

POST-AWARD MANAGEMENT SYSTEM (PAMS) FOR MSOs

Revised September 20, 2016

What is PAMS?

The Post Award Management System (PAMS) is a central web-based system that provides campus administrators with tools to facilitate effective and efficient financial management of sponsored awards from the start to the closing of funds. PAMS displays near real-time data from the financial system in a post award context for fund managers to review, edit, and approve financial activities on-line. PAMS allows fund managers to communicate the status of financial activities and financial deliverables in real time within a single system.

For more information, go to [PAMS Homepage](#)

Steps to Approve RAPID Closeout Packets (COPs) in PAMS

1. You will receive an automated email from PAMS once your Fund Manager uploads the COP in PAMS and routes to you for approval.
2. Log into PAMS: <https://pams.research.ucla.edu/>
3. Click "Fund Details" tab
4. Enter Fund # under "Get Fund" & click Go
5. Default view is "Fund Overview"
6. Click "Fund Balance and Approvals" under "Expenditure Review" in the bottom center of the page
 - a. Your name should be listed next to Dept Approver directly below Preparer
7. Click "RAPID COP has been Uploaded" to open and review Excel RAPID COP & Certification page uploaded by Preparer/FM
8. If everything looks good, click on Approve and forward to final Departmental Reviewer Raellen Man.
 - a. If not, route back to preparer to correct.

Rujanuruks, Catherine

1 – Sample Email Template

From: Noreply@research.ucla.edu
Sent: Thursday, September 08, 2016 4:46 PM
To: Rujanuruks, Catherine
Subject: Closeout Packet Action Required: 31048- BRUIN

Dear Catherine,

Closeout packet 31048- BRUIN has been routed to you and requires your action. Please log into PAMS https://pams.research.ucla.edu and take the necessary actions.

This notice has been generated automatically based on the status of Closeout Packets. Please contact PAMS Help if you have any questions.

PAMS Help
PAMSHelp@research.ucla.edu
 310-794-0008

BACK FWD Welcome: CATHERINE YEE RUJANURUKS

PAMS | UCLA Research Administration
 Post Award Management System

[Fund Details > Overview](#)

My Funds **Fund Details** Deliverables Administration

Overview Financial Summary Expenditure Review Review

[Get Fund](#)

Please Select a Closeout Package

Fund Overview

Financial Summary

	Appropriation	Expenditures	Encumbrances & Memo-Liens	GL Balance	Pending GL Posting	Current Balance
Direct Expenses	\$100,000.00	\$90,437.00	\$0.00	\$9,563.00	-	-
F&A (10.0%)	\$0.00	\$9,043.73	\$0.00	(\$9,043.73)	-	-
Subtotal	\$100,000.00	\$99,480.73	\$0.00	\$519.27	-	-
1198xx	\$0.00	\$0.00	\$0.00	\$0.00	-	-
Total	\$100,000.00	\$99,480.73	\$0.00	\$519.27	-	-

Expenditure Review

✓ [Fund Balance and Approvals](#)

Status Legend: ✓ Department Complete ■ Department Review

Fund Balance and Approvals

Approvals History Approval Comments:

Dept Preparer (RUJANURUKS, CATHERINE YEE): Approved by (RUJANURUKS, CATHERINE YEE) on 09/19/2016

Dept Approver (Bruin, MSO Josph): Pending Approval

Dept Approver (MAN, RAELLEN GARIFE):

PI (BOYLE, NOEL GERARD):

RAPID COP has been Uploaded

EFM Preparer (WONG, TIFFANI S):

EFM Approver (KIM, MARIA FRANCESCA DEL MUND ...):

Fund #: 59552

To Download a document please click on a document link. To Upload a new document please click on the Upload Documents button.

Documents	Uploaded By	Upload Date	
59552_Closing_v1.xls	RUJANURUKS, CATHERINE YEE	09/19/2016 16:54:19	Remove
59552_Cert_v1.pdf	RUJANURUKS, CATHERINE YEE	09/19/2016 16:54:29	Remove