

## **POWERPOINT LINKS – CLASS 3: AWARD SET-UP**

### **Slide 3: What is Award Set-Up?**

Award Set-Up: [https://medschool.ucla.edu/sites/g/files/oketem456/files/media/documents/\\_DOMORA\\_Manual\\_Post-Award\\_Award-Set-Up.pdf](https://medschool.ucla.edu/sites/g/files/oketem456/files/media/documents/_DOMORA_Manual_Post-Award_Award-Set-Up.pdf)

### **Slide 6: NIH Just-in-Time (JIT) Request**

NIH Just-in-Time Request (JIT): [https://grants.nih.gov/grants/policy/nihgps/html5/section\\_2/2.5.1\\_just-in-time\\_procedures.htm](https://grants.nih.gov/grants/policy/nihgps/html5/section_2/2.5.1_just-in-time_procedures.htm)

### **Slide 7: Notifications from Sponsor and/or OCGA**

1. eRA Commons Quick Queries (IPF=577505): <https://public.era.nih.gov/commons/public/quickqueries/index.era>
2. Ask PI to provide you with “Status” access:  
[https://medschool.ucla.edu/sites/g/files/oketem456/files/media/documents/\\_DOMORA\\_Resources\\_NIH-eRA-Commons-FM-Access.pdf](https://medschool.ucla.edu/sites/g/files/oketem456/files/media/documents/_DOMORA_Resources_NIH-eRA-Commons-FM-Access.pdf)
3. ...direct access to NOAs: <https://www.era.nih.gov/help-tutorials/status/overview.htm>

### **Slide 8: Notifications from Sponsor and/or OCGA, part 2**

Award Snapshot: <https://portal.research.ucla.edu/AwardStatusSnapshotSearch>

### **Slide 10: Transfer of Funds (TOF) PAN Notification**

PAN selection: <https://pps1pan.ais.ucla.edu/panWeb/main.do?action=notificationSel>

### **Slide 11: New Fund Number in Financial System**

1. Financial Projection Module (FPM): <https://uclahs.app.box.com/s/kv7qygfs17kx339e24vnc0qm016aaiyo>
2. Add new Internal PI: <https://uclahs.app.box.com/s/kwvb5it94bqm4xi0wj1n73b35h4ttl6>
3. Campus’s Online Financial Systems: <https://fswj.it.ucla.edu/menu/faces/main.xhtml>

### **Slide 13: General Order of Steps to Set-Up New Award**

Award Set-Up Checklist: <https://uclahs.app.box.com/s/ki303i6xill80tm3wtifglrw0xrg4zci>

### **Slide 16: Review/Save Award Snapshot**

ORA Online Resource Center: <https://portal.research.ucla.edu/AwardStatusSnapshotSearch>

### **Slide 19: Review/Save Transfer of Funds (TOF)**

Post-Audit Notification (PAN) system: <https://pps1pan.ais.ucla.edu/panWeb/main.do?action=notificationSel>

### **Slide 21: Update internal Excel budget, as needed**

1. Archived/Old Rates:  
[https://medschool.ucla.edu/sites/g/files/oketem456/files/media/documents/\\_DOMORA\\_Resources\\_Rate-Archive.pdf](https://medschool.ucla.edu/sites/g/files/oketem456/files/media/documents/_DOMORA_Resources_Rate-Archive.pdf)
2. Composite Benefit Rate (CBR):  
[https://medschool.ucla.edu/sites/g/files/oketem456/files/media/documents/\\_DOMORA\\_Resources\\_Composite-Benefit-Rates.pdf](https://medschool.ucla.edu/sites/g/files/oketem456/files/media/documents/_DOMORA_Resources_Composite-Benefit-Rates.pdf)

3. Technology Infrastructure Fee (TIF) Rate:

[https://medschool.ucla.edu/sites/g/files/oketem456/files/media/documents/\\_DOMORA\\_Manual\\_Pre-Award\\_TIF.pdf](https://medschool.ucla.edu/sites/g/files/oketem456/files/media/documents/_DOMORA_Manual_Pre-Award_TIF.pdf)

4. General, Auto, Employee & Liability Insurance (GAEL) Rate:

<https://uclahs.box.com/s/nblrzbuy5yg97m7ha3vmyvbnp7vim9r1> | <https://www.finance.ucla.edu/general-and-employment-liability-gael-assessment-rates>

5. Indirect/F&A Cost Rate: <https://ocga.research.ucla.edu/facilities-and-administrative/>

### **Slide 23: Update PI's Other Support**

PI's Other Support (OS): <https://portal.research.ucla.edu/OtherSupportReport>

### **Slide 24: Transfer funds to appropriate subs and Co-Is**

1. TOF: [https://medschool.ucla.edu/sites/g/files/oketem456/files/media/documents/\\_DOMORA\\_Manual\\_Post-Award\\_TOFs.pdf](https://medschool.ucla.edu/sites/g/files/oketem456/files/media/documents/_DOMORA_Manual_Post-Award_TOFs.pdf)

2. Online Financial System: <https://fswj.it.ucla.edu/menu/faces/main.xhtml>

### **Slide 26: Create recharge ID**

Recharge ID self-service portal: <https://fsw.ais.ucla.edu/rechargeid/home>

### **Slide 27: Set-up subawards**

Set up a subaward:

[https://medschool.ucla.edu/sites/g/files/oketem456/files/media/documents/\\_DOMORA\\_Manual\\_Post-Award\\_Subaward-Set-Up.pdf](https://medschool.ucla.edu/sites/g/files/oketem456/files/media/documents/_DOMORA_Manual_Post-Award_Subaward-Set-Up.pdf)

### **Slide 28: Update Financial Projection Module (FPM)**

1. FPM: [https://medschool.ucla.edu/sites/g/files/oketem456/files/media/documents/\\_DOMORA\\_Resources\\_FPM-Manual.pdf](https://medschool.ucla.edu/sites/g/files/oketem456/files/media/documents/_DOMORA_Resources_FPM-Manual.pdf)

2. DGSOM Jump Server: <https://uclahs.app.box.com/s/kv7qygfs17kx339e24vnc0qm016aaiyo>

3. Enter data: [https://medschool.ucla.edu/sites/g/files/oketem456/files/media/documents/\\_DOMORA\\_Manual\\_Post-Award\\_FPM-Designate-FM.pdf](https://medschool.ucla.edu/sites/g/files/oketem456/files/media/documents/_DOMORA_Manual_Post-Award_FPM-Designate-FM.pdf)

### **Slide 30: Funding Entry Update in UCPath**

UCPath: <https://ucpath.universityofcalifornia.edu/home>

### **Slide 31: Create financial statement batch**

1. Financial statement batch:

[https://medschool.ucla.edu/sites/g/files/oketem456/files/media/documents/\\_DOMORA\\_Manual\\_Post-Award\\_Financial-Statements.pdf](https://medschool.ucla.edu/sites/g/files/oketem456/files/media/documents/_DOMORA_Manual_Post-Award_Financial-Statements.pdf)

2. Manual payroll projections:

[https://medschool.ucla.edu/sites/g/files/oketem456/files/media/documents/\\_DOMORA\\_Manual\\_Post-Award\\_Financial-Statement-Payroll-Projections.pdf](https://medschool.ucla.edu/sites/g/files/oketem456/files/media/documents/_DOMORA_Manual_Post-Award_Financial-Statement-Payroll-Projections.pdf)

### **Slide 33: Google Survey Link**

Anonymous Google Survey Link: <http://goo.gl/forms/C3gdjls5y1>