EXPIRED FUNDS ONLINE RESPONSE SUBMISSIONS
Revised May 8, 2024

OVERVIEW
Department of Medicine Fund Managers are required to address assigned Expired Funds via the DOM Fund Managers Teams Site: [Expired Funds](#)

Responses, <u>including MSO review</u>, are due the ***last working day of every month***. Annual deadline dates will be listed on the site homepage for easy reference.

   Example: March 2024 responses are due March 29, 2022
                     April 2024 responses are due April 30, 2022

TO REQUEST ACCESS
   Method 1:   Request Access through the site's built-in request feature. Upon first login, if you have not already been granted access to the site, you will be prompted to request access. If your access request is urgent, or if you have not received access within 1 business day, please prompt DOMFMAssist@mednet.ucla.edu to check for the access request.

   Method 2:   Email DOMFMAssist@mednet.ucla.edu with the name, mednet email, and Division code(s) of the individual(s) requiring access.

TO NAVIGATE THE SITE
Quick Access Review and Responses can be submitted directly from the [Expired Funds Response and Approvals](#) splash page. Report data is pre-filtered on this page to highlight key details necessary to identify an expired fund assignment, and according to the assigned Fund Manager.

To access full details, unfiltered monthly reports are available via "Site Contents" **or** via the "See all" link.
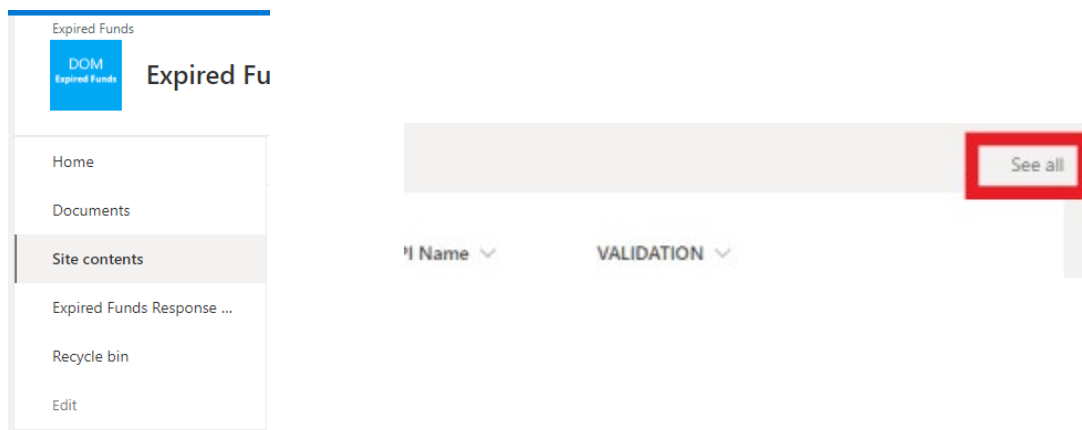
TO PROVIDE MONTHLY RESPONSES

From the [Expired Funds Response and Approvals](#) splash page DOM Fund Managers may view and edit their assigned Expired Funds entries. If an assignment exists, it will appear in list form formatted like the below example.

The "VALIDATION" column automatically tracks whether required fields are incomplete, and if response data is inconsistent with PAMS report data. For a response to be approved by DOM ORA, this field must not list any validation errors **OR** Fund Manager comments must address the error.

To provide a response, click the Fund# to open the response form. The response form should open in a new tab on your browser in view mode. To edit, click the "Edit all" button at the top left of the form.

∨	Fund# ∨	Category ∨	Assigned To ∨	Sponsor Name ∨	PI Name ∨	VALIDATION ∨
∨	**Department Code : 1553 (5)**					
	29915	4	Brown, Kayla A.	NIH-NHLBI National Heart, Lung and Blood Institute	Stephen G Young	Missing Continuing Delay Data. Missing COP Approval Date and/or Final Expenditures. Missing CRBP Details. Missing Recovery Amount. Missing Path Defect Details.

✏ Edit all

Expired Fun… › Expired Fun… › **29915**

Select data from the PAMS Expired Funds Report will be visible within the top half of the report for easy reference. These fields are not editable, and are for reference only.

The form will reference the assigned Fund Manager within PAMS and FPM. By Default the report entry is assigned to the PAMS Fund Manager. If you share PI Responsibilities with another Fund Manager in your Division, please change the "Assigned To" field to the appropriate Fund Manager so the assignment is moved to their list. Changed assignments will carry forward to the following month if the Expired Fund is not resolved by the next report date. Up to 3 Fund Managers may be listed per Fund.

PAMS Fund Manager

Kayla Alexandra Brown

FPM Fund Manager

Kayla Brown

Assigned To

Brown, Kayla A. ⌄

Required and Conditionally Required Fields

- **Is Continuation Pending?**
  - ○ **If Continuing Who Delayed?**
- **EFM Backlog** *(COP is approved, Expenditures are within $500 of approved COP, and fund only needs Y/N)*
  - ○ **COP Approved in PAMS Date**
  - ○ **COP Approved Final Expenditures (from Cert or Final Financial Deliverable)**
- **CRBP Errors**
  - ○ **CRBP F/U Date**
- **Pending Sponsor Payment**
  - ○ **$$ Recovery Pending**
- **UC Path Defect**
  - ○ **Path Defect Details**
- **EFM Other Issue** *(COPs pending EFM review, Funds pending EFM transactions to close other than Y/N)*
  - ○ **Details of pending EFM actions**
- **BruinBuy Plus (or Legacy) Issue**   *NEW!*
 - ○ **Details of BruinBuy Issue(s) preventing closeout**

All other fields, including attachments section, are optional and up to the discretion of the Fund Manager to include relevant details. Please note DOM ORA relies heavily on "Additional Comments" when all other fields are not relevant.

When all required and conditionally required fields have been fulfilled, the entry should update to clear notes within the "VALIDATION" field. Note that auto-validations only determine if the form is filled out correctly. Responses are still subject to review by both MSO and DOM ORA.

∨	Fund# ∨	Category ∨	Assigned To ∨	Sponsor Name ∨	PI Name ∨	VALIDATION ∨
∨	Department Code : 1553 (5)					
	29915	4	Brown, Kayla A.	NIH-NHLBI National Heart, Lung and Blood Institute	Stephen G Young	

TO ACCESS ADDITIONAL DETAILS

Either use the "See all" link from the Expired Funds splash page, or access the monthly report via "Site Contents".
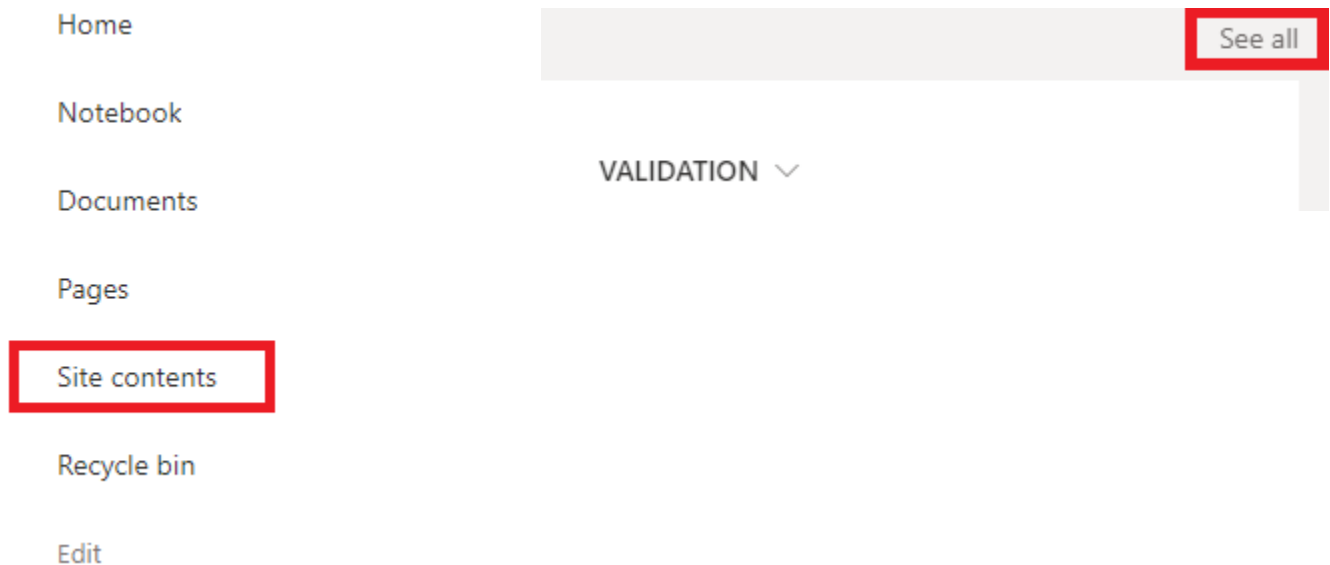
## CUSTOMIZED VIEWS AND DOWNLOADING DATA

DOM ORA has preconfigured several views for easy access by all Fund Managers:

- All Items
    - o Contains all PAMS Expired Funds Report Data, does not contain Fund Manager Response Fields.
- Archive Summary
    - o For use after DOM ORA review is complete.
    - o Organizes responses according to Division and DOM ORA approval status.
- My Assignments *(Default View)*
    - o Highlights Expired Funds Assignments key details, filtered according to the user currently logged in.
- My Assignments Datasheet
    - o Bulk edit view (similar to excel) with Fund# and response fields only, filtered according to the user currently logged in.
- Summary View
    - o Highlights Expired Funds Assignments key details, does not filter according to assigned Fund Manager.
    - o This view is useful if you share a PI with another fund manager and you need to access the assignment before they are able to correct the "Assigned To" field.

If these views do not provide the level of details you need, please follow the tutorials on Microsoft's Support Page for setting up custom views.

> **Note on Custom Views:** DOM ORA reserves the right to restrict custom view privileges to all users if stock views are permanently edited without DOM ORA approval. DOM ORA reserves the right to delete custom views that are saved as public views at our discretion.

If you need to download data for easier viewing in Excel, use the "Export" button to export to Excel*. You may be prompted to Enable content and/or select Data Format. When prompted, select "Enable" and Import as "Table".
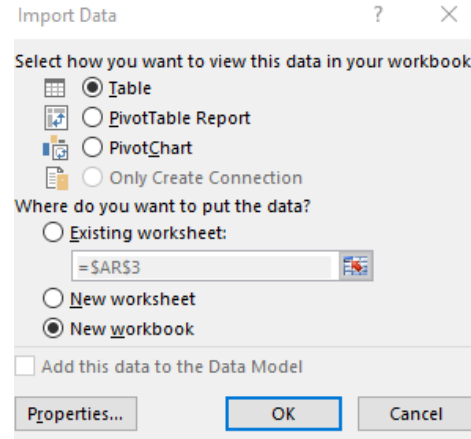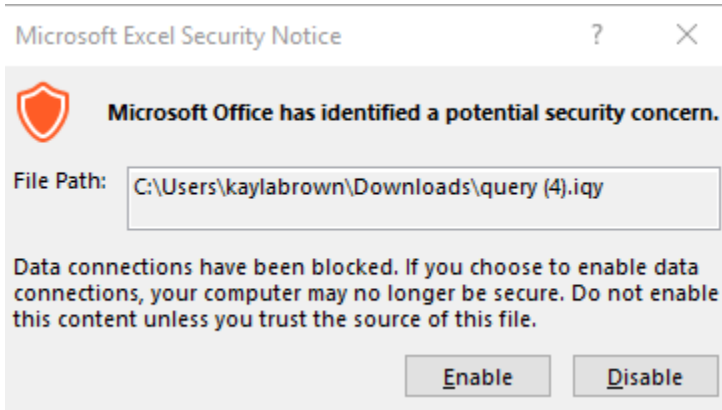
Note: Data will download according to saved view configurations. If you have applied additional filters but have not yet saved your changes as a "Save-As" view, the downloaded data will contain all unfiltered details.

MSO APPROVALS

Division Reviewers may either review cases individually or log bulk reviews. Both are accessible to MSOs via the "MSO Approve Grid" view. This view is pre-filtered according to the user that is currently logged in, and will show all records requiring your review.
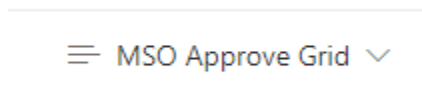

Funds with errors flagged in the "VALIDATION" field **must** provide sufficient details in the "Additional Comments" field justifying the validation error. If no comment is provided to justify the validation error, mark this entry as Reviewed-Denied.

The field "Summary Issue Log" summarizes the mandatory and conditionally mandatory field responses into one field. If downloading results, this single field replaces the individual fields available through case-by-case review noted in Method 1 below. If this field is blank, this means the fund manager did not report any common issue, and all comments are in the "Additional Comments" field. If both the "Summary Issue Log" and "Additional Comments" fields are blank, mark this entry as Reviewed-Denied as no details have been provided.

Method 1:   *Individual Review*

Click the Fund# to open the response form completed by the Fund Manager. The last field of this form (MSO Approved?) is only available to designated Expired Funds Reviewers. Change this status to Reviewed-Approved or Reviewed-Denied according to your review. If denied, please include details in the Additional Comments field of the form.
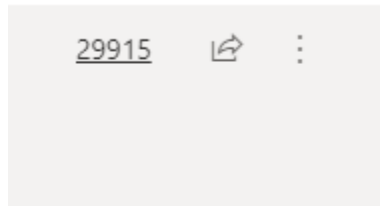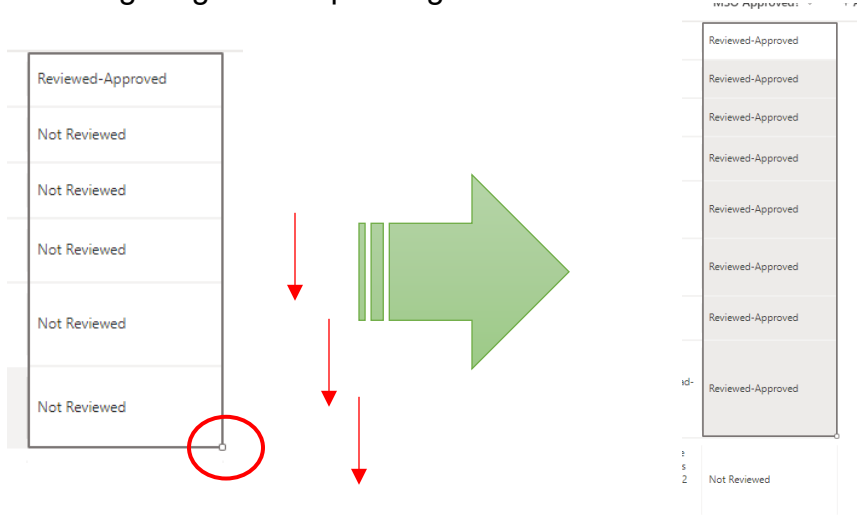

Method 2:   *Bulk Review*

Export your list to excel for offline review. Once reviewed, and ready to log approvals, select the option to "Edit in grid view". You may proceed to edit the grid as you would in Excel, including drag-and-drop changes.
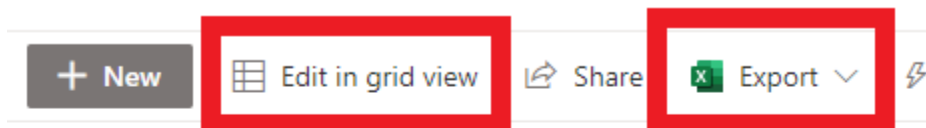
Including drag-and-drop changes

DOM ORA APPROVALS

DOM ORA will review all responses starting 1-business day after the monthly report deadline. When this review has started, the report will be locked for further editing by Fund Managers and MSOs. Responses are reviewed according to the following criteria:

Approved

- The Closeout Packet is either already in-review by EFM or pending Y/N
- The fund has been marked as continuing, and should not be closed
- For funds that also appeared on the previous month's report, responses have been updated
  - The form auto-detects changes. If no changes have been made, the assignment is considered unworked for the month.
- Thorough details about defects related to software/platforms administered by campus (UC Path, BruinBuy, EPIC, etc.) are included along with recent follow-up dates (within 30 days) are included.
- If there are any auto-validation errors listed in the "Validation" field, the comments clearly explain the discrepancy. In these cases fund managers are required to provide updated follow-up details, including dates within the last 30 days, demonstrating DOM efforts to resolve these cases.
- For funds that required adjustments to the GL: Comments include transaction IDs, date(s) already processed, and anticipated date(s)-to-post

Incomplete

- Conditionally required questions were not answered
- Comments are missing key details needed for DOM ORA to verify response. *Example:* FM indicated adjustments have been processed, but did not include transaction details

Not Approved

- One or more required questions were not answered

- No updates were provided and response is an exact copy of the previous month's report
- Comments state that the ledger is not yet reconciled
- Comments state that adjustments are needed and will be processed in the future
- Comments state that COP is not being prepared due to needed GL adjustments
- Responses to questions and/or comment field are inconsistent. *Example:* FM marks fund as EFM Backlog (only requires Y/N) but also states in comments adjustments are being performed.
- Responses to questions are inconsistent with other report data. *Example:* FM marks fund as EFM Backlog (only requires Y/N) but the COP Status is "Not Started" in PAMS.
- Combination of responses to questions and comment does not provide enough detail for DOM ORA to understand the efforts DOM Fund Managers are taking to resolve the expired fund
- Fund Manager comment states they are not escalating closures to Division Management (Chief) when PIs are unresponsive
- Comments do not include follow-up details and dates with EFM when funds require Y/N
- Responses to intake form are inaccurate – DOM ORA verifies reported data is truthful. In cases where DOM ORA verifies the reported data is not consistent with other systems these responses are not approved.