



UCLA

Office of Research Administration

Research Administration Forum September 8th, 2016

Welcome!

Marcia Smith
Associate Vice Chancellor for Research

Agenda

- **Welcome and Announcements** - *Marcia Smith*
- **ORDM** – *Rory Constancio*
 - FY16 Proposal and Award Report
- **OCGA** – *Patti Manheim*
 - Staff Updates – *Patti Manheim*
 - Grant Updates – *Kathy Kawamura*
 - FDP Expanded Clearinghouse Pilot for Subawards – *Mary Haskins*
- **OHRPP** – *Kip Kantelo*
 - RDNA Advisory Committee Request
 - webIRB Changes
 - NIH Single IRB
- **EFM** – *Yoon Lee*
 - Highlights from FY 15-16 – *Yoon Lee*
 - New Fund Closeout Procedure – *Yoon Lee*
 - PAMS Update – *Jennifer Aguilar*



UCLA

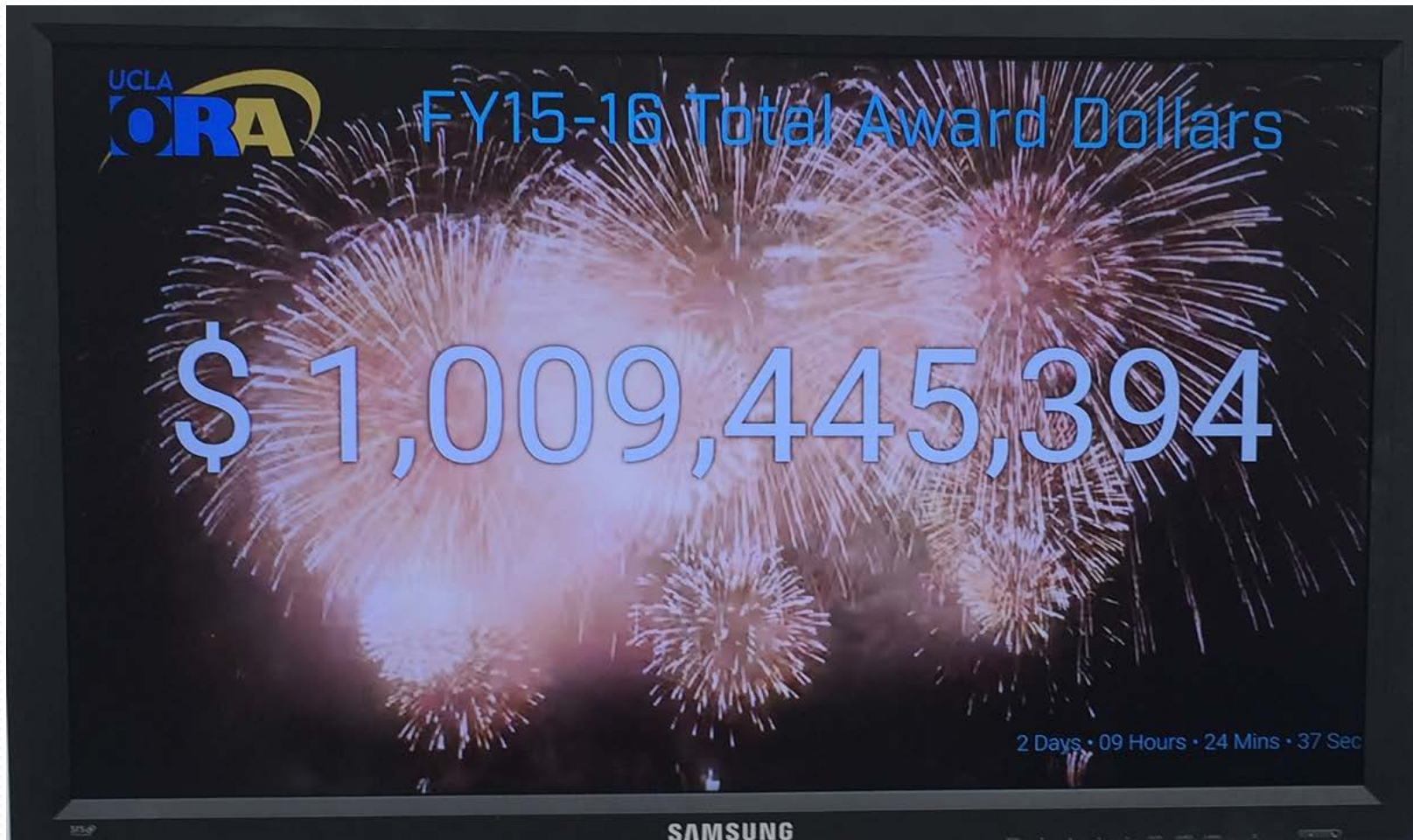
Office of Research Data Management

Highlights of ORA FY 2016 Research Proposals & Awards

<http://portal.research.ucla.edu/>

Rory Constancio
Director, Office of Research Data Management

On June 28, 2016, UCLA Researchers received over \$1 Billion in Awarded Dollars for the 2nd year in a row.



FY 2016 Final

Proposal Requested Dollars & Counts

Requested Dollars	Proposal Counts
\$4,027,433,059	5,525

Awarded Dollars & Counts

Awarded Dollars	Award (Transaction) Counts
\$1,049,075,841	5,554

FY 2016 Final

Comparison to FY 2015

Proposal Requested Dollars & Counts

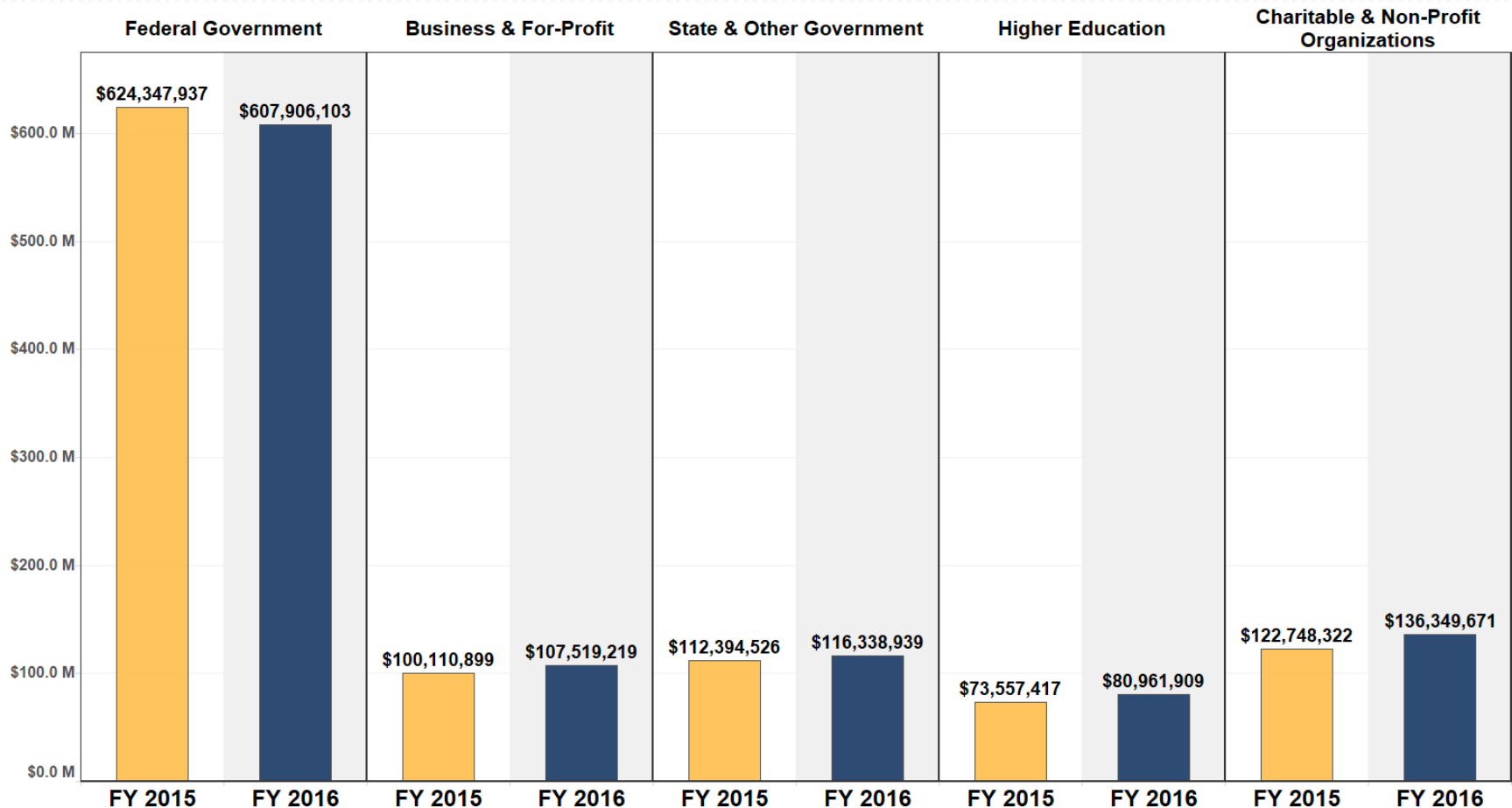
Fiscal Year	Requested Dollars	Proposal Counts
FY 2016	\$4,027,433,059	5,525
FY 2015	\$3,815,359,119	5,470

FY 2016 Final Comparison to FY 2015

Awarded Dollars & Counts

Fiscal Year	Awarded Dollars	Award (Transaction) Counts
FY 2016	\$1,049,075,841	5,554
FY 2015	\$1,033,159,101	5,648

FY 2015 & FY 2016 Final Awarded Dollars



FY 2016 Final Comparison to FY 2015 Research Expenditures

Fiscal Year	Expenditures	Research Funds with Expenditures
FY 2016	\$917,540,069	6,943
FY 2015	\$918,077,258	6,835



Patti Manheim
Director

September 8, 2016

Staff Updates

NEW Staff:

- Anna Lau - Contract Officer - 22 years experience in the UC system and sponsored research – UCB.
- Jim Fong Contract Officer - 19 years experience in the UC system and sponsored research - UCB.
- Tom Mann – Grants Specialist
BA Boston University and has over 8 years retail leadership experience

Staff Updates

- Deeksha Bhat – Grants Specialist
BA UC Davis /JD from Southwestern Law School.
Legal Placement Consultant - legal staffing company.
- Katy Sonnenleiter – Grant Administrator –
Outgoing Subawards
BA UC San Diego. Grants Assistant International
Medical Corps. USAID/Federal Rules and
Regulations/Grants & Cooperative Agreements

Staff Updates

- Najida Malek– Proposal Intake Team – BA Cal State University. Payroll specialist.

Staff Updates

Open Positions:

- Specialist – Contracts Team
- Grant Analysts - 3
- Assistant Director – Contracts Team



Grant Updates

Research Administrator's Forum

September 8, 2016

NSF – PAPPG

https://www.nsf.gov/bfa/dias/policy/papp/pappg17_1/draftpappg_may2016.pdf

PAPPG Draft

Comments with markup of current PAPPG

Voluntary Committed and Uncommitted Cost Sharing

~~Inclusion of voluntary committed cost sharing is prohibited and Line M on the proposal budget will not be available for use by the proposer. As stipulated in 2 CFR §200.99, "Voluntary committed cost sharing means cost sharing specifically pledged on a voluntary basis in the proposal's budget or the Federal award on the part of the non-Federal entity and that becomes a binding requirement of Federal award." As such, to be considered voluntary committed cost sharing, the amount must appear on the NSF budget, or be specifically identified in the approved NSF budget.¹⁸ Unless required by NSF (see the section on Mandatory Cost Sharing below, inclusion of voluntary committed cost sharing is prohibited and Line M on the proposal budget will not be available for use by the proposer. NSF Program Officers are not authorized to impose or encourage mandatory cost sharing unless such requirements are explicitly included in the program solicitation.~~

~~While not required by NSF, awardee organizations may, at their own discretion, continue to contribute voluntary uncommitted cost sharing to NSF-sponsored projects. These resources are not auditable by NSF and should not be included in the proposal budget or budget justification.~~

Commented [NSF19]: Additional reference to 2 CFR § 200.99, definition of voluntary committed cost sharing has been added for emphasis.

Estimated implementation: ~January 25, 2017

NIH – Fiscal Close

Oct 1 – Sept 30

FY16 – closing September 30, 2016

(NIAID) September 12, 2016 – Last day of FY16
grant award actions

Urgent Requests

- Justifications (scientific, budgetary, misc.)
- Approvals / Assurances
- Revised Budgets
- Change of Institutions

NRSA

NRSA – Fellowships (F)

Activation cannot occur 10/1-11/30

[NOT-OD-16-134](#)

Postdoc - Projected Stipend for FY17

Career Level	Years of Experience	Actual Stipend for FY 2016	Projected Stipend for FY 2017	Monthly Stipend
Postdoctoral	0	\$43,692	\$47,484	\$3,957
	1	\$45,444	\$47,844	\$3,987
	2	\$47,268	\$48,216	\$4,018
	3	\$49,152	\$50,316	\$4,193
	4	\$51,120	\$52,140	\$4,345
	5	\$53,160	\$54,228	\$4,519
	6	\$55,296	\$56,400	\$4,700
	7 or More	\$57,504	\$58,560	\$4,880

NIH / AHRQ / NIOSH

Effective after January 25, 2017

NOT-OD-16-129 - Appendix Material

- Appendix Material limited to shortened allowable list or if otherwise noted in FOA
- If not allowable, applications “will be withdrawn & not reviewed”

NOT-OD-16-130 - Post Submission Material

- Clarifies allowable Post Submission Material
- Must conform to Sponsor format requirements
- Due no later than 30 days prior to peer review mtg
- Must be submitted by AOR (OCGA)

Proposal Central

Access Reminder



MASTER TRAINING

<http://www.research.ucla.edu/ocga/training-calendar.html>

September

Filling out the EPASS: What is it? When is it required? How should it be completed?

Wednesday, Sept 21, 2016

Kinross, Suite 210

New Time

9:00am-10:30 am

This session will address the background and purpose of the EPASS. We will review and discuss each section of the EPASS with specific examples of questions from users. This session is appropriate for anyone with responsibility for completing, reviewing or processing EPASS forms.

MASTER TRAINING

<http://www.research.ucla.edu/ocga/training-calendar.html>

OCTOBER

NSF FastLane and Research.gov

Wednesday, October 19, 2016

Kinross, Suite 210

9:30am-11:30 am

New training currently under development.



UCLA

Office of Contract and Grant Administration

Federal Demonstration Partnership (FDP) Expanded Clearinghouse Pilot for Subawards

*The “FDP Pilot” relates to incoming and outgoing **Subawards***

Per ORA News of 8/2/16 and 8/22/16

What:

- **Effective August 18th**, when working with an FDP Expanded Clearinghouse ***Pilot Participant Institution***, use a short ***Letter of Intent*** instead of a full ***Subrecipient Commitment Form***.

The Letter of Intent (LOI) provides *project specific information* and eliminates *institutional information*

Ex: UCLA Commitment = 5 pages vs. UCLA LOI = 1 page →

Who:

A list of the 79 ***pilot participant institutions*** is at: http://sites.nationalacademies.org/cs/groups/pgasite/documents/webpage/pga_173303.pdf.

NOTE: If an institution is ***not*** listed as a pilot participant institution, there is no change to our current process (i.e. sending or receiving full Subrecipient Commitment Form).



FDP EXPANDED CLEARINGHOUSE PILOT SUBRECIPIENT LETTER OF INTENT

This can ONLY be used in lieu of the UCLA OCGA Subrecipient Commitment Form by institutions who are listed as part of the FDP Expanded Clearinghouse Pilot at: http://sites.nationalacademies.org/cs/groups/pgasite/documents/webpage/pga_173303.pdf

Subrecipient (Sub) Legal Name:		Pass-Through Entity (PTE) Legal Name:	The Regents of the University of California, Los Angeles	
Sub DUNS:		PTE DUNS:	092530369	

Information above must match FDP Expanded Clearinghouse Pilot Entity Profile

Sub Principal Investigator:		PTE Principal Investigator:	
Sub Internal Project Identifier (optional):		PTE Internal Project Identifier (ex. PATS #):	

Project Title:				
Prime Awarding Agency:		Complete Project Period:	Start:	End:
Total Proposed Amount for Complete Project Period:	\$	Cost Sharing Amount for Complete Project Period:	\$	

If Cost Sharing, a separate cost share budget and justification should be attached

Project Facilities & Administrative Rates (check one):

Federally negotiated F&A rate that matches our FDP Expanded Clearinghouse Pilot Entity Profile
 A reduced F&A rate dictated by the prime awarding agency. Rate: _____ Base Type: _____
 Not applicable (no indirect costs are requested by Sub)

Project Use Information:

Human Subjects	Yes	No	Animal Subjects	Yes	No	Stem Cells	Yes	No	Genomic Data Sharing	Yes	No
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If Yes, please forward approval(s) to PTE PI as soon as available as approval(s) must be provided before any subaward can be issued

Institutional Authorized Official Information:

Sub Name/Title:		PTE Name/Title:	
Sub Phone:		PTE Phone:	
Sub Email:		PTE Email:	

Sub Email for Awards (if different from above):

Sub Place of Performance the same as FDP Expanded Clearinghouse Pilot Entity Profile's: Yes No (for FFATA reporting purposes)

This proposal has been reviewed and approved by the appropriate official(s) of Subrecipient, and certified to its accuracy and completeness. The appropriate programmatic and administrative personnel of Subrecipient involved in this application are aware of the prime awarding agency's policies, agree to accept the obligation to comply with award terms, conditions and certifications, and are prepared to establish the necessary inter-institutional agreement consistent with that policy.

The following documents are attached to this Statement of Intent:

Sub Statement of Work (required)	Sub Budget justification (required)
Sub Detailed Line Item Budget (required)	Other: _____

Signature of Subrecipient's Authorized Official _____ Date _____

Name and Title of Authorized Official _____

Why:

- The U.S. Federal Government requires that each Pass Through Entity (PTE) conducts a Risk Assessment prior to issuing any Subaward/Subaward Amendment. Traditionally, PTEs collect initial institutional information for this Risk Assessment via Subrecipient Commitment Forms.
- Risk Assessments, thus Subrecipient Commitment Forms, typically require institutional information such as audit status/findings, FCOI policy status, EIN/NAICS No., Federalwide Assurances, debarments, registrations, collection of IDC and fringe rate agreements, etc.
- In order to reduce the administrative burden related to incoming and outgoing subawards, pilot participant institution central offices (i.e. OCGA) will be relying on institutional information from profiles housed on the FDP website, instead of institutional information from individual Subrecipient Commitment Forms.

When:

- ***Incoming Subawards:*** If you are asked to complete a *Subrecipient Commitment Form* by a pilot institution on/after August 18, 2016, please politely tell the other pilot institution that both parties are FDP Expanded Clearinghouse Pilot Participants and that a *LOI* with *project specific information* should be used instead. UCLA's *institutional information* can be obtained from our profile on the FDP Expanded Clearinghouse site. This will eliminate the need to provide institutional information via a Subrecipient Commitment Form.
- ***Outgoing Subawards:*** At time of proposal, you should continue to collect necessary authorized project-specific documents from pilot Subrecipients. Instead of the 5-page *UCLA Subrecipient Commitment Form*, you will request the *project specific* 1-page *UCLA Letter of Intent (LOI)*, with authorized signature(s), statement of work, budget(s) and justification(s), plus any other documents required by sponsor guidelines [biosketches, facilities, current and pending support, etc.].
- ***Push Back:*** It will take some time for everyone at pilot institutions to be fully aware of pilot participation, so please be patient as this information trickles down to all staff. However, the FDP has **provided** *sample push back language* to assist pilot participants. Note that UCLA will likely receive push back if we request our Subrecipient Commitment Form be completed by pilot participants.

To Reiterate – Change:

- For Subawards to-from *pilot participant institutions*, no completing institutional information as requested on Subrecipient Commitment Forms.
- Instead of requesting/completing a Subrecipient Commitment Form, complete project specific information only via a short Letter of Intent (LOI).

No change:

- *Pilot participant institution* Subrecipients still need to provide their statement of work, line-item budget(s) and justification(s), plus any other documents required by prime sponsor guidelines [biosketches, facilities, current and pending support, etc.].
- At time of award, Subrecipient subject use approvals (if any) need to be provided.
- If an institution is *not* listed as a pilot participant institution, there will be **no change** to our current process (i.e. sending or receiving full Subrecipient Commitment Forms at the time of proposal, plus applicable attachments).

Example: *Outgoing Subawards*

Subrecipient = USC

Proposal Stage

- UCLA PI competes Determination Checklist
- Collect from ***non***-Pilot Subrecipient
 - ***Commitment Form***, with authorized signature(s), and documents ***triggered*** by Commitment (as applicable):
 - Copy of IDC/fringe rate agreements, PHS Financial Disclosure Form and Assurance Compliance, Audit Certification of Compliance or Financial Audit Management Questionnaire, etc.
 - statement of work, including deliverables,
 - line-item budget(s) and justification(s),
 - plus any other documents required by sponsor guidelines [ex. biosketches, facilities, current & pending support, etc.].

Award Stage (no change)

- Collect subject use approvals (as applicable)
- Submit OCGA Subaward Checklist

Subrecipient = CalTech

Proposal Stage

- UCLA PI competes Determination Checklist
- Collect from ***Pilot*** Subrecipient
 - ***Letter of Intent (LOI)***, with authorized signature(s), and documents ***triggered*** by LOI (as applicable):
 - No additional docs triggered by LOI

- statement of work, including deliverables,
- line-item budget(s) and justification(s),
- plus any other documents required by sponsor guidelines [ex. biosketches, facilities, current & pending support, etc.].

Award Stage (no change)

- Collect subject use approvals (as applicable)
- Submit OCGA Subaward Checklist

FAQs:

- It is a “Pilot” expected to continue through June 30, 2017; ORA News will keep you posted.
- For Subrecipients that are part of system, if one site is listed as pilot participant it does NOT automatically mean all the system-sites are pilot participants (ex. UT Austin = Pilot; UT El Paso = NON Pilot). Check and make sure the specific entity is named on the list.
- The FDP Pilot applies to all incoming and outgoing Subawards handled by OCGA (for *outgoing* Subawards the FDP Pilot applies even if the Prime Sponsor is not federal).
- If we have an upcoming proposal with a pilot participant Subrecipient that has already filled out the Subrecipient Commitment Form, we will accept it instead of the LOI. DO NOT have them also fill out a LOI.
- If we have an existing project with a pilot participant Subrecipient that has filled out the Subrecipient Commitment Form for the entire project period (ex. 5 years) and nothing has changed, we will continue to use it. DO NOT have them also fill out the LOI.
- If we have an existing project with a pilot participant Subrecipient that has filled out the Subrecipient Commitment Form for *only part of* the entire project period (ex. 1 of 5 years), have them fill out the LOI to add any out year(s) [or for any additional/supplemental funds].

- Please share this information with investigators and research administrators in your department/unit.
 - FDP Expanded Clearinghouse: http://sites.nationalacademies.org/PGA/fdp/PGA_171520
- If you have to provide continuing push back to another pilot institution, please let the OCGA Outgoing Subaward Team know, and we can contact that institution on your behalf.
- In addition, if you have any questions about the pilot, please contact the OCGA Outgoing Subaward Team:
 - Assistant Director of Outgoing Subawards, Sharon Lam, slam@research.ucla.edu
 - Subaward Officer, Mary Haskins, mhaskins@research.ucla.edu
 - Website: <http://www.research.ucla.edu/ocga/sr2/Subawards.htm>
- General questions?

Thank you!

OHRPP Updates

Kip Kantelo, Director

Sept 8, 2016

NIH Policy on Single IRBs

- ❖ ~~Policy coming this month~~
released in June '16
- ❖ Effective for ~~Jan~~ *May* '17
- ❖ Domestic sites of multi-center
- ❖ Applications to identify cIRB
 - Coordination plans & personnel
 - Certain direct costs allowable
- ❖ ~~IRB rely~~ *SmartIRB* framework in development
- ❖ More to come...

IRB Reliance

- ❖ About 350 active protocols
- ❖ Requirements
 - *Agreement*
 - Registration in webIRB
 - *Local context*
 - Ancillary Reviews
 - Training
 - Policies still apply
- ❖ irbreliance@research.ucla.edu

NIH RAC Review

- ❖ **Joint Announcement IRB & IBC**
- ❖ **NIH minimizing RAC reviews**
 - **Based on IRB or IBC request**
- ❖ **Key factor: is UCLA an initial site**
 - **any site added before completion of the NIH protocol registration process**
 - **Not initial site: proceed as usual with IRB, IBC & ISPRC**
 - **Initial site: new process**

NIH RAC Review

❖ New process if initial site

- **Submit to IBC only**
 - ❑ Normal IBC review
 - ❑ Documentation shared with IRB
- **IRB & IBC will provide letter**
 - ❑ RAC no, submit IRB & ISPRC then register with NIH
 - ❑ RAC yes, register with NIH
- **NIH confirms complete registration**
 - ❑ Includes RAC review if necessary

NIH RAC Review

- Submit IRB & ISPRC if needed
- Submit NIH confirmation to IBC
- IBC & ISPRC approvals to IRB
- ❖ For more info, see either IRB or IBC website

Thank you!

❖ For questions:

- **Reliance**
 - ❑ irbreliance@research.ucla.edu
- **North & South General IRBs**
 - ❑ x57122
 - ❑ gcirb@research.ucla.edu
- **Medical IRBs**
 - ❑ x55344
 - ❑ mirb@research.ucla.edu



UCLA

Extramural Fund Management

Research Administrator's Forum
September 8, 2016

Today's Topics

- EFM Highlights of FY15-16
- New fund closeout procedure
- PAMS Update

EFM FY15-16 Highlights

Yoon Lee

FY15-16 Highlights

- **Total expenses for sponsored project funds for FY15-16: \$917,540,069**

	(\$ in millions)
Direct cost	\$736
Indirect cost (F&A)	\$182
Total expenses incurred for sponsored project funds	\$918

- **Total number of financial deliverables completed: 12,937**

	Count
Interim financial deliverables	10,663.00
Final financial deliverables	2,274.00
Total Number of financial deliverables completed	12,937.00

- **Total payment collected: \$976,328,214**

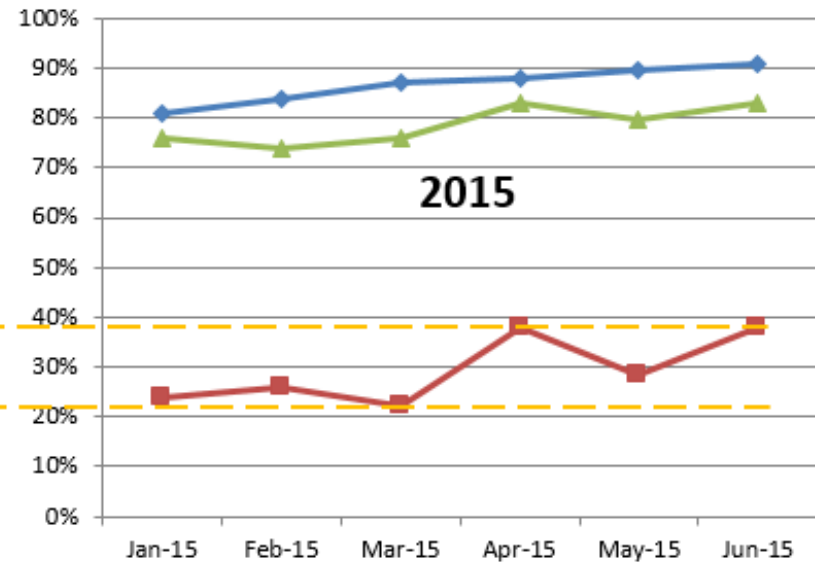
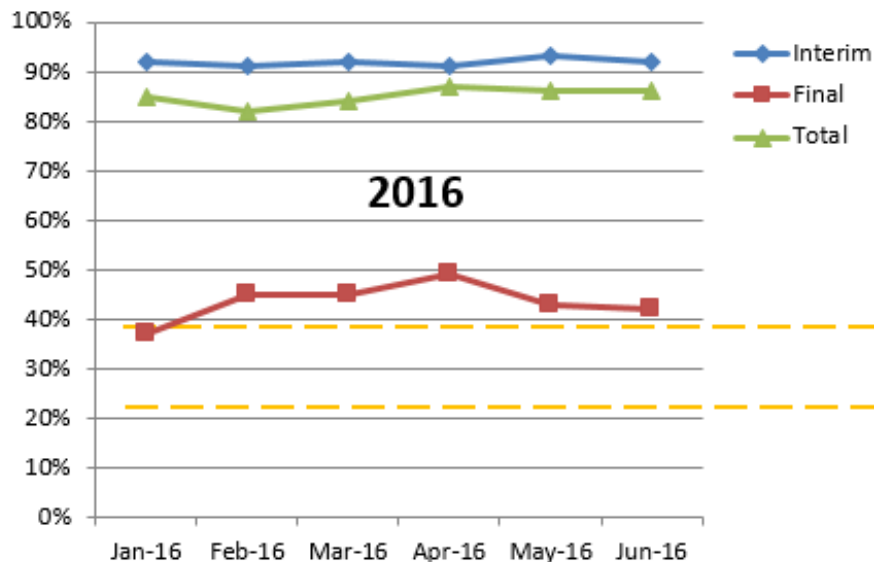
	(Count)	(\$ in millions)
Checks, wire, ACH	9,898.00	\$459
Cash draws on the letter of credit	866.00	\$517
Total payments collected		\$976

FY15-16 Highlights

- On-time submission rate of financial deliverables for FY15-16 was 82%

On-time submission	FY15-16	FY14-15	Increase
Interims	91%	86%	5%
Finals	42%	29%	13%
Overall	82%	76%	6%

- Implementation of the federal fund closeout procedure contributed to an increase of the on-time submission rate of final financial deliverables



FY15-16 Highlights

- **Deployed PAMS to departments outside the pilot**

- We started deploying PAMS v.02 to campus in waves since April 2016.
- As of June 30, 2016, in addition to the pilot users of 124, new 112 users were enrolled.

	# of Campus Departments	# of Campus Users
Pilot	73	124
Non-pilot	62	112
Total	135	236

- Tailored worklists, real time status of financial deliverables, and copies of deliverables are readily available for PAMS users.

FY15-16 Highlights

- Passed the single audit for FY14-15 without reportable finding
- Successfully transitioning to NIH subaccounts in PMS
- Managed 21,000 effort reports released with on-time certification rate of
 - 89% for Fall 2014 and Winter 2015 quarters
 - 90% for Spring 2015 and Summer 2015 quarters
- We constantly communicated with the departments various communication channels including outreaches and delivered trainings and updates
 - Visited more than 54 departments for FY15-16

	# of departments
Outreach completed in FY15-16	54
Outreach completed in FY14-15	99
Total for FY14-15 and FY15-16	153
Total # of departments with C&G funds	239
% of coverage	64%

- Issued EFM Newsletters, Hosted classes through LMS, Provided PAMS trainings

New Fund Closeout Procedure

Yoon Lee

Goals and Objectives

Goals:

- To continue to support research activities on campus by managing sponsored project funds in compliance with sponsors' and University's policies and guidelines and ensuring full and timely cost recovery

Background:

- Federal fund closeout procedure was issued in may 2015 in response to changes of financial reporting requirements in the Uniform Guidance and NIH sub-account cash draw requirements.
- Based on improvement of on-time submission of the federal finals, the federal fund closeout procedure will be modified and expanded to all sponsored project funds.

Objectives

- To develop and implement new fund closeout procedure with a target effective date of **1/01/2017**, including
 - Guidelines for timely financial closeout of awards.
 - Processes to submit the final financial deliverables when the closeout packet is not received on time.
 - Processes for revision of the financial deliverables.

Procedure Overview

At a high level, the new fund closeout procedure will be same as the federal fund closeout procedure.

- Reminder of closeout packet due date will be sent to the department.
- When a closeout packet is submitted to EFM on time, no change to the current practice.
- When a closeout packet is not submitted to EFM on time, EFM will proceed to prepare the final financial deliverables.
- EFM will start from expenses per the general ledger and exclude transactions that are considered questionable based on sponsor's and university's policies and guidelines in absence of proper documentation.
- EFM will inform the department of the final expenditure per EFM's review and ask for department's confirmation within 5 business days.
- When a response from the department is not timely or incomplete, EFM will proceed to submit the final financial deliverable based on EFM's review.
- The department will be financially responsible for expenses not included in the final due to absence of a closeout packet.

Exclusion of Expenses: by EFM in absence of documentation

- The goal is to ensure accurate financial reporting and fiscal compliance while ensuring full recovery of allowable and allocable costs incurred for sponsored activities.
- EFM will exclude
 - unallowable expenses per sponsor's guidelines or award specific terms and conditions (e.g. Salary and associated benefit in excess of salary cap rate, foreign travel expenses, equipment, etc.)
 - expenses incurred outside the performance period.
 - undocumented questionable expenses.
- Applying the same restrictions of federal to non-federal may result in applying more restrictive rules than required by non-federal sponsors, adversely affecting recovery of costs incurred for the sponsored project.
- EFM will implement **"risk based approach"** by applying different standards in determining lists of expenses to exclude from the final invoice/report as appropriate by sponsor type:
 - Federal and federal pass through
 - All non-federal

Important Changes Are Coming Up

Changes to restrictions on object codes

- EFM reviewed restrictions on all object codes collaboratively working with General Accounting team and made changes as appropriate.
- Implementation of changes is planned to be completed before the end of the calendar year.

High risk transactions when undocumented for federal and federal pass through awards

- Under the new fund closeout procedure (targeted to be effective January 1, 2017), EFM will exclude “administrative salaries” and “equipment purchased late” when appropriate documentation cannot be obtained timely.

Administrative salaries

EFM will exclude undocumented administrative salaries charged on federal and federal pass through awards

- Administrative salaries on C&G funds for FY15-16:
 - \$24 millions of S&W charged with questionable admin job titles
 - 1,718 distinctive employee's S&W made \$24 millions
 - **\$11 millions (47%)** on federal funds
 - **\$2.6 millions (10.7%)** on federal pass through funds

- Commonly used administrative job titles requiring documentation to be claimed as direct costs for the federal and federal pass through awards include:
 - Assistant I, II, III, IV
 - Admin Specialist
 - Administrative analyst
 - Clerk, MSO, Assistant Director

Equipment

EFM will exclude equipment purchased late when documentation is not obtained timely for federal and federal pass through awards

- Total equipment expenses for all C&G funds for FY15-16: \$16,109,098 (592 transactions)
- \$1,003,377 (6% of total) were equipment purchases recorded for the last 90 days of the project period (50 transactions)

It was also noted that approximately \$1.5 million of equipment purchases were recorded to the general ledger after the project end date → will be excluded

- \$1,482,210 (9% of total) were expenses recorded after the project period end date (45 transactions)

Next Steps

- EFM will continue to communicate update on the new fund closeout procedure at upcoming RAFs and via other communication channels including EFM newsletter, ORA listserv, etc.
 - Present overview and highlights of the new fund closeout procedure
 - Present changes to object code restrictions
 - The new fund closeout procedure will be available on EFM website when finalized
- Any ideas for the new fund closeout procedure are welcome and appreciated.
 - Feel free to share your ideas with any member of EFM

PAMS v.2 Deployment

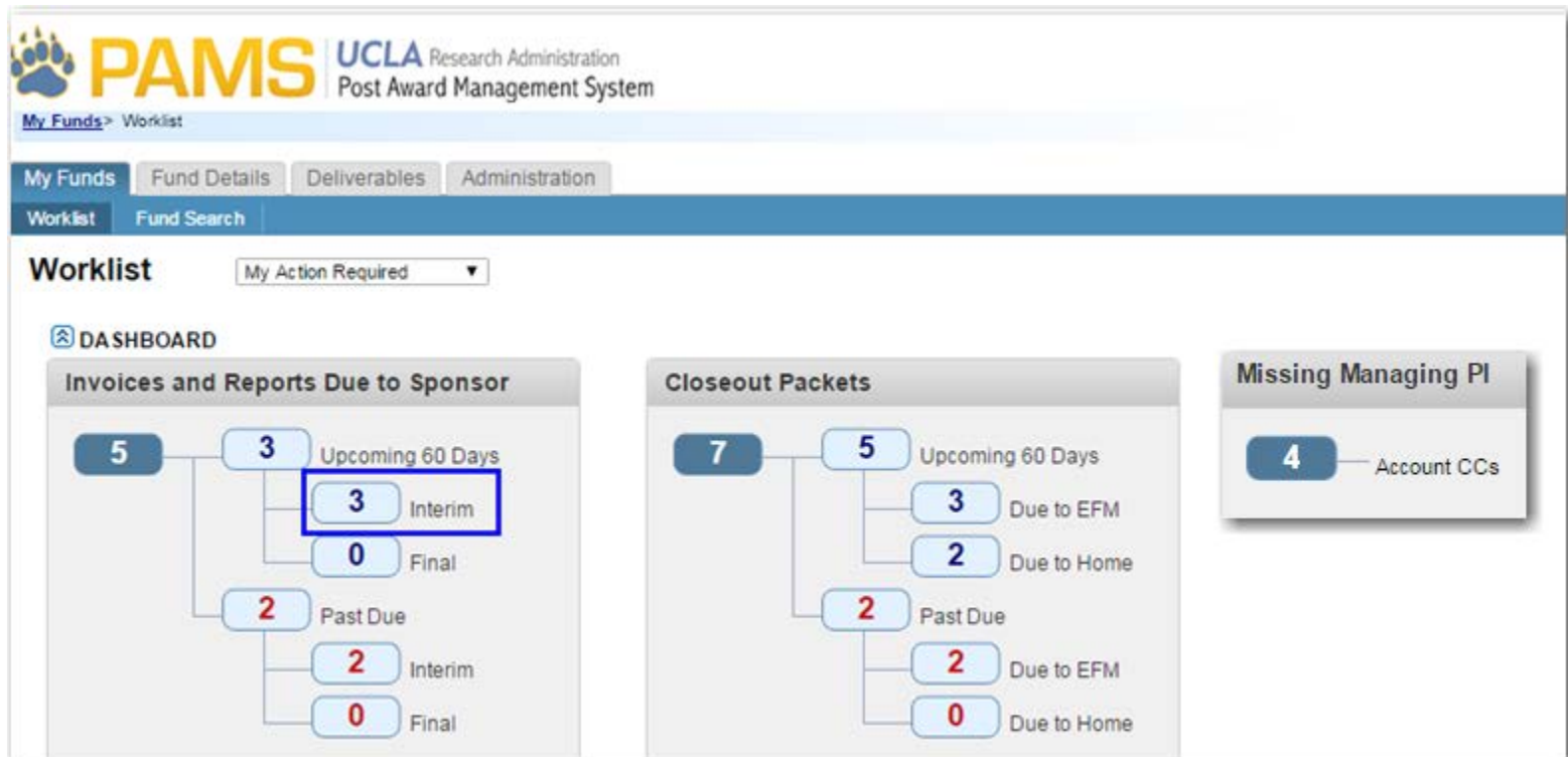
Jennifer Aguilar

Waves 1-3 Department Enrollment

Organization	Depts.	Organization	Depts.
Letters and Science	76	Education and Info Studies	2
David Geffen School of Medicine	74	Anderson School of Management	1
International Institute	16	Basic Biomedical Sciences	1
Henry Samueli School of Engineering and Applied Science	14	Broad Stem Cell Research Center	1
School of Arts & Architecture	12	Medical Group	1
Fielding School of Public Health	9	School of Nursing	1
Luskin School of Public Affairs	9	Semel Institute	1
Institute of American Cultures	6	VC Student Affairs	1
University Library	5	Vice Chancellor/Chief Financial Officer	1
School of Law	3	Vice Provost – Grad. Education	1
California Nanosystems Institute	2		
Total			237
Total Number of Depts. with C&G Awards			293
Enrollment (%)			81%

Pending Department Action

- Financial deliverable status indicates departmental assistance is needed to complete invoice/financial report
- Will appear in worklist under “Invoices and Reports Due to Sponsor”



PAMS | UCLA Research Administration
Post Award Management System

My Funds > Worklist

My Funds | Fund Details | Deliverables | Administration

Worklist | Fund Search


Worklist My Action Required

DASHBOARD

Section	Category	Count
Invoices and Reports Due to Sponsor	Upcoming 60 Days	5 (Total)
		3 (Interim)
		0 (Final)
	Past Due	2 (Total)
		2 (Interim)
		0 (Final)
Closeout Packets	Upcoming 60 Days	7 (Total)
		5 (Total)
		3 (Due to EFM)
	Past Due	2 (Total)
		2 (Due to EFM)
0 (Due to Home)		
Missing Managing PI	Account CCs	4

Pending Department Action

- Comments reference documents needed to submit the invoice/financial report by the sponsor's deadline
- Upon EFM's receipt of complete and accurate documents, financial deliverable will be removed from the department worklist

Due Date	Category	Status	Update Date	Deliverable	Edit Status
05/11/2017	Internal Closing	Deliverable Not Started			<input type="button" value="Edit"/>
01/31/2017	Invoice Milestone	Deliverable Not Started			<input type="button" value="Edit"/>
10/31/2016	Invoice Milestone	Deliverable Not Started			<input type="button" value="Edit"/>
07/31/2016	Invoice Milestone	Pending Department Action			<input type="button" value="Edit"/>

User Comments	Status Updates
08/31/2016 - invoice requires completed time sheets to be submitted with invoice. Emailed department for time sheet form	Pending Department Action
Deliverable Created	Deliverable Created

Missing Managing PI

- Information from the OASIS Account/Cost Center table is used to create closeout packets in PAMS
- To update the Managing Investigator field, contact General Accounting or PAMS Help

```

UCLA-AIS                *** ACCOUNT/CC TABLE ***                FSM0672
ACTION: B      TABLE: AC  +                LOCATION: 4
ACCOUNT/CC: 11111 AA                LAST UPDATE: 11/01/05
-----
ACCOUNT/CC TITLE: ATHLETICS / BRUIN
DEPARTMENT: 0001      ATHLETICS
FUNCTION: 03      RESEARCH
PROGRAM:
MANAGING INVESTIGATOR: +
ARC:                UAS/DISCIPLINE:                CAPITALIZATION:  _  SAU:  _
  
```

Managing Investigator is blank

Missing Managing PI

- Account/cost centers missing Managing PI appear on Worklist dashboard

- Report available via Fund Search



My Funds > Fund Search

My Funds Fund Details Deliverables Administration
 Worklist Fund Search

Search For Funds

FILTERS

From Due Date: 09/01/2016 To Due Date: 09/30/2016

Select data to download:

- Deliverables Report of completed and outstanding Invoices and Financial Reports due to sponsor.
- Closeout Packets Report of completed and outstanding Closeout Packets that are due.
- Missing Managing PI

These results indicate that the following Account and Cost Center combinations have a blank Managing Investigator field in the AC table in OASIS. When the Managing Investigator is blank, PAMS cannot create a Closeout Packet. Please take the following corrective actions:

 - If there is one PI associated with the combination please reach out to General Accounting to have this updated in the AC table. Once this is completed PAMS will create the Closeout Packet overnight.
 - If there is no PI or there are multiple PIs associated with the combination please reach out to PAMSHelp@research.ucla.edu to have the Process COP Option for this fund changed to "Upload RAPID COP Through Portal".

Download Data in Excel

The screenshot shows the PAMS Worklist dashboard with a 'Missing Managing PI' widget highlighted in a blue circle. The widget displays '4 Account CCs'. Other widgets include 'Invoices and Reports Due to Sponsor' and 'Closeout Packets'.

Training

- 7 in-person training sessions conducted (~25-30 participants/session)
- Upcoming training in Kinross 210:
 - Monday, September 12th 9:00am-11:00am
 - Tuesday, September 20th 1:00pm-3:00pm
- Online Training and Quick Guides: www.efm.ucla.edu
 - Video tutorials: New videos added frequently
 - How to Complete the PAMS Access Form (available now)
 - Sign On and Worklist (available now)
 - Invoices and Reports Due to Sponsor Dashboard (**New!**)
 - Deliverables (**New!**)
 - Closeout Packets Dashboard (coming soon)

PAMS Support

- Monday through Friday, 8:00am-5:00pm
- PAMShelp@research.ucla.edu, (310) 794-0008
- FAQ's: <http://ora.research.ucla.edu/EFM/Pages/PAMS/FAQ.aspx>

Your feedback is welcomed!

Contact information

EFM Website

www.efm.ucla.edu

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Questions?

