.00	\$0.00		\$0.00
				\$0.00	\$0.00	\$0.00		\$0.00
				\$74,449.32	\$516,648.99	\$542,194.67	\$0.00	(\$442,199.67)
				\$0.00	\$0.00	\$0.00		\$0.00
				\$74,449.32	\$516,648.99	\$542,194.67	\$0.00	(\$442,199.67)
				\$0.00	\$0.00	\$0.00	N/A	\$0.00
				\$74,449.32	\$516,648.99	\$542,194.67	\$0.00	(\$442,199.67)

PI Portal Projection Methodology

Expense Category	Projected Expenses - Calculation Explanation	F&A
Salaries & Wages	Last 'closed' month salary distribution x the number of months remaining in the Budget Period. Salary that posts mid-month will be subtracted out of the projected total and will appear in the Actual Spent column.	Use F&A base code Click Here
Employee Benefits	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.	Use F&A base code Click Here
Supplies & Expenses	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.	Always subject to F&A
Travel	If Encumbered expenses are greater than the projection calculated, only the encumbered expense will be displayed.	
Other Expenses		
Stipends & Fees	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.	Use F&A base code Click Here
Equipment	Equipment and Subawards/Subcontracts are projected out through the full budgeted amount. Projected Expense will equal Current Balance.	Use F&A base code Click Here
Subawards/Subcontracts		
MCA/STIP/Carry-Forward	This category is projected out through the full budgeted amount. Projected Expense will equal Current Balance.	Not subject to F&A

*Please note these projections are evaluated at the FAU level

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.

PAMS New Reason Code Column

Worklist

My Action Required ▾

DASHBOARD

Invoices and Reports Due to Sponsor

3

3

Upcoming 60 Days

1

Interim

2

Final

0

Past Due

0

Interim

0

Final

My Action Required > Interim Reports and Invoices

As of 11/16/2023 11:07:28 AM



Award Snapshot	Fund Number	Sponsor Due Date	Status	Reason Code	Sponsor Award #	Sponsor Name	PI Name	Dept Fund Mgr
	12345	11/30/23	Pending Department Action	PI Confirmation Pending	12345-ABCDE	NIH-NIMH National In ...	Joe Bruin	Elsa Jimenez
	54321	11/30/23	Pending Department Action	No Cost Extension Pending	0248-WXYZ	NIH-FIC Fogarty Inte ...	Jane Bruin	Calum Thompson
	13579	11/30/23	Pending Department Action	Other	35791-LMNOP	NORTHERN CALIFORNIA ...	John Bruin	Stephen Olson

Financial deliverable reason codes	Department action needed
Continuation Pending	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.
No Cost Extension Pending	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.
Pending PI Confirmation	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.
Policy 913 Documents	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.
Sponsor Templates	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.
Supporting Documentation	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).
Other	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.

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



MEDICINE

Preparer Dashboard

New Proposal

My Items



Search

Calendar

My Items

Proposal in Development

Routing for Signatures

All Departmental Signatures Received

Denied by Department

In OCGA Review

Requires Preparer Review

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

Review Proposal

Discovery of Self-Inflammatory Natural Products and Traditional Chinese Medicine Bioactive Compounds for *C. difficile* Infection

PI	ROOY, ROOY
Preparer	ROOY, ROOY
Administering Department	MEDICINE - [REDACTED]
DRA submission?	Yes
EPASS for award already received?	No
Sponsor	NIH - National Institutes of Health
Sponsor Due Date	2/16/2024
Sponsor Due Time	5:00pm

Has the proposal been submitted to Sponsor? ☐ Yes ☐ No

Send to OCGA

Edit EPASS

Documents

EPASS Form

1. Sponsor Guidelines – NOFO (PA-20-195_ NIH Exploratory_Developmental Research Grant Program (Parent R21 Clinical Trial Not Allowed).pdf)

Download All

* Adobe Reader or Acrobat is recommended for viewing the proposal PDF.

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.

RESEARCH & RELATED Senior/Key Person Profile

PROFILE - Project Director/Principal Investigator

Deb, Arjun - UCLA David Geffen School of Medicine - PD/PI

Prefix	* First Name	Middle Name	* Last Name	Suffix
Dr.				MD
Position/Title:	Professor		Organization Name: UCLA David Geffen School of Medicine	
Department:	Medicine			
Division:	Cardiology			
* Street1:	10833 Le Conte Ave.		Street2:	A2-237 CHS
* City:	Los Angeles		County/Parish:	Los Angeles
* State/Province:	California		* Zip/Postal Code:	90095-3075
* Country:	United States			
* Phone Number	Fax Number		* E-Mail	
310-825-9871	310-206-5777			
Credential, e.g., agency login:				
* Project Role:		Other Project Role Category:		
PD/PI				
Degree Type:				
Degree Year:				

Final | Draft

* Attach Biographical Sketch Biosketch Kidney ENPP...
5P|PDF|145.08KB

No draft
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SF 424 (R&R) APPLICATION FOR FEDERAL ASSISTANCE

Page 2

14. PROJECT DIRECTOR/PRINCIPAL INVESTIGATOR CONTACT INFORMATION

Prefix:	First Name:	Middle Name:	Last Name:	Suffix:
Dr.				MD
Position/Title:	Professor		Organization Name: UCLA David Geffen Schc	
Department:	Medicine			
Division:	Cardiology			
Street1:	10833 Le Conte Ave.			
Street2:	A2-237 CHS			
City:	Los Angeles		County/Parish:	Los Angeles County
State/Province:	California		Zip/Postal Code:	90095-3075
Country:	United States			
Phone Number:	Fax Number:	Email:		
310-825-9871	310-206-5777			

Clinical Trials

OHRPP/IRB Review Fee Increase

- ▶ 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