



UCLA

Office of Research Administration

Research Administration Forum

May 10th, 2018

Welcome!

Yoon Lee

Director, Extramural Fund Management

Agenda

- **Welcome and Announcements** – *Yoon Lee*
- **EFM** – *Yoon Lee*
 - ERS Reports in RAPID Tool
 - Fund Deletion Status
 - PAMS Updates – *Jennifer Iglesias*
 - FY 17-18 Fiscal Closing – *Jen Ear*
- **RSAWA**
 - Radiation Safety Committees (RSC) – *Dina Boktor*
- **OCGA**
 - e-Verify Requirements – *Jim Fong*

New Financial System

- For UCLA, By UCLA
 - UCLA – Oracle – Huron
- Campus wide participation
 - Business process (Functional areas)
 - Information technology
 - People and Culture (Campus community)
- 4/30/18: Core team kick off meeting
- May 2018 ~: Planning Phase
 - Business process inventory
 - Familiarization workshop

RESEARCH ADMINISTRATION

Extramural Fund Management

May 10, 2018

Today's Topics

- ERS Reports in the RAPID tool
- Fund Deletion Status
- PAMS New Financial Deliverable Pages
- FY17-18 Fiscal Closing

ERS Reports in the RAPID tool

Yoon Lee

ERS Detail Report in the RAPID Tool

- February 2018: Announcement soliciting feedback on the usage of ERS Detail Reports in the RAPID tool (RAPID ERS reports) to campus.
 - Will the RAPID ERS reports be redundant?
 - Payroll details are available in the ERS and UCPATH Distribution of Payroll Expense (DOPE) report
 - UCPATH DOPE report provides more flexibility in searching and sorting payroll data (e.g. by individual) than PPS Payroll Distribution Report
- Per review of feedback, the RAPID ERS reports provide additional features not available in the current design of UCPATH DOPE report.
 - Calculation of effort % in a calendar month for progress report
 - Review of effort % including adjustments prior to processing expense transfers
 - Projection of effort % including planned effort % in future
- April 2018: Announcement confirming that the RAPID ERS reports will be remediated to consume payroll data from UCPATH.

Fund Deletion Status

Yoon Lee

Fund Deletion Status

Complete all financial deliverables

- All required Invoices and/or financial reports are submitted

Clean the general ledger

- Operating balance = \$0

Confirm all payments are collected

- Accounts receivable = \$0

Confirm all obligations are paid

- Accounts payable = \$0



Close the fund (Y/N)

- Close the fund in the fund table in FS
- Closed? "Y" + Re-appropriate? "N"

Purge the fund

- Closed funds can be purged after going through one fiscal closing cycle

Fund Deletion Status

- February 2018:
 - Announced that EFM started purging funds that were closed in FY15-16 or prior: 3,600 + funds identified for purging

- March 2018:
 - 2,300+ funds successfully purged
 - 1,300+ funds were not purged

- April 2018 ~:
 - 1,300 + funds in process
 - Balance in Accounts Payable must be cleared
 - EFM working with General Accounting and Accounts Payable

- Upon completion of purging funds closed in FY15-16, EFM will start purging funds closed during FY16-17

PAMS Updates

Jennifer Iglesias

PAMS New Version

- Released Monday, 5/07/18!
- Enhancements to financial deliverables include:
 - Search for financial deliverables by using the PATS Institution Number or Fund Number
 - View financial deliverables for the project period of an award
 - Download completed financial deliverables
 - Email award specific department and EFM contacts
 - Access the award snapshot from the Deliverable List page

Live Demonstration

PAMS Training Resources

- Videos, FAQ's:
<http://ora.research.ucla.edu/EFM/Pages/PAMS/TrainingMaterials.aspx>
- For any questions, contact the PAMS Help Team:
pamshelp@research.ucla.edu or x40008

FY17-18 Fiscal Closing

Jen Ear

Fiscal Year 17-18 Closing

- Fiscal Year Closing is Around the Corner!
- Corporate Financial Services (CFS) released the “FY17-18 Fiscal Closing Letter and Schedule” on April 12th, 2018.
- The letter and other fiscal closing instructions and details are available at:
<https://www.finance.ucla.edu/corporate-accounting/closing-schedule-for-fiscal-year-end>

Fiscal Year 17-18 Closing

May

- Review the fiscal closing letter and schedule to identify deadlines applicable to your area
- Conduct your monthly reconciliation and ledger review to;
 - Verify that expenses booked to the ledger have been recorded to the appropriate FAU
 - Process cost transfers for adjustments
 - Ensure invoices received from vendors and subcontractors are submitted to the Accounts Payable office
 - Contact vendors and subcontractors for invoices billing for goods and services rendered during FY17-18

Fiscal Year 17-18 Closing

June

Date	Deadlines
June 25, 2018 at 10:00am	Department deadline to submit vendor and subcontractor invoices to Accounts Payable for FY17-18
June 28, 2018 at 8:00pm	Department deadline to submit payroll cost transfers requiring EFM approval

- To minimize accrual of expenses follow up with vendors and subcontractors for invoices billing for goods and services rendered during FY17-18
- Conduct your monthly reconciliation and ledger review to ensure expenses are recorded to the appropriate FAU and financial adjustments have been posted.

Fiscal Year 17-18 Closing

July

Date	Deadlines
July 9, 2018	Deadline for all expenditures pertaining to fiscal year 2017-18 to be recorded in the general ledger
July 10, 2018 at 10:00am	Department deadline to submit Accrual and Deferral forms with support to EFM. Forms can be located at http://ga.accounting.ucla.edu/fcr/
July 12, 2018 at 8:00pm	Department deadline to submit non-payroll cost transfers requiring EFM approval for the June 2018 Prelim Ledger
July 18, 2018 at 8:00pm	Central office deadline to post online financial journals for the June 2018 Prelim Ledger
July 19, 2018	June Prelim Ledger is available

Fiscal Year 17-18 Closing

August

Date	Deadlines
August 6, 2018	Approximate release date for June Final ledger.

Fiscal Year 17-18 Closing

- Summary of Key Department Deadlines

Date	Deadlines
June 25, 2018 at 10:00am	Department deadline to submit vendor and subcontractor invoices to Accounts Payable for FY17-18
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Contact information

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UCLA

RSAWA

Radiation Safety Committees at UCLA

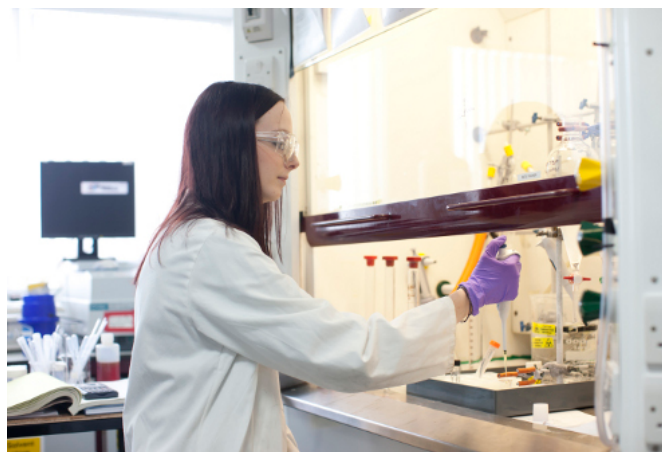
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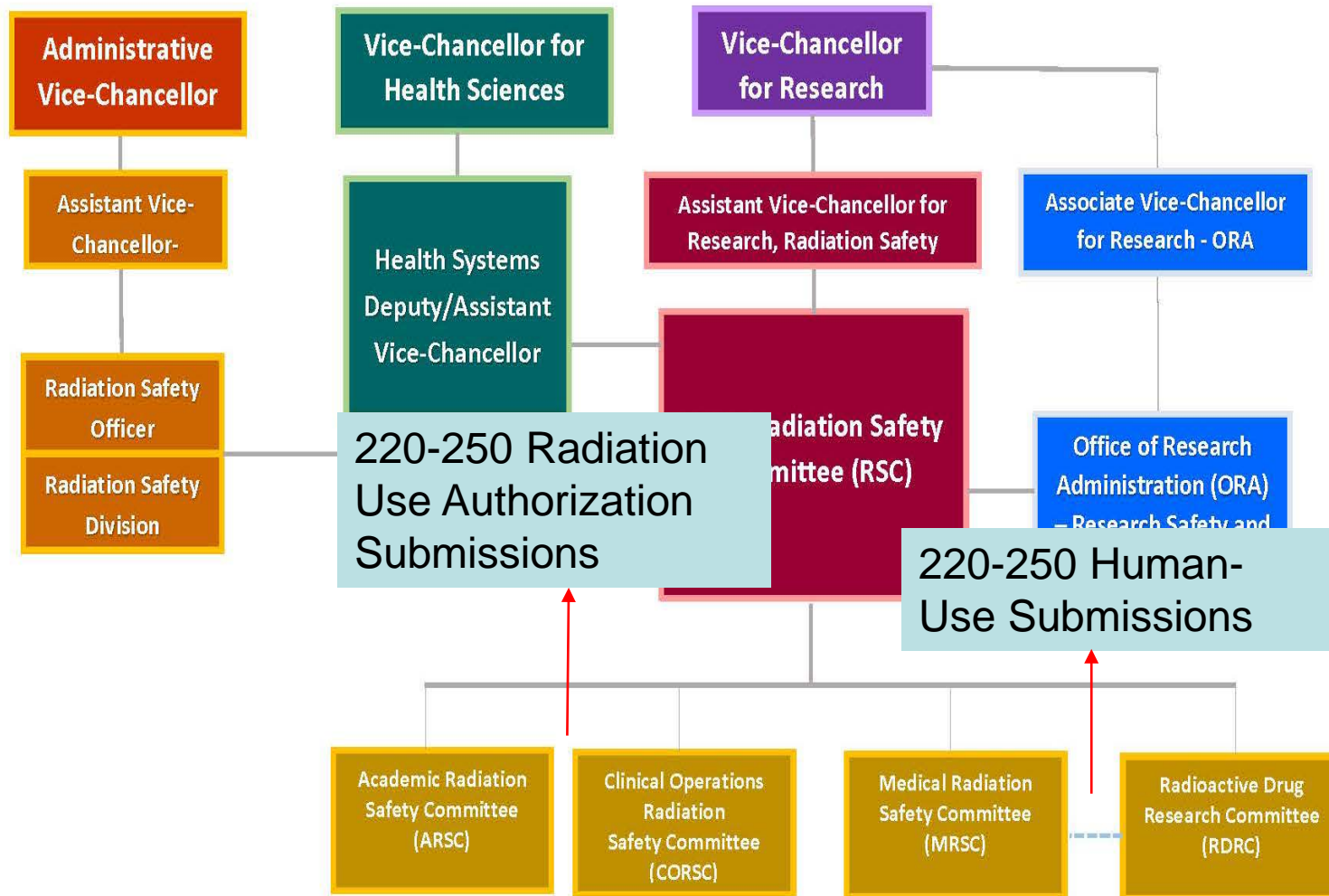
Dina Boktor, UCLA Radiation Safety Manager

May 10, 2018

Oversight of Radioactive Machines and Materials

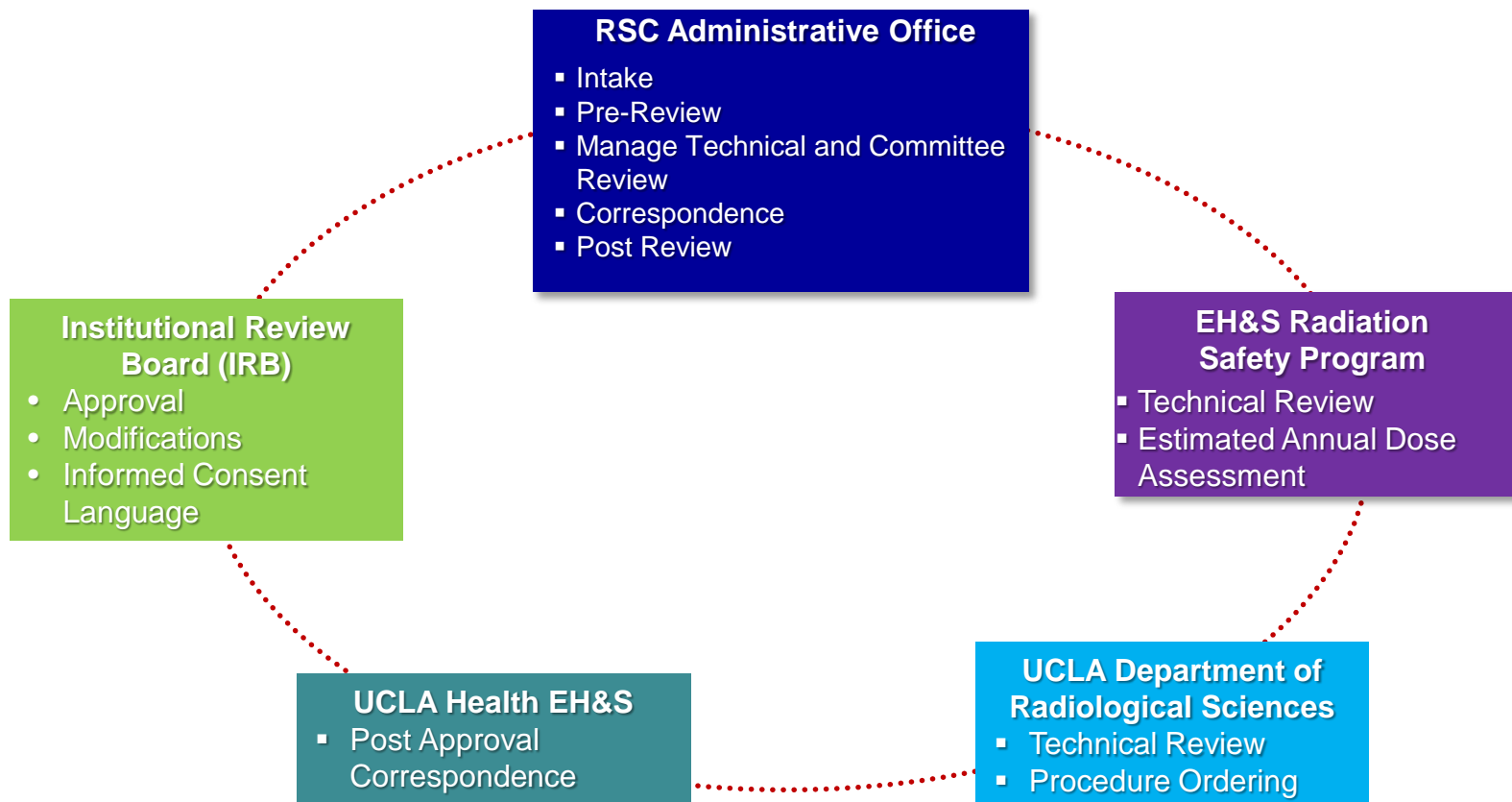
- Clinical
- Academic
- Research





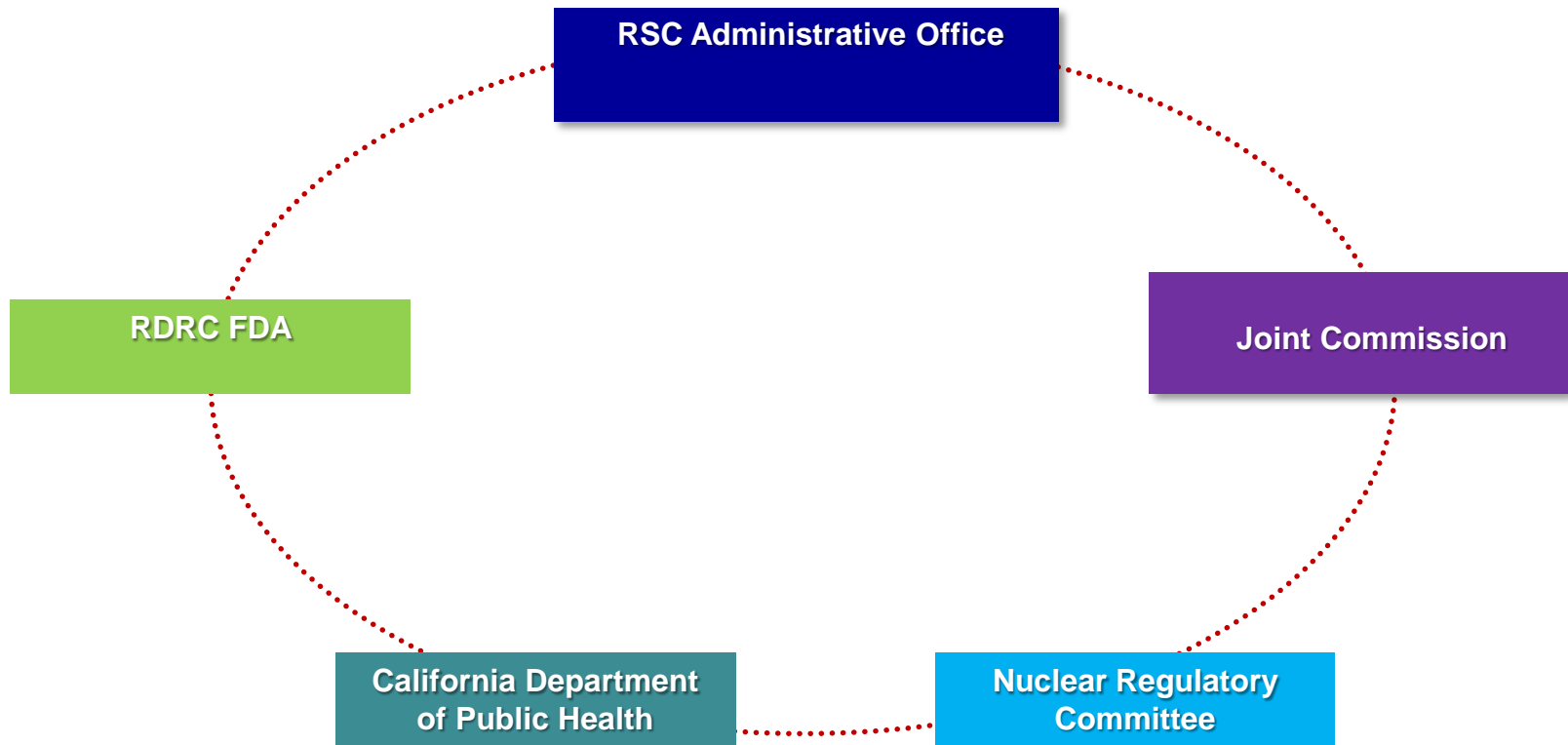


Working Relationships Needed Within UCLA During Review





Working Relationships Needed Outside of UCLA During Review



Current State

Assigned To IRB Meeting

[View Study](#)

[Printer Version](#)

[View Differences](#)

MRSC Status:
Completed

Owner (IRB Staff):
ANTHONY SALDANA

- My Activities**
- OHRPP document upload
 - MRSC Ownership
 - Send MRSC Inquiry or Reply to Study Team
 - Send to MRSC Reviewer
 - Finalize MRSC Review
 - Schedule for MRSC Meeting
 - Complete MRSC Review

Study: A Study of H.P. Acthar(R) Gel in Subjects with Pulmonary Sarcoidosis

Full Title of Study:	Phase 4, Multicenter, Randomized, Double Blind, Placebo Controlled Pilot Study to Assess the Efficacy and Safety of H.P. Acthar® Gel in Subjects With Pulmonary Sarcoidosis		
Protocol ID:	IRB#18-000406		
Principal Investigator:	STEPHEN WEIGT	Study Contact Person:	FRANCES ROSEN
Faculty Sponsor:		Review Type:	Full IRB Review
Committee:	Medical IRB 1	Initial Submission Date:	3/15/2018
Initial Submission Date:	3/15/2018	Meeting Date-Time:	4/11/2018 - 3pm
PI Proxy:	FRANCES ROSEN EILEEN CALLAHAN		
PI Assurances:	Completed		
FS Assurances:	Not Required		

Request to Continue Participants during Approval Lapse:

History | Documents | IRB Requests | Notices | Other Regulatory Documents | Training Log | Change Log

Filter by

Activity	Author	Activity Date
MRSC Review Completed: Review completed <small>No revisions needed in section 8.11. View MRSC Letter</small>	BOKTOR, DINA WADIE	4/11/2018 2:49 PM
MRSC Review Finalized: Recommend approval <small>Summary Memo Attached 2018_MACHAP35_Weigt_18-000406.docx</small>	DENMAN, MORGAN TAYLOR	4/3/2018 12:58 PM
Sent to MRSC Reviewer	CALLAHAN, JOSEPH ROSS	3/16/2018 5:41 PM
MRSC Ownership: DINA BOKTOR	CALLAHAN, JOSEPH ROSS	3/16/2018 5:41 PM
MRSC Review Finalized: Additional information required	CALLAHAN, JOSEPH ROSS	3/16/2018 5:40 PM



SafetyNet Coming 2018

- Integration with IRB
- Automation of workflow
- Calculation for Technical Review

OCGA News

Jim Fong, Assistant Director, Contracts Team
Office of Contract and Grant Administration
RAF - May 10, 2018

FYI

- FY 18-19 TIF Rates
 - \$43.02/month effective July 1, 2018
- CIRM Salary Cap
 - Increased to \$266,000/year effective July 1, 2018
- NIH NOT-OD-18-172
 - Clarification of NIH's Policy Regarding a Change in PI's Status

E-Verify Requirements

Jim Fong, Assistant Director, Contracts Team
Office of Contract and Grant Administration
RAF - May 10, 2018

What is E-Verify?

- E-Verify is an internet-based system to electronically confirm the employment eligibility of their employees to work in the United States
- E-Verify is managed by United States Citizenship and Immigration Service (USCIS)
 - U.S. Department of Homeland Security (DHS)
 - Social Security Administration (SSA)

Who does E-Verify affect?

Qualifying new and existing UC employees
BUT ONLY IF

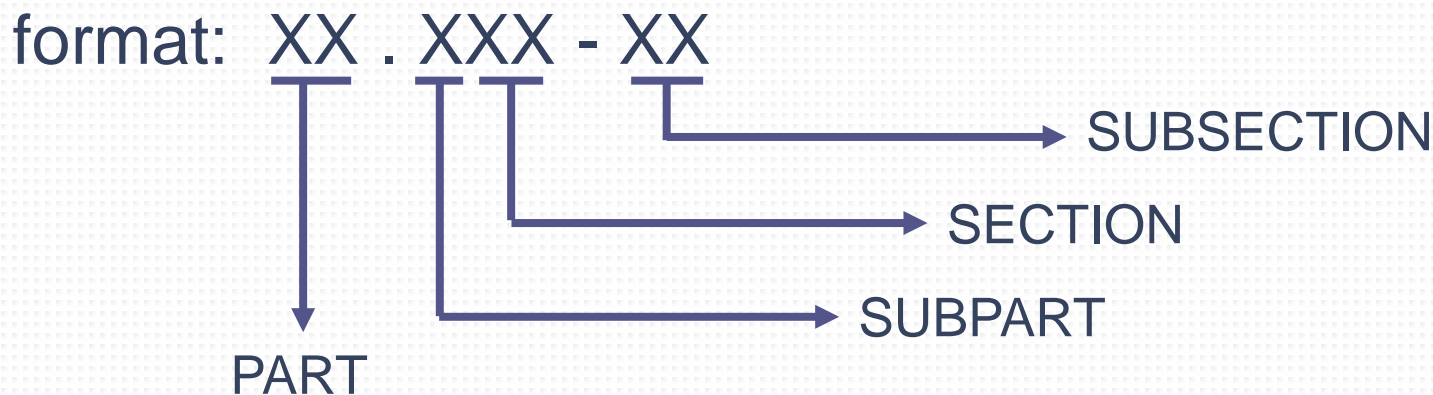
- Hired after November 6, 1986
- Directly performing work on a FAR-based contract or subcontract that includes the E-Verify clause

Why November 6, 1986?

- On this date, President Reagan signed into law the Immigration Reform and Control Act (IRCA)
 - Among other things, requires all U.S. employers to examine documentation for each newly hired employee to determine their work eligibility through the Employment Eligibility Verification Form (Form I-9)
 - E-Verify does NOT replace the Form I-9

What is a FAR-based Contract?

- Federal Acquisition Regulation (FAR)
 - Used when the U.S. Government seeks to acquire goods and services
 - Are NOT grants or cooperative agreements
 - FAR clauses follow a set numbering system



E-Verify Clause

E-Verify Clause



52

E-Verify Clause



52



222

E-Verify Clause



52



222



54

E-Verify Clause

52.222-54

Employment Eligibility Verification

- Since September 8, 2009, all federal contractors and subcontractors are required to use the E-Verify system when included in a FAR-based contract
- Only employees directly assigned to the contract require verification

When to E-Verify?

- E-Verify new hires who will be charged to the FAR-based contract before or within three (3) business days of their hire date
- E-Verify current employees who will be charged to the FAR-based contract before or within thirty (30) days they charge their time

When to E-Verify?

- Departments need to work with their Human Resources personnel to use E-Verify and enter the verification date in EDB
- E-Verify requires additional documentation than required by the Form I-9.
 - Social Security Number
 - Photo ID

Why should you care?

- Salary costs incurred prior to the date of verification will be unallowable!
- Salary costs incurred after the timeline requirements will be unallowable!
- On a monthly basis, EFM generates a compliance report on funds subject to E-Verify to look for these unallowable payroll costs

What ORA is doing to help

- OCGA Award Intake Team will review incoming contracts for the E-Verify clause
- ORD M sends an email to the PI and Department with a subject line of “TAKE ACTION NOW!” which explains the E-Verify requirements
- Award Notification will indicate if E-Verify applies to the Contract

Parting Advice

- If transferring funds to another Department, please alert them to any E-Verify requirements
 - Notices only go out to the lead PI and administering unit