Fund Manager Weekly Training Session Topics

Revised January 21, 2021

1) **FM Basics, Systems Set Up & FM Resources** – **Tuesday, February 9th**
   a) Brief overview of the UCLA accounting system
   b) FM responsibilities
   c) Shared drive filing systems and naming conventions
   d) Training resources

2) **NIH Grants Management Policies** – **Tuesday, February 16th**
   a) Uniform Guidance (UG): allowable costs, direct vs. indirect costs
   b) NIH Grants Policy Statement (GPS)
   c) NIH prior approval requests. Federal Demonstration Partnership (FDP)
   d) Understanding the Award Snapshot & the Sponsor’s Notice of Award (NOA)

3) **Award Set-Up** - **Tuesday, February 23rd**
   a) Timeline
   b) Request for Authorization to Spend (RAS)
   c) Steps & best practices

4) **FM Post-Award Tools** - **Tuesday, March 2nd**
   a) School of Medicine systems & jump server: Excel QDB & FPM
   b) DG Inform
   c) Online Financial Web Reports (OFWR)
   d) ORA Portal & PI Portal
   e) OASIS
   f) Recharges: units, online recharge billing statements, recharge activity report

5) **Monthly Financial Statements Using SOM’s FPM/QDB** – **Tuesday, March 9th**
   a) Understanding FPM
   b) Preparing 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

6) **Reconciliation of Non-Payroll Ledgers** – **Tuesday, March 16th**
   a) Reviewing for warning and unallowable transactions
   b) Downloading transaction invoice details for Core Services
   c) Identifying burn rates

7) **Payroll Topics – Staff** – **Tuesday, March 23rd**
   a) Bi-Weekly issues (funding changes, cost transfers, FPM/QDB projections, ERS, etc.)
   b) Payroll calendar
   c) UCPath basics – Funding Entry updates & Direct Retros for staff

8) **Payroll Topics – Faculty** – **Tuesday, March 30th**
   a) Understanding DGSOM Faculty salaries – Total Negotiated Salaries (TNS), base, salary scales, Z payments, salary negotiations

9) **MCOP Worksheet – UCPath Wizard (DGSOM-Specific)** – **Tuesday, April 6th**
10) **Reconciliation of Payroll Ledgers – Tuesday, April 13**th
   a) How to reconcile payroll ledgers
   b) Cognos CDW UCPath reports
   c) Distribution Errors vs. Over/Under-payments vs. Benefits Adjustments

11) **Reconciling F&A, Revenue Accounts, and FAU Clean Up – Tuesday, April 20**th
    a) Understanding F&A & how to reconcile F&A
    b) Understanding different payment mechanisms and how to review revenue accounts
    c) FAU clean up

12) **PAMS & the Closeout Packet (COP) – Tuesday, April 27**th
    a) Post Award Management System (PAMS)
    b) How to prepare a closeout packet (COP)

13) **Pre-Award Basics & Basic Proposal Preparation – Tuesday, May 4**th
    a) Definitions & 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

14) **Cayuse S2S Basics – Tuesday, May 11**th
    a) How to navigate & prepare a grant in Cayuse/S2S

15) **Proposal Budget Preparation – Tuesday, May 18**th
    a) Budget development
    b) NIH detailed budget vs. modular budget

16) **Effort Reporting – Tuesday, May 25**th
    a) Basic concepts
    b) Live system demo

17) **NIH: JIT, RPPRs, & Public Access Policy – Tuesday, June 1**st
    a) Just-In-Time (JIT)
    b) Progress reports – RPPRs, due dates, OCGA requirements
    c) NIH Public Access Policy – PMCIDs, My NCBI

18) **Various Post-Award Topics – Tuesday, June 8**th
    a) Petty cash funds & gift cards: policies & considerations
    b) Human subject payments
    c) Purchasing issues: consultants, foreign payees, sole source, prior approvals
    d) Carryforwards, offsets, the FFR, the UCLA holding account (400005-8A)

19) **Postdocs & GSRs – Tuesday, June 15**th
    a) Stipend vs. Salary
    b) Minimum funding requirements and obligations
    c) Block funding
    d) Training Awards vs. Research Grant Support
    e) Distribution schedules
20) Benefit Cost Transfers (BCTs) – Tuesday, June 22\textsuperscript{nd}
   a) When to process BCTs
   b) How to process BCTs

21) Gifts & Endowments Funds – Tuesday, June 29\textsuperscript{th}
   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

22) Sales & Service Funds – Tuesday, July 6\textsuperscript{th}
   a) Establishing a new S&S fund
   b) Managing a S&S fund once it has been established

23) Subawards – Pre-Award – Tuesday, July 13\textsuperscript{th}
   a) Introduction to subawards, subgrants, subcontractors, & Multi-Campus Awards (MCAs)
      and how do they differ from vendor agreements/contractors
   b) Pre-Award – documentation needed & how to integrate a subaward into a UCLA proposal
      i) Detailed budget vs. modular budget subaward submissions

24) Subawards – Post-Award – Tuesday, July 20\textsuperscript{th}
   a) Post-Award – subaward set-up & monitoring

\textbf{Online Registration Form*}
\url{http://goo.gl/forms/WM6A4Sm1H6}

*\textbf{Department of Medicine Fund Managers only} use FAU: 441026-2X-07427-WFMT
Email DOMTraining@mednet.ucla.edu with any questions and/or registration changes/cancellations.

All sessions are scheduled from \textbf{9:00am – 10:30am}. All classes are held via Zoom*.

*When joining the Zoom meeting, we ask that you have access to a microphone via your PC or phone so we may have a more interactive training experience. If you are using a computer that does not have audio input capabilities, such as a remote desktop, please also call into the meeting via phone. Click here for instructions on how to join meeting audio via phone. Please remember to enter your participant ID when dialing in to match your video login name with your audio.