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# Research Administration Forum

October 11<sup>th</sup>, 2018

**Marcia Smith**

**Associate Vice Chancellor for Research**

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# Welcome!

Research Administration Forum

October 11, 2018 - 10:00 am to 11:30 am

Louis Jolyon West Auditorium, Room C8-183  
of the Semel Institute

## Meeting Agenda

**Welcome and Announcements** - *Marcia Smith*

**CBR for Post Postdocs** - *David Beckstrom and Yoon Lee*

**Extramural Fund Management** - *Yoon Lee*

**Research Safety and Animal Welfare Administration** - *Jennifer Perkins*

**Office of Contract and Grant Administration**

- Subaward Updates – *Mary Haskins*
- S2S Grants (Cayuse) Upgrade – *Cindy Gilbert*



**Happy 90<sup>th</sup> RAF!**

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# Composite Benefit Rates (CBR) Update

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David Beckstrom

Senior Director, Sales & Service, Costing Policy & Analysis

UCLA Corporate Financial Services

[dbeckstrom@finance.ucla.edu](mailto:dbeckstrom@finance.ucla.edu)

# UCLA Employee Groups & Rates

<b>Group #</b>	<b>Employee Group</b>	<b>Finalized FY18-19 CBR</b>	<b>Finalized FY19-20 CBR</b>
<b>1</b>	<b>Faculty Summer</b>	<b>4.8%</b>	<b>4.9%</b>
<b>2</b>	<b>HCOMP Senior Faculty</b>	<b>24.8%</b>	<b>25.2%</b>
<b>3</b>	<b>Faculty</b>	<b>31.7%</b>	<b>32.3%</b>
<b>4</b>	<b>Other Academics</b>	<b>42.5%</b>	<b>43.4%</b>
<b>5</b>	<b>Post Docs</b>	<b>27.5%</b>	<b>28.4%</b>
<b>6</b>	<b>Staff Exempt</b>	<b>42.5%</b>	<b>43.4%</b>
<b>7</b>	<b>Staff Non-Exempt</b>	<b>51.6%</b>	<b>52.8%</b>
<b>8</b>	<b>Food-Custodian-Grounds</b>	<b>66.8%</b>	<b>68.3%</b>
<b>9</b>	<b>Employees &amp; Students with Limited Benefits</b>	<b>4.8%</b>	<b>4.9%</b>

# CBR Impact & Mitigation

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- Campus impact of CBR and VLA expected to be low
  - Budgets have used CBR since Fall 2016
- Sponsored Award Mitigation
  - For Awards budgeted prior to CBR
  - Industry Clinical Trials Exempt
  - Contact me if impact >5% and \$10,000 of awarded direct costs

# Post Doctoral Scholar - Fellow

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- Title Code 3253:
  - An appointment is made in the title “Postdoctoral Scholar – Fellow” when the Postdoctoral Scholar has been awarded a fellowship or traineeship for postdoctoral study by an extramural agency and the fellowship or traineeship is paid through a University account.
- Post Doctoral Fellows will be paid through UCPATH
- Post Doctoral Fellows receive benefits and will be assessed the PostDoc CBR
- Treatment of NRSA unallowable benefits - EFM
- Future Post Doc Fellow CBR

# Post Doctoral Benefits

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Health Insurance Contribution

Medicare

Workers' Compensation

Dental Insurance

Matching Retirement Contribution

Unemployment Insurance

PSBP Disability

PSBP Broker Fee

PSBP Workers' Compensation

Vision Insurance

OASDI

PSBP Life Insurance

OPEB Health



# Extramural Fund Management

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October 11, 2018

# Agenda

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- **Composite Benefit Rates and Unallowable Benefit Expenses in NRSA Grants**
- **UCPath Distribution of Payroll Expenditure Report**
- **New Version of RAPID Tool for UCPath**
- **Next Release of Effort Reports**

# **Composite Benefit Rates and Unallowable Benefit Expenses in NRSA Grants**

# Unallowable Benefit Expenses in NRSA Grants

NIH Grant Policy Statement, 11. RUTH L. KIRSCHSTEIN NATIONAL RESEARCH SERVICE AWARDS

- **11.2 INDIVIDUAL FELLOWSHIPS / 11.2.9.7 Employee Benefits**

Since Kirschstein-NRSA fellowships are not provided as a condition of employment with either the Federal government or the sponsoring institution, institutions may not seek funds, or charge individual fellowship awards, for costs that normally would be associated with employee benefits (for example, FICA, workman's compensation, life insurance, union dues, and unemployment insurance). Concerning union dues or other similar costs otherwise paid personally by the fellow; if a fellow requests the institution deduct such a cost from the stipend amount, the institution can provide the fellow such a service. However, in no case can such a deduction from the stipend be made automatically without the approval of the fellow.

- **11.3 INSTITUTIONAL RESEARCH TRAINING GRANTS / 11.3.8.7 Employee Benefits**

Because Kirschstein-NRSA awards are not provided as a condition of employment with either the Federal government or the recipient, it is inappropriate and unallowable for organizations to seek funds, or to charge Kirschstein-NRSA institutional research training grants, for costs that normally would be associated with employee benefits (for example, FICA, workers compensation, life insurance, union dues, and unemployment insurance). Concerning union dues or other similar costs otherwise paid personally by the trainee, if a trainee requests the institution deduct such a cost from the stipend amount, the institution can provide the trainee such a service. However, in no case can such a deduction from the stipend be made automatically without the approval of the trainee.

# Unallowable Benefit Expenses in NRSA Grants

What was shared at RAF in August, 2018 with correction

- **Benefit expense will be charged as a lump sum based on the Composite Benefit Rate (CBR) for each employee group.**
- **CBR includes benefit expenses not allowed by NIH Grant Policy for NRSA grants and actual costs of different types of benefits are not available.**

- **How can we ensure not to charge unallowable expenses to NRSA grants?**

- CBR is assessed only when salaries are paid to employees.
- Trainees/Fellows receive stipends (not salaries) on NRSA grants.

- No benefit is assessed to NRSA grants.
- No risk of charging unallowable benefit expenses to NRSA grants.
- Two training grant worksheets in the RAPID COP will be discontinued.
  - Training Grant – Postdoc Allowable/Unallowable Benefits.
  - Training Grant Benefits.

**INCORRECT:**  
 Stipend is processed in UCPATH and CBR is assessed not only to salaries but to stipends.

**INCORRECT:**

- CBR will be charged to NRSA Grants.
- Unallowable benefits need to be removed.
- Training grant worksheets in the RAPID COP will need to be developed.

# Unallowable Benefit Expenses in NRSA Grants

The Process for benefits processed in UCPATH with CBR

- **Actual costs of unallowable benefit expenses are not available in UCPATH; however, breakdowns of costs of different types of benefits included in the base for CBR rate development are available.**
- **New training grant worksheets (to be included in the new version of the RAPID tool) will be developed to facilitate segregation of allowable expenses and unallowable expenses based on the percentage of each type of benefit included in the CBR rate.**
- **Department fund manager reviews accuracy and submits them to EFM as a part of a closeout packet.**
- **Department works with the central Payroll office to transfer off unallowable expenses from the grant fund via financial journal entries.**

# Unallowable Benefit Expenses in NRSA Grants

The Process for benefits processed in PPS (prior to CBR)

- Worksheet in the RAPID COP [PAYROLL: Training Grant– Allowable/Unallowable benefits]**

- The worksheet segregates allowable expenses and unallowable expenses based on object codes by person in two tables.
- Department fund manager reviews accuracy and submits it to EFM as a part of a closeout packet.
- Department works with the central Payroll office to transfer off unallowable expenses from the grant fund via financial journal entries.

**Allowable Benefits**

Paid/Lien	Total	Joe Bruin	Josephine Bruin	Brown Bear
Paid	<b>4,457.32</b>			4,457.32
Lien	<b>5,017.62</b>	1,578.24	0.00	3,439.38
Total Allowables	<b>9,474.94</b>	1,578.24	0.00	7,896.70

**NIH PSBP Unallowable Charges**

Paid + Lien	Total	Joe Bruin	Josephine Bruin	Brown Bear
Work Comp (8501)	<b>1441.79</b>	375.92	425.89	639.98
Life Ins. (8751)	<b>52.25</b>	9.15	0	43.1
Disability (8741)	<b>166.6</b>	29.4	0	137.2
Total Unallowables	<b>1660.64</b>	414.47	425.89	820.28

Grand Total	<b>11,135.58</b>	1,992.71	425.89	8,716.98
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# Unallowable Benefit Expenses in NRSA Grants

The Current Status of Development of Training Grant Worksheet

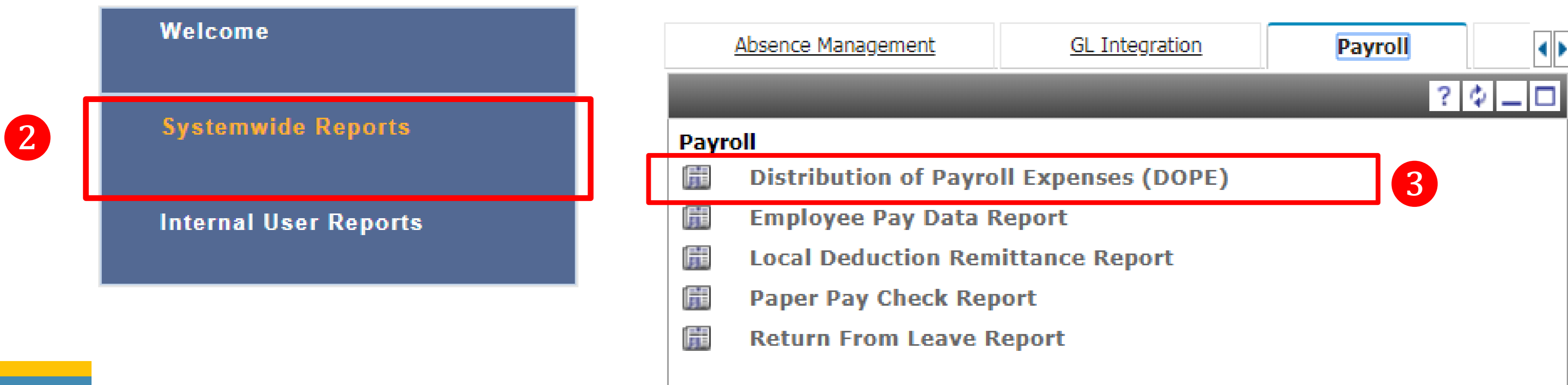
- **The need to develop training grant worksheet(s) in the RAPID closeout packet came to the light earlier this week.**
- **CFS will provide the detailed breakdowns of CBR rates soon in October.**
- **EFM and ORIS will start designing the worksheet(s) and test them as soon as possible. Target completion date will be determined considering the followings:**
  - These worksheets will be needed to close grants with the budget end date in September in 2018 or later.
  - New version of RAPID tool including new worksheets needs to be available for the department in November in 2018 to prepare a closeout packet to submit to EFM on time.

# UCPath

## Distribution of Payroll Expenditure Report

# Distribution of Payroll Expenditure Report

How to Navigate to Locate a Report



# Distribution of Payroll Expenditure Report

## The Current Status

- **Report is available in Campus Data Warehouse; however, it currently does not display complete data yet and some data in the report have been identified to be inaccurate.**
- **UCPath reporting team is currently fixing various issues identified, including but not limited to the followings:**
  - CBR and Leave Assessment columns do not have the data.
  - Pay rate and earnings for funds with salary cap appear to be inaccurate.
- **For interim invoices or financial reports for the period including September 2018, which require the payroll detail reports as supporting documentation,**
  - UCPath payroll report is not ready to be used.
  - Employee sum report in the RAPID closeout tool needs to be used.
    - It also has a few issues that have not been fully resolved yet but displays all data at least. EFM will manually correct the report as needed.

# **New Version of RAPID Tool for UCPath**

# New Version of RAPID Tool for UCPath

The current Status

- Payroll related reports in the RAPID tool:

All In Scope		
<ul style="list-style-type: none"> <li>• Payroll After Fund End Date</li> <li>• Employee Sum</li> </ul>	<ul style="list-style-type: none"> <li>• Admin Salary</li> <li>• ERS Detail Reports</li> </ul>	<ul style="list-style-type: none"> <li>• Training Grant – Postdoc Allowable/Unallowable Benefits</li> <li>• Training Grant Benefits</li> </ul>

- Training grant worksheets will need to be developed.
- All other reports in the new version of RAPID tool are under testing.
  - Testing progress has been impacted by delays in UCPath data conversion and conversion/reporting issues.
  - Identified issues are in the process of being fixed.
- The new version of RAPID tool will be released to campus as soon as ready understanding that it will be needed for the department to prepare a closeout packet for funds expired in September 2018 or later.
- The new version of RAPID tool (Incomplete version) is available for EFM. For interim invoices and financial reports that need to accompany payroll detail reports, EFM will prepare payroll reports for the department.

# New Version of RAPID Tool for UCPath

New version will include two sets of payroll related reports

RAPID Project Quick Wins	
Closeout Reports	ARRA, ERS, Billing & A/R Reports
Pre-Closeout Checklist (Recommended 2 months prior to fund end date) Smart Closeout Tool Summary - By Sub Expenses - Unallowable and Warning Object Codes Expenses - After End Date Remaining Encumbrances F&A Reconciliation Link Subawards/Subcontracts/Subgrants 1198XX (Intercampus/Carryforward/STIP)	ARRA Linked Accounts by Hierarchy Code ARRA FTE Report
Training Grant -Trainee Expense Worksheet Training Grant – Postdoc Allowable/Unallowable Benefits Training Grant Benefits	ERS Detail report (11/12 Academics and Non Academics) ERS Detail report (9/12 Academics)
Detail - Closed Detail - Open Detail - All Financial Reporting Application TOF Zero Out Accounts/Subs	Billing & Accounts Receivable  Financial Reporting and Invoicing Tool
Payroll After Fund End Date Employee Sum Admin Salary	UCPATH Employee Sum UCPATH Admin Salary UCPATH Payroll After Fund End Date UCPATH ERS Detail Report (11/12 Academic and Non Academics) UCPATH ERS Detail Report (9/12 Academics)
Detail - Closed Warning and Unallowable Expenses Detail Equipment – Within 90 days of Expiration	Training grant worksheets will be added

Payroll reports  
 pulling data from PPS

Payroll reports  
 pulling data from UCPath

Training grant worksheets will be added

# Next Release of Effort Reports

# Next Release of Effort Reports

## The Current Status

- **Testing of effort reports has been delayed due to composition of test data, delay in data conversion, and defects of I-129 (Interface which processes data from UCPath labor ledger to Effort Reporting System).**
- **A number of issues identified so far are due to either data conversion issues or defects of I-129.**
- **Payroll data and effort reports for Summer 2018 became available in the testing environment at 10pm, October 10, 2018. In-depth testing has begun today, October 11, 2018.**
- **Release of Spring and Summer 2018 effort reports will be delayed until thorough testing of effort reports is completed and major defects are addressed.**

# Any Questions?

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## Contact Information

### EFM Website

<http://ora.research.ucla.edu/efm/>

### Yoon Lee

Phone: X40375

Email: [yon.lee@research.ucla.edu](mailto:yon.lee@research.ucla.edu)



# **Outgoing Subaward Updates (i.e. Reminders)**

Mary Haskins, OCGA Outgoing Subaward Team

# Subaward Reminders via updates from our FDP colleagues

## ***What is the FDP?***

The Federal Demonstration Partnership (FDP) is an association of federal agencies, academic research institutions with administrative, faculty and technical representation (ex. UCLA), and research policy organizations that work to ***streamline the administration*** of federally sponsored research. FDP members of all sectors cooperate in identifying, testing, and implementing new, more effective ways of managing the more than \$15 Billion in federal research grants.

### **FDP Federal Agencies**

National Science Foundation (NSF)\*  
National Institutes of Health (NIH)\*  
Department of Agriculture (USDA)\*  
National Aeronautics & Space Administration (NASA)\*  
Environmental Protection Agency (EPA)\*  
Department of Homeland Security (DHS)\*  
Office of Naval Research (ONR)  
Air Force Office of Scientific Research (AFOSR)  
Army Research Office (ARO)  
Army Medical Research and Materiel Command (AMRMC)

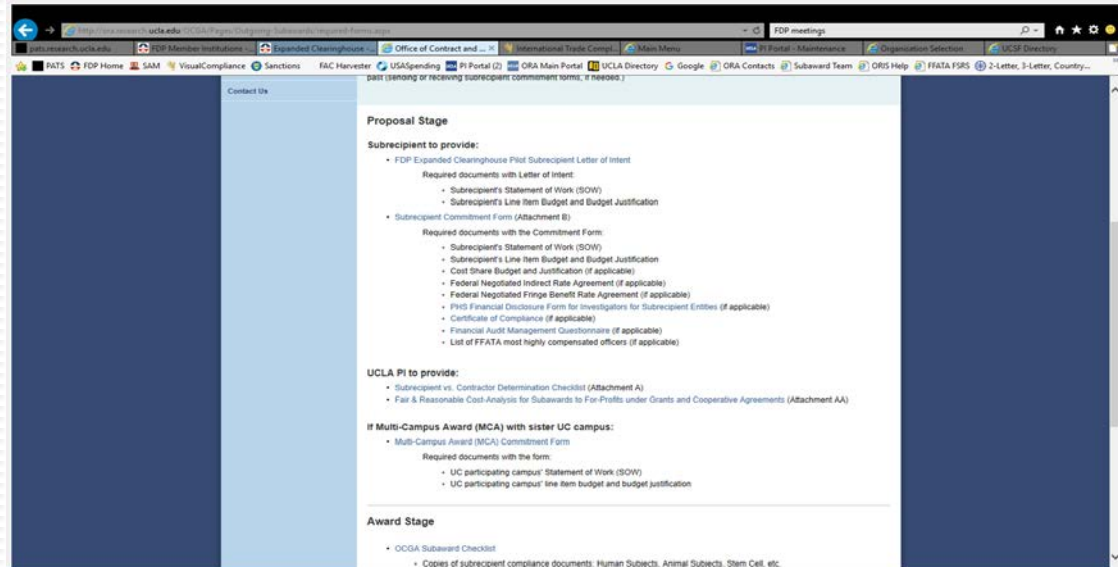
*\*participating in UG federal-wide RTC (check agency policy for which type of assistance awards UG RTC apply)*

### **NonFederal Agencies**

[http://sites.nationalacademies.org/PGA/fdp/PGA\\_049112](http://sites.nationalacademies.org/PGA/fdp/PGA_049112)

# FDP Does Great Things

- Regular Meetings with Federal Sponsors - i.e. updates from last RAF
- Expanded Clearinghouse -
  - This initiative was authorized in 2016 by the FDP to use on-line entity profiles in lieu of Subrecipient Commitment Forms to obtain institutional information needed by pass-through entities when they are issuing subawards or monitoring their subrecipients.
  - **Effective August 18, 2016** when working with an FDP Expanded Clearinghouse ***Institution***, use the short ***Letter of Intent*** instead of the 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]
  - As of September 2018, ALL FDP members are now participating in the FDP Expanded Clearinghouse.
- Provides an Venue for Feedback/Sharing Among Its Members



***FDP Members provide each other feedback -***

***Example – we share with each other what Auditors were looking for during audits, including our Single Audits.***

- Hot Topic For Auditors:

>>>>Subrecipient Monitoring<<<<

## UNIFORM GUIDANCE (UG) – Subrecipient Monitoring Required by the §200.331, with § 200.415

- Subrecipient Monitoring is a **Shared** Responsibility at UCLA, and must be documented:
- **200.331(b)**: The OCGA Subaward Team “*Evaluate[s]*” each subrecipient’s *risk* of noncompliance ...” prior to Subaward issuance:
  - If risk is identified, “additional requirements” (ex. reporting, prior approvals, monitoring, etc.) are noted in the Subaward.
    - Ex. Foreign Subrecipients often present risk, therefore, the Subaward often requires monthly invoices
  - The OCGA Subaward Team also “*monitors*” the Subrecipient *institution* [ex. audit] prior to Subaward amendment issuance
- It is up to the **UCLA PI/department** to ensure it is “*monitoring*” the *project* as laid out in the Subaward agreement:
  - “Financial and programmatic reports [as identified in the Subaward] are being reviewed” [**200.331 (d)(1)**]
  - Subrecipient is adhering to “any additional requirements” as identified in the Subaward [**200.331 (a)(3)**]

## UNIFORM GUIDANCE (UG) – Subrecipient Monitoring: PI Certification Required by the §200.331(d)

### **200.331(d)**

This ***UCLA Subaward Invoice Certification Form*** was created as part of the Subrecipient Monitoring requirements. The form is kept in UCLA PI/Department files [not submitted to OCGA]. This form certifies that the UCLA PI has reviewed ***and*** approved of each invoice. Also certifies that UCLA PI is monitoring performance of Subaward project.

“As the principal investigator for [Award Title/award number], I have monitored the activities of the Subrecipient that were funded by the Subaward and I have reviewed all financial and programmatic reports (if any) that were submitted to me by the Subrecipient for this Subaward.”

“I certify that all of the Subrecipient’s activities that were funded by the Subaward were carried out for authorized purposes, as defined by the terms and conditions of the Subaward. I further certify that the Subrecipient has carried out all work, as necessary at this stage in the Subaward timeframe, toward achieving the Subaward’s performance goals, as specified in the Subrecipient’s statement of work. To the best of my knowledge, the costs included on the attached invoice are reasonable and appropriate for the work performed.”

## UNIFORM GUIDANCE (UG) – Subrecipient Monitoring: Subrecipient Invoice Certification Required by the § 200.415(a)

- **200.415:**

“To assure that expenditures are proper and in accordance with the terms and conditions of the Federal award and approved project budgets, the annual and final fiscal reports or vouchers requesting payment under the agreements **must** include a certification, signed by an [Subrecipient] official who is authorized to legally bind the [Subrecipient], which reads as follows:

‘By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729–3730 and 3801–3812).’”

## ***Outgoing Subawards***

- Please share this information with investigators and research administrators in your department/unit.
- In addition, if you have any questions about outgoing Subawards, please see our website at:  
<http://ora.research.ucla.edu/ocga/pages/outgoing-subawards/required-forms.aspx>
- Contact the OCGA Outgoing Subaward Team:
  - Subaward Officer, Mary Haskins, [mhaskins@research.ucla.edu](mailto:mhaskins@research.ucla.edu)
- General questions?

Thank you!



**Cindy A. Gilbert**  
**Assistant Director**

**October 11, 2018**

# Topics

- S2S Grants (Cayuse) Upgrade
- October Master Training

# S2S Grants Upgrade



# S2S Grants Upgrade

## Upgrade from Version 8.3 to 8.4

Tuesday, October 16, 2018

5:30 – 6:30 PM

- System unavailable during upgrade period.
- Users will need to clear the cache on their browser (not cookies, history, etc.).
  - Prior to logging in for the first time after the upgrade.
  - Failure to do so will affect usability in some parts of the system.
  - Check with your departmental IT staff.

# S2S Grants Upgrade

## What to Expect

- Grants.gov Header 2/Package ID
- Fringe Benefit Rate Improvements
- Validation Updates
- Attachment Redesign

# Grants.gov Header 2

- Grants.gov technical update
- No action *required* from a user perspective
- New FOA package identification point visible and/or available:
  - Opportunities List
  - Opportunity Download

# Grants.gov Header 2 - Impacts

## Opportunities List

Overview **Opportunities** Proposals People Institutions Reports Admin

**Opportunities** **CURRENT VERSION** [Download Opportunities](#)

Search

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	Opportunity Number	Title	Comp. ID	Comp. Title	Agency	CFDA #	Opens
+	<a href="#">i</a> CDC-RFA-PS19-1904	Capacity Building Assistance (CBA) for High Impact	CDC-RFA-PS19-1	Capacity Building	Centers for Diseas	93.834	09-12-2018
+	<a href="#">i</a> PAR-15-352	Occupational Safety and Health Training Project Gr	NIOSH	Occupational Saf	Centers for Diseas	93.262	09-25-2015
+	<a href="#">i</a> PAR-14-246	NIOSH Support for Conferences and Scientific Meet	NIOSH-R	NIOSH-R	Centers for Diseas	93.262	06-10-2014
+	<a href="#">i</a> PAR-14-229	NIOSH Support for Conferences and Scientific Meet	NIOSH-R	NIOSH-R	Centers for Diseas	93.262	06-04-2014

Overview **Opportunities** Proposals People Institutions Reports Admin

**Opportunities** **UPGRADED VERSION** [Download Opportunities](#)

PKG000376 Search Show All


25 Page 1 of 1

	Opportunity Number	Title	Comp. ID	Comp. Title	Agency	CFDA #	Package ID
+	<a href="#">i</a> PA-DD-201	NIH Multi-project Test FOA with optional Admin C	FORMS-E	Use for due dates on or after January 25, 2018	National Institutes	93.865	<b>PKG00037619</b>
+	<a href="#">i</a> Admin-Core	NIH Multi-project Test FOA with optional Admin C	FORMS-E	Use for due dates on or after January 25, 2018	National Institutes	93.865	<b>PKG00037619</b>
+	<a href="#">i</a> Core	NIH Multi-project Test FOA with optional Admin C	FORMS-E	Use for due dates on or after January 25, 2018	National Institutes	93.865	<b>PKG00037619</b>
+	<a href="#">i</a> Project	NIH Multi-project Test FOA with optional Admin C	FORMS-E	Use for due dates on or after January 25, 2018	National Institutes	93.865	<b>PKG00037619</b>
+	<a href="#">i</a> PA-DD-T32	G.g. Training and NIH Ext-UAT FOA (T32)	FORMS-E	Use for due dates on or after January 25, 2018	National Institutes	93.865	<b>PKG00037618</b>

# Grants.gov Header 2

## Opportunity Download

Current Version




### Download Opportunities

To download Federal opportunities, please specify one of the following values.

Opportunity Number:

CFDA #:

Upgraded Version




### Download Opportunities

To download Federal opportunities, please specify one of the following values.

Opportunity Number:

CFDA #:

 **Package ID:**

# Fringe Benefit Rate Improvements

## Fringe Indirect Cost Category

- Indirect on **Salary** and **Benefits** are now separate.
  - *Does not* affect UCLA F&A calculations.
  - *May* affect F&A calculations with other entities (subaward budgets).
  - OCGA eRA Help team will make determination when creating or updating Institutional Profiles.

### Current Version

<b>Senior/Key Person and Other Personnel</b>	<b>Indirect Cost Type Default</b>
Total Salary, Wages and Fringe Benefits	<Selected Default Rate> ▼
<b>Equipment Descriptions</b>	<b>Indirect Cost Type Default</b>
Total Equipment	Excluded ▼

### Upgraded Version

<b>Senior/Key Person and Other Personnel</b>	<b>Indirect Cost Type Default</b>
Total Salary and Wages	<Selected Default Rate> ▼
<b>Fringe Benefits</b>	<Selected Default Rate> ▼
<b>Equipment Descriptions</b>	<b>Indirect Cost Type Default</b>
Total Equipment	Excluded ▼

# Fringe Benefit Rate Improvements

## Fringe Escalation Rates

- Now includes Senior/Key Personnel Fringe Benefit escalation rate that is independent of Salary escalation rate.
  - This already existed for *Other Personnel*
- Existing proposals will default to “0” escalation rate.

### Current Version

Enabled	Budget Category to Escalate/Replicate	Rate (%)
<input type="checkbox"/>	A.) Senior/Key Persons	<input type="text"/>
<input type="checkbox"/>	B.) Other Personnel - Salary	<input type="text"/>
<input type="checkbox"/>	Other Personnel - Fringe Benefits	<input type="text"/>

### Upgraded Version

Enabled	Budget Category to Escalate/Replicate	Rate (%)
<input type="checkbox"/>	A.) Senior/Key Persons - Salary	<input type="text"/>
<input type="checkbox"/>	Senior/Key Persons - Fringe Benefits	<input type="text"/>
<input type="checkbox"/>	B.) Other Personnel - Salary	<input type="text"/>
<input type="checkbox"/>	Other Personnel - Fringe Benefits	<input type="text"/>

# Validation Updates

- HRSA and FDA have been added as sponsor validation types

- Additional validation form

- Applications for projects and 2

**Carefully review the validations in applications that were initiated prior to the upgrade.**

NIH
CDC
FDA ←
SAMHSA
AHRQ
HRSA ←
HHS - Other
NSF
NSF Program Solicitation
NIFA
CDMRP
NASA
Other Federal Agency
Other - Minimal
NIH

# Validation Updates

## Attachment Warnings – Check the Sponsor Guidelines

- Non-PDF attachments
- Fillable PDF attachments
- PDF with oversized pages
- Attachment > 100 MB
- Final Attachment on form that is not checked for inclusion
- Draft uploaded, but no Final
- Non-ASCII characters or limit on number of characters in filename

# Validation Updates

## Upload Attachment

After uploading, please view the uploaded attachment to verify its correctness.

Choose Final

Submission File: F-A-rate-agreement-2017.pdf

Attachment Name: F-A-rate-agreement-2017characterlin x|.pdf

Maximum 36 characters exceeded.

## Upload Attachment

After uploading, please view the uploaded attachment to verify its correctness.

**Warning:** PDF attachments are required by this Sponsor unless Sponsor guidelines explicitly state otherwise.

Choose Final

Submission File: This is a Word Doc.docx

Attachment Name: This is a Word Doc.docx

Error (46) / Warning (6) / Info (1) NIH

**Warning:** [SF424r 1.5][NIH] The [e-mail address](#) for the [Cover](#) provided on the SF424 (R&R) Cover component will be used in

**Warning:** [Other Project Info 9][NIH] In most cases, a [Bibliog](#)

**Warning:** [Other Project Info 10][Cayuse] The [Facilities & Oth](#)

**Warning:** [Other Project Info 11][Cayuse] The [Equipment](#) att

**Warning:** [PHS 398 Modular Budget][Cayuse] Uplodaded [fina](#)

**Info:** [SF424rr 2.21][Cayuse] A [Cover Letter](#) is often recomr

# Attachment Redesign

## Appendix (if applicable)

1

[F-A-rate-agreement-2017](#)  
7P | PDF | 140.11KB

[draft](#)  
PDF

Manage

Delete

2

[eRA Commons Roles](#)  
6P | PDF | 86.55KB

no draft  
--

Manage

Delete

3

no final  
--

[draft](#)  
DOCX

Manage

Delete

4

no final  
--

no draft  
--

Add

Delete

# Attachment Redesign

*PDF* and *Source* labels have been changed to *Final* and *Draft*.

- *Final* is submitted to [Grants.gov](https://grants.gov)/sponsor with the application.
- *Draft* is not submitted, but is available in the system as needed by users with access to the proposal.

# Attachment Redesign

## Appendix (if applicable)

1 

no final	no draft

Add

## Upload Attachment

After uploading, please view the uploaded attachment to verify its correctness.

Choose Final

Submission File: F & A RateAgreement - 2017.pdf

Attachment Name: F & A Rate Agreement - 2017 .pdf

Choose Draft

Optional Draft File: --

Attachment Name: --

Upload

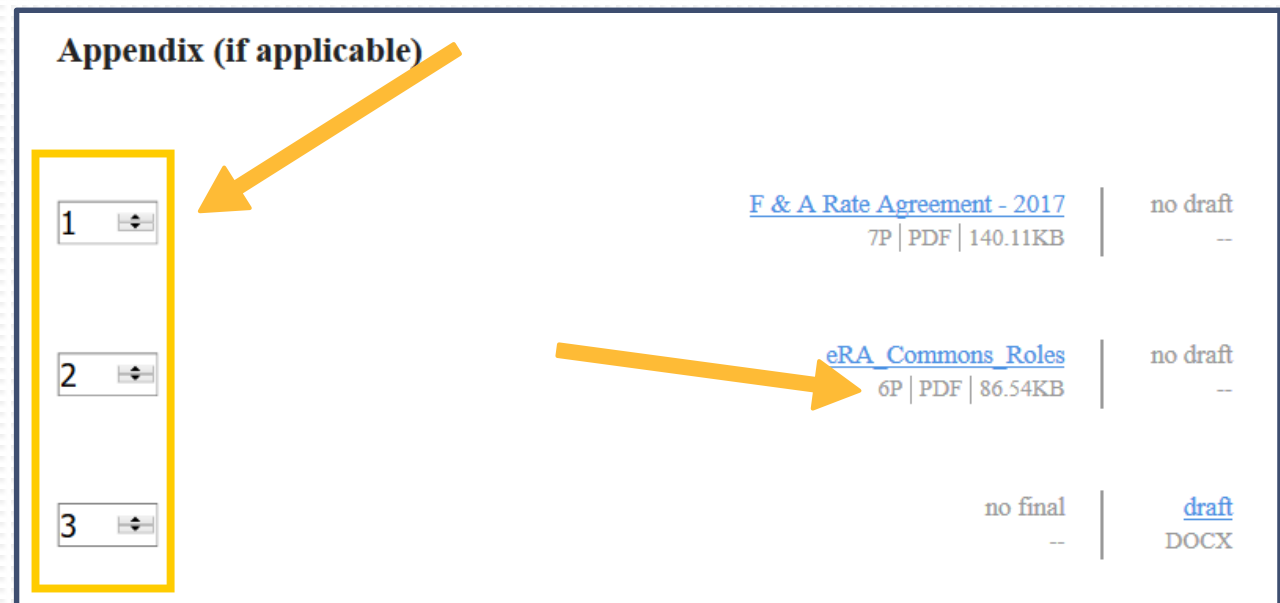
Cancel

# Attachment Redesign

- File size and number of pages are now indicated on form at time of upload.
  - *New attachments only* ... does not appear for files that were attached prior to upgrade.
- Order of attachments can now be changed without deleting and re-uploading.

**Appendix (if applicable)**

<input type="text" value="1"/>	<a href="#">F &amp; A Rate Agreement - 2017</a> 7P   PDF   140.11KB	no draft --
<input type="text" value="2"/>	<a href="#">eRA Commons Roles</a> 6P   PDF   86.54KB	no draft --
<input type="text" value="3"/>		no final --   <a href="#">draft</a> DOCX

The screenshot shows a user interface for managing attachments. On the left, there is a vertical list of three re-ordering arrows, each containing a number (1, 2, and 3). A yellow box highlights these arrows, and a yellow arrow points from the text 'Appendix (if applicable)' to the first arrow. To the right of the arrows is a table of attachments. The first row shows 'F & A Rate Agreement - 2017' with details '7P | PDF | 140.11KB' and status 'no draft --'. The second row shows 'eRA Commons Roles' with details '6P | PDF | 86.54KB' and status 'no draft --'. The third row shows 'no final --' and a 'draft DOCX' link. A yellow arrow points from the second row of the table to the second arrow in the list.

# Final Thoughts

- Don't forget to ***clear your cache***.
- For existing proposal – check errors and warnings – they may have changed.
- Errors will prevent successful submission.
- Warnings will not prevent successful electronic submission, but may prevent proposal acceptance, or delay review.
- Webinar will be available on the [OCGA – S2S Grants website](#) soon.
  - Watch ORA News for further details.
- Upgrade will be applied on Tuesday, October 16 between 5:30 and 6:30 PM.
- Suggestions to make the system more user friendly or need help ... send email to [erahelp@research.ucla.edu](mailto:erahelp@research.ucla.edu).

# OCGA Master Training

## *S2S Grants Basics*

Wednesday, October 17

9:00 – 11:30 AM

820-20 Wilshire-Glendon Building

- Accessing the system
- Getting started with proposal preparation
- Best practices
- User resources
- Hints and Tips

Register at:

<https://www.eventbrite.com/e/s2s-grants-basics-tickets-39991213797#tickets>