POST-AWARD

1) **FM Basics, Systems Set Up & FM Resources** – *Tuesday, February 11th*
   a) Brief overview of the UCLA accounting system
   b) FM Responsibilities
   c) Ordering Systems
   d) Shared Drive Filing Systems and Naming Conventions
   e) Websites: ORA, OCGA, EFM, Accounting, Purchasing, Travel, Gifts, NIH, etc.
   f) Training Resources
   g) Fund Manager Tools Quiz (Homework in preparation for Class #3)

2) **NIH Grants Management Policies** – *Wednesday, February 12th*
   a) Uniform Guidance (UG): Allowable Costs, Direct vs. Indirect Costs
   b) NIH Grants Policy Statement
   c) NIH Prior Approval Requests. Federal Demonstration Partnership (FDP)
   d) Understanding the Award Snapshot & the Sponsor’s Notice of Award (NOA)

3) **FM Post-Award Tools and Reconciliation of Ledgers** – *Tuesday, February 18th*
   a) School of Medicine Systems & Jump Server: Excel QDB & FPM
   b) Online Financial Web Reports (OFWR)
   c) ORA Portal & PI Portal
   d) Recharge Units, Online Recharge Billing Statements, Recharge Activity Report
   e) How to Reconcile Ledgers

4) **Monthly Financial Statements Using SOM’s FPM/QDB** – *Tuesday, February 25th*
   a) Understanding FPM
   b) How to Prepare Monthly Financial Statements
   c) How to Create the Monthly Batch
   d) How to Create a Summary of Funds Batch
   e) Adding Manual Projections & Using FPM

5) **Payroll Topics – Staff** – *Tuesday, March 3rd*
   a) Bi-Weekly Issues (Funding changes, Cost Transfers, FPM/QDB projections, ERS, etc.)
   b) Payroll Calendar
   c) UCPath Basics – Funding Entry Updates and Direct Retros for Staff

6) **Payroll Topics – Faculty** – *Wednesday, March 4th*
   a) Faculty Salaries – TNS, Base, Salary Scales, Z, Salary Negotiations
   b) UC Path – Funding entry updates (MCOP Worksheet), and Direct Retros for Faculty

7) **PAMS, the Closeout Packet (COP) & Effort Reporting** – *Tuesday, March 10th*
   a) Post Award Management System (PAMS)
   b) How to prepare a Closeout Packet (COP)
   c) Effort Reporting: Basic Concepts
   d) ORA Portal: ERS statistics. Who certified the report & why is that important?

8) **Gifts & Endowments Funds and Sales & Service Funds** – *Tuesday, March 17th*
   b) How to follow up when a gift deposit has not been released by Accounting
c) Reviewing the Cash Received Undistributed (CRU) Fund
d) MTF Report to view last available balance
e) Establishing a New S&S Fund
f) Managing a S&S Fund once it has been established

9) Various Post Award Topics – **Tuesday, March 24**th
   a) Petty Cash Funds & Gift Cards: Policies and Considerations
   b) Human Subject Payments
   c) Purchasing Issues: Consultants, Foreign Payees, Sole Source, Prior Approval
   d) Carryforwards, Offsets, the FFR, the UCLA Holding Account (400005-8A)
   e) Stipend vs. Salary

10) Reconciling F&A, Revenue Accounts & FAU Clean Up – **Wednesday, March 25**th
    a) Understanding F&A. How to Reconcile F&A
    b) Understanding Different Payment Mechanisms and Review Revenue Accounts
    c) FAU Clean Up

**PRE-AWARD**

11) Pre-Award Basics & Basic Proposal Preparation – **Tuesday, March 31**st
    a) Definitions and Basic Proposal Structure
    b) Types of Grant Submissions: New, Resubmission, Renewal, Revision
    c) NIH grant mechanisms and standard cycle/due dates
    d) NIH SF 424 RR. Cayuse S2S vs. NIH ASSIST
    e) SF424 RR Application Guide, and RFAs, PAs, RFPs
    f) Who is responsible for what (PI or FM)?
    g) Timelines for Grant Submissions
    h) Internal Proposal Paperwork: electronic EPASS, COIs, PI Exception Letters, etc.
    i) PIs with Continuous Submission

12) Cayuse S2S Basics – **Tuesday, April 7**th
    a) How to prepare a grant in Cayuse S2S

13) NIH: JIT, RPPRs, & Public Access Policy – **Tuesday, April 14**th
    a) Just-In-Time (JIT)
    b) Progress Reports – RPPRs, PMCID, Due Dates, OCGA requirements
    c) NIH Public Access Policy

14) Proposal Budget Preparation – **Wednesday, April 15**th
    a) Budget Development
    b) NIH Detailed Budget vs. Modular Budget

15) Subaward Proposal Preparation & Management – **Tuesday, April 21**st
    a) What is a subaward, subgrant, and subcontract and how do they differ from vendor agreements/contractors?
    b) Pre-Award – Documentation needed and how to integrate a subaward into a UCLA proposal?
       i) Difference between Detailed Budget vs. Modular Budget subaward submissions
       ii) What about when UCLA is the Subawardee?
    c) Post-Award – Subaward Set-Up & Monitoring

16) Understanding Clinical Trials – **Tuesday, April 28**th
Guest Trainer – Clinical Trials Administration Office (CTAO)

a) How do CTs differ from grants?
b) CT Budget Development
c) Coverage Analysis
d) CT Post-Award Issues

Online Registration Form*
http://goo.gl/forms/WM6A4Sm1H6

*Department of Medicine Fund Managers only use FAU: 441026-2X-07427-WFMT

All sessions are 8:30-11 am. All classes are held at 911 Broxton Avenue, 2nd Floor Conference Room.