Fund Manager Weekly Training Session Topics  
Revised January 4, 2019

POST-AWARD

1) FM Basics, Systems Set Up & FM Resources – Tuesday, February 12th
   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 #4)

2) NIH Grants Management Policies – Wednesday, February 13th
   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) Monthly Financial Statements Using SOM’s FPM/QDB – Tuesday, February 19th
   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) Updating Benefit Projection Rates in FPM

4) FM Post-Award Tools and Reconciliation of Ledgers– Tuesday, February 26th
   a) School of Medicine Systems: 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

SKIPPING THE WEEK OF MARCH 5TH

5) Payroll Topics – Faculty & Staff – Tuesday, March 12th
   a) Bi-Weekly Issues (Funding changes, Cost Transfers, FPM/QDB projections, ERS, etc.)
   b) Payroll Calendar (PPS Schedule-Current)
   c) Faculty Salaries – TNS, How faculty are paid (Base, Additional Base, Delta), Salary Scales, Z, Salary Savings, Salary Negotiations
   d) Invalid Transaction Report
   e) Direct Retros
   f) UCPath Basics

6) Various Post Award Topics – Wednesday, March 13th
   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
7) Effort Reporting – Tuesday, March 19th
   a) Effort Reporting: Basic Concepts
   b) Using UCLA’s Effort Reporting System (ERS)
   c) ORA Portal: ERS statistics. Who certified the report & why is that important?

8) Gifts & Endowments Funds and Sales & Service Funds – Tuesday, March 26th
   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) Reconciling F&A, Revenue Accounts & FAU Clean Up – Tuesday, April 2nd
   a) Understanding F&A. How to Reconcile F&A
   b) Review Revenue Accounts to assure monies have been received from the Sponsor
   c) FAU Clean Up

PRE-AWARD

10) Pre-Award Basics & Basic Proposal Preparation – Wednesday, April 3rd
    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

11) Cayuse S2S Basics – Tuesday, April 9th
    a) How to prepare a grant in Cayuse S2S

SKIPPING THE WEEK OF APRIL 16th

12) Proposal Budget Preparation – Tuesday, April 23rd
    This class will be held in the BioMed Library's Technology & Learning Center (TLC)
    12-077 CHS – 2nd floor of BioMedical Library
    After entering the library, go up the stairs immediately to the right of entrance.
    a) Budget Development
    b) NIH Detailed Budget vs. Modular Budget

13) NIH: JIT, RPPRs, & Public Access Policy – Wednesday, April 24th
    a) Just-In-Time (JIT)
    b) Progress Reports – RPPRs, PMCID, Due Dates, OCGA requirements
    c) NIH Public Access Policy

14) Subaward Proposal Preparation & Management – Tuesday, April 30th
    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

15) Understanding Clinical Trials – **Tuesday, May 7th**

**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

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**Online Registration Form**

http://goo.gl/forms/WM6A4Sm1H6

*Department of Medicine Fund Managers only use FAU: 401026-2X-69749-WFMT*

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All **Tuesday** sessions are from **8:30-11 am**.

All **Wednesday** sessions are from **8:30-10:30 am**.

All classes, except #12, are held in the Lawrence Library, 3rd Floor, 32-126 Center for Health Sciences (CHS).