

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 13th**
 - 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 20th**
 - 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 27th**
 - a) Post Award Management System (PAMS)
 - b) How to prepare a closeout packet (COP)

- 13) Pre-Award Basics & Basic Proposal Preparation – Tuesday, May 4th**
 - 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 11th**
 - a) How to navigate & prepare a grant in Cayuse/S2S

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

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

- 17) NIH: JIT, RPPRs, & Public Access Policy – Tuesday, June 1st**
 - 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 8th**
 - 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 15th**
 - 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 22nd

- a) When to process BCTs
- b) How to process BCTs

21) Gifts & Endowments Funds – Tuesday, June 29th

- a) Gift definitions. Policies & procedures. Foundation vs. Regental.
- 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 6th

- a) Establishing a new S&S fund
- b) Managing a S&S fund once it has been established

23) Subawards – Pre-Award – Tuesday, July 13th

- a) Introduction to subawards, subgrants, subcontracts, & 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 20th

- a) Post-Award – subaward set-up & monitoring

Online Registration Form*

<http://goo.gl/forms/WM6A4Sm1H6>

***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 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.**

