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# Research Administration Forum

November 8, 2018

**Marcia Smith**

**Associate Vice Chancellor for Research**

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# Welcome!

Research Administration Forum

November 8, 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*

**Introduction to the Ascend Project** – *Abbey Ginn and Chris Ramos*

**Extramural Fund Management Updates** – *Yoon Lee*

- UCPATH Payroll Reports, Rapid Tool, ERS – *Katie Cadle*

**Office of Research Information Systems**

- CITI Training Lookup Tool – *Jackson Jeng and Mike Yuan*

# Survey New Format

- Simplified RAF Survey available on Survey Monkey:  
<https://www.surveymonkey.com/r/8CWXXZC>



Ascend

UCLA

# Ascend Town Hall for Research Admin Forum

November 8<sup>th</sup>, 2018

# Agenda



1. Why Ascend?
2. What's Ascend?
3. What's Changing?
4. How will I stay informed?
5. Next Steps
6. Q&A

# Ascend Launch Video

*"The needs of our campus are constantly evolving and we need a scalable system that will grow with us and elevate our financial foundation as UCLA begins its second century."*

**Gene D. Block**  
Chancellor



▶ | 🔊 2:01 / 2:30

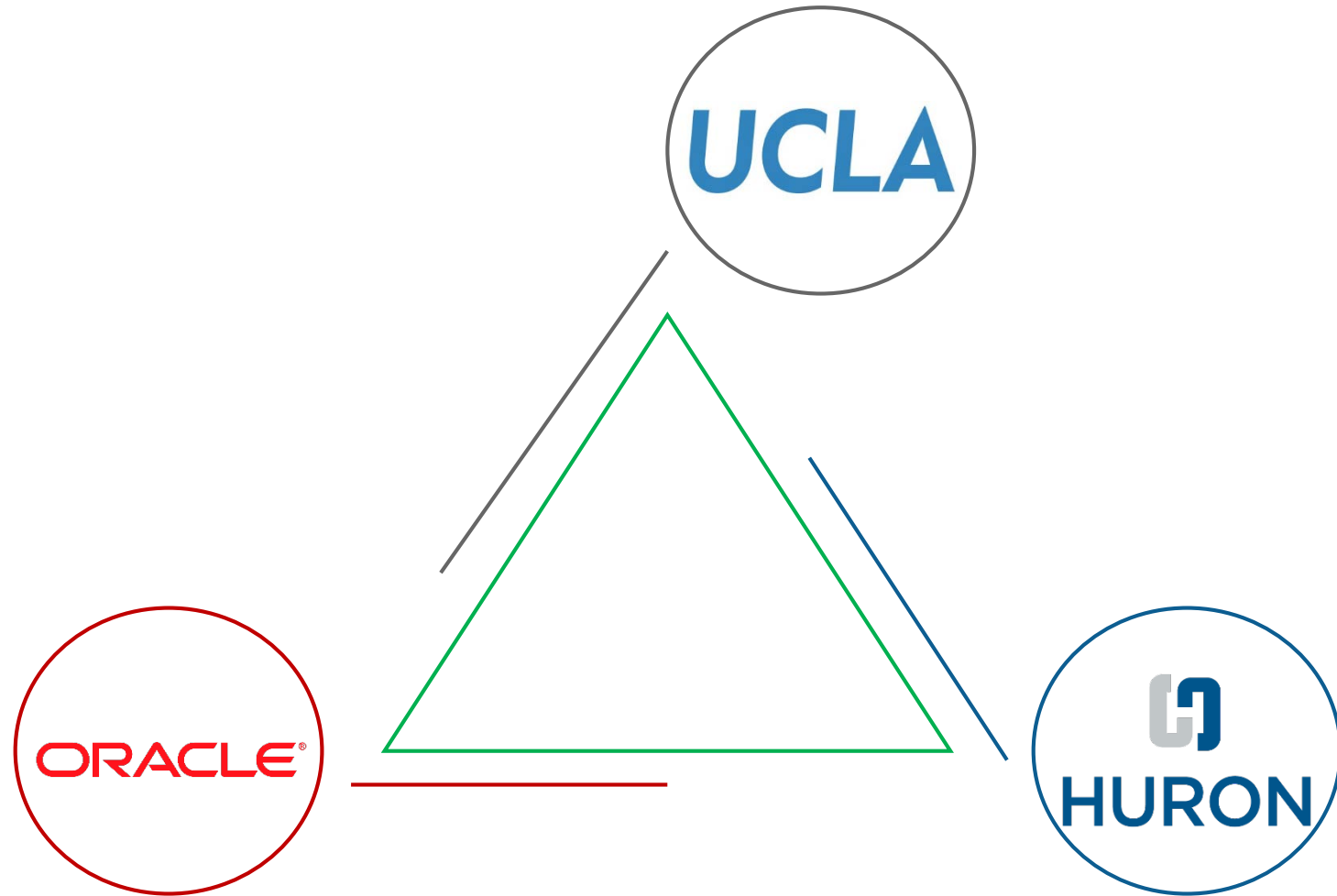
⚙️ HD 📺 🗄️



Ascend

# UCLA

For UCLA,  
By UCLA

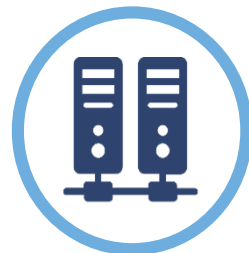


**WHY ASCEND?**

**Ascend**



# Current Financial System vs. Needs



## Mainframe Technology

- Maintenance
- Limited improvements
- Long-term stability

### 1980s

Operating Budget	\$849M
Grants & Contracts Revenue	\$119M
Medical Center Revenue	\$169M
FTEs	17.6K



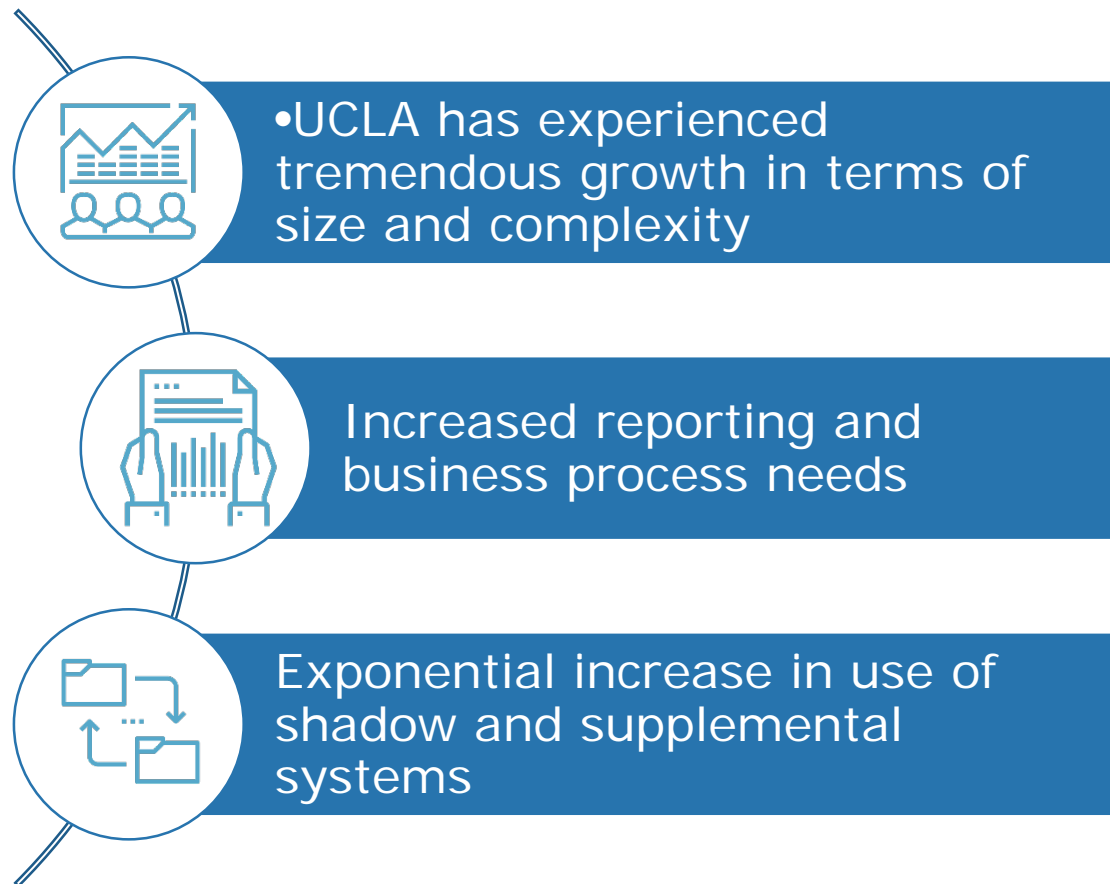
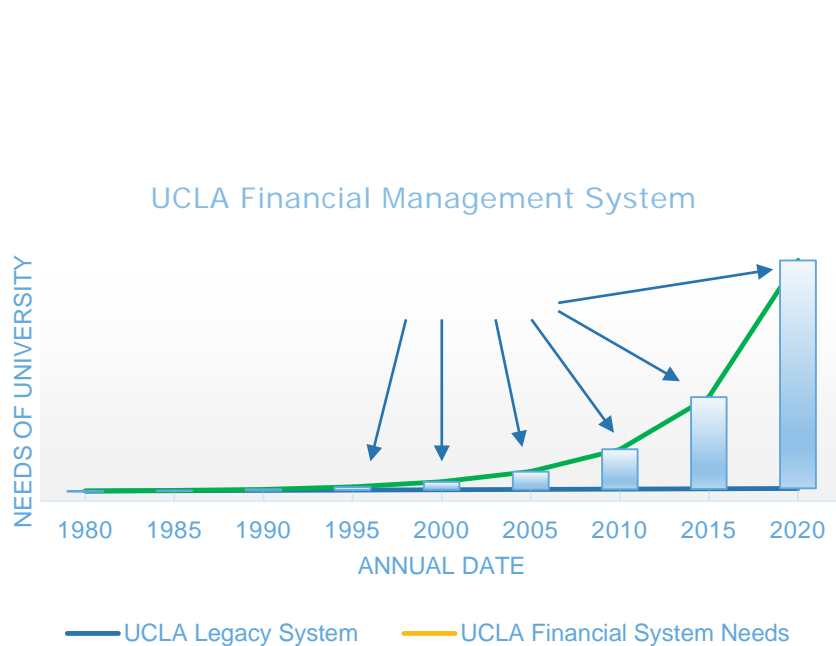
## Current Needs

- Modern day efficiencies
- Streamlined reporting needs
- Compliance/regulatory changes
- Mobile technology

### Today

	\$7.5B
	\$948M
	\$2.4B
	34.5K

# UCLA's Use of Shadow Systems



# UCLA's Core Financial System Today

Processing transactions shouldn't be this difficult!

```

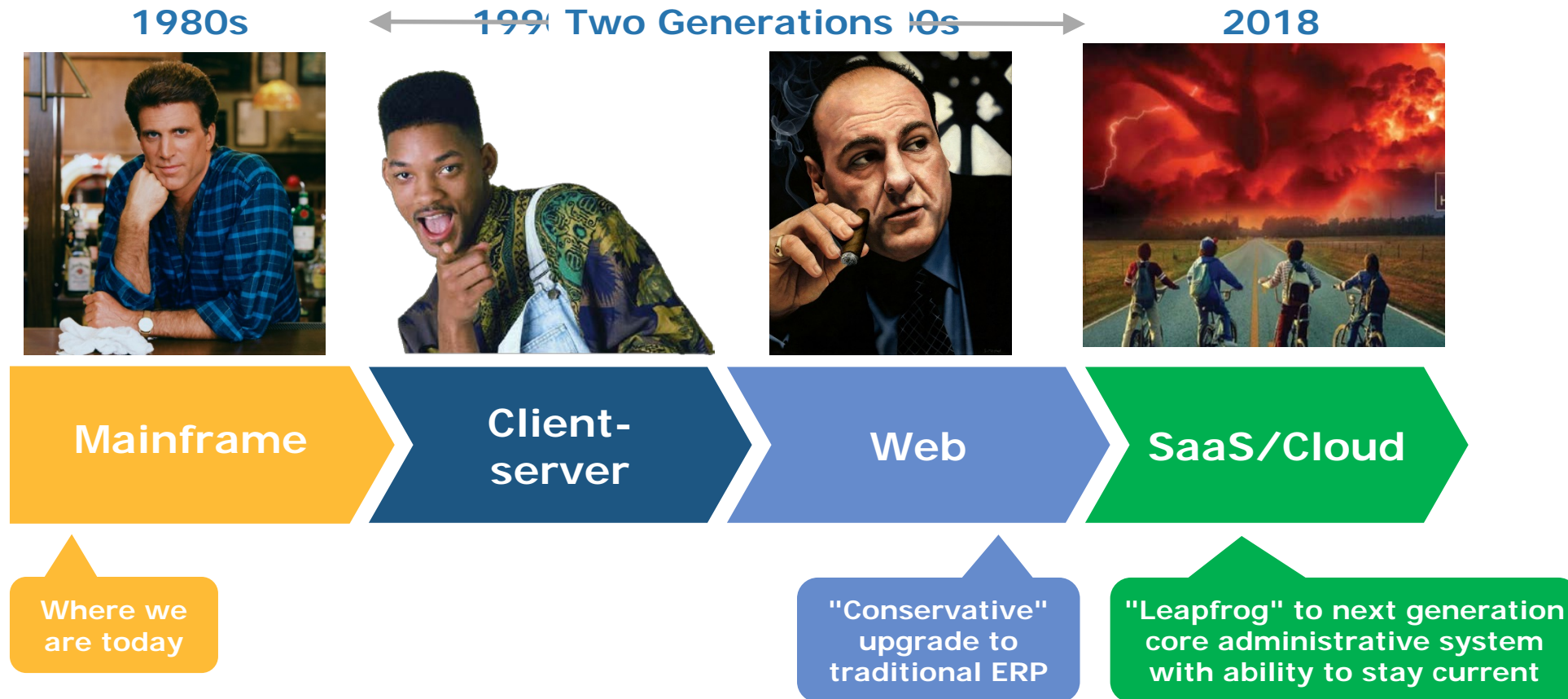
UCLA-AIS                *** ACCOUNT/CC TABLE ***                FSM0672

ACTION:  B      TABLE:  AC  +                                LAST UPDATE: 06/07/01
LOC:    4  ACCOUNT/CC: 100000  _                            LAST LOGON :
-----
ACCOUNT/CC TITLE: BALANCE SHEET ACCOUNT DEFAULT
DEPARTMENT: 9930   CONTROL-GENERAL ACCOUNTING
FUNCTION:   95    BALANCE SHEET
PROGRAM:    _
MANAGING INVESTIGATOR: _____ +
ARC: _____ UAS/DISCIPLINE: _____ CAPITALIZATION: _ SAU: _
NSF CODE:   _ +
REF/SRC SUB LEDGER: _ DO NOT HISTORY: _ MOVE FUND CONTENTS TO SOURCE: _
UCPATH REFERENCE IND: _ (P=PAYCHECK E=EMPL ID N=NONE)
PLANT ASSET: _ RECHARGE ALLOW IND: _

UCOP ACCT'T GROUP: 100100 + CA-CASH
UCOP CCA: _____ +
ACCOUNT/CC CLOSED?: _ CLOSED DATE: _____ LOGON ID: _____
UCPATH ACCOUNT TYPE: _ (L=LIABILITY FOR UCPATH)

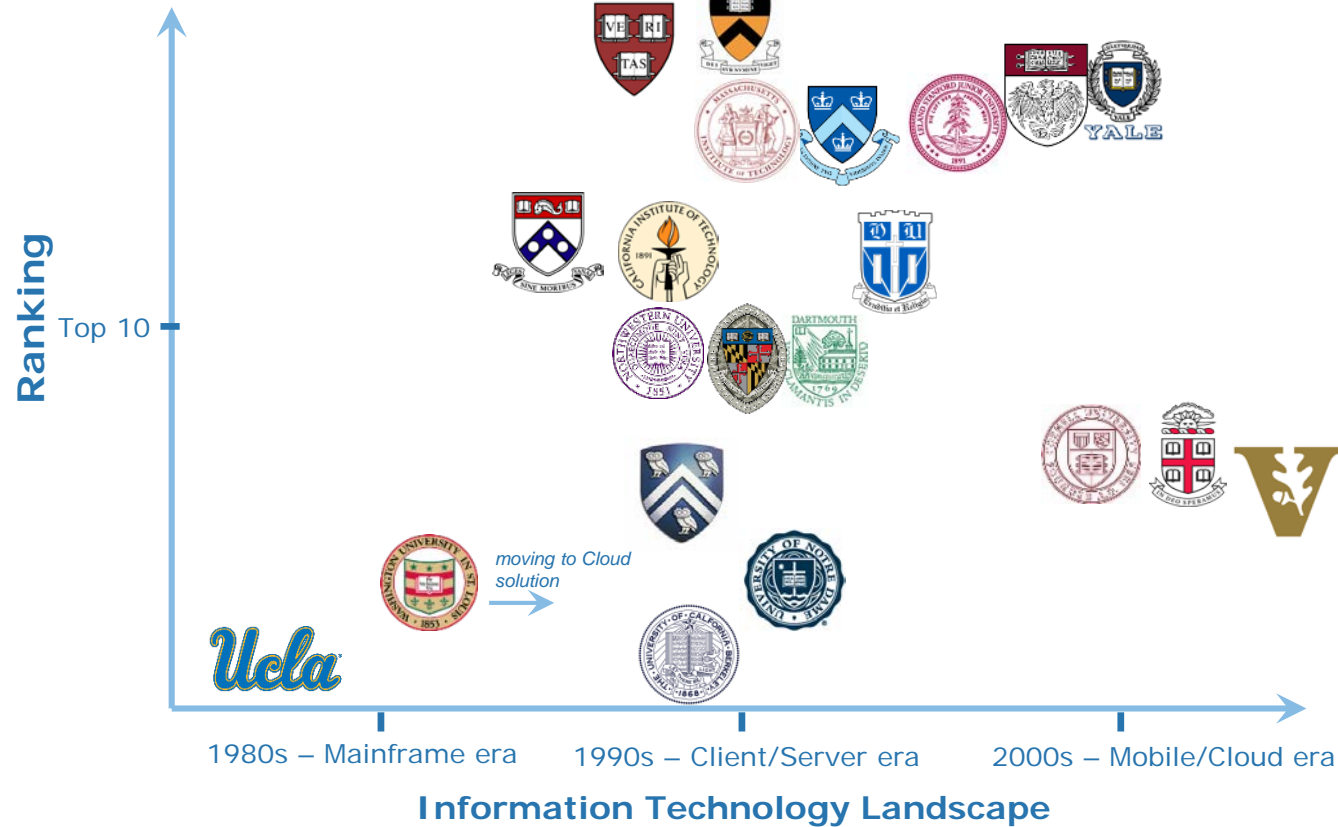
MESSAGES:  FIRST ENTRY ON TABLE GIVEN
           PRESS ENTER, PF8, OR PF20 FOR NEXT ON FILE
    
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# Opportunity to Leapfrog Technology



# Administrative Systems Landscape

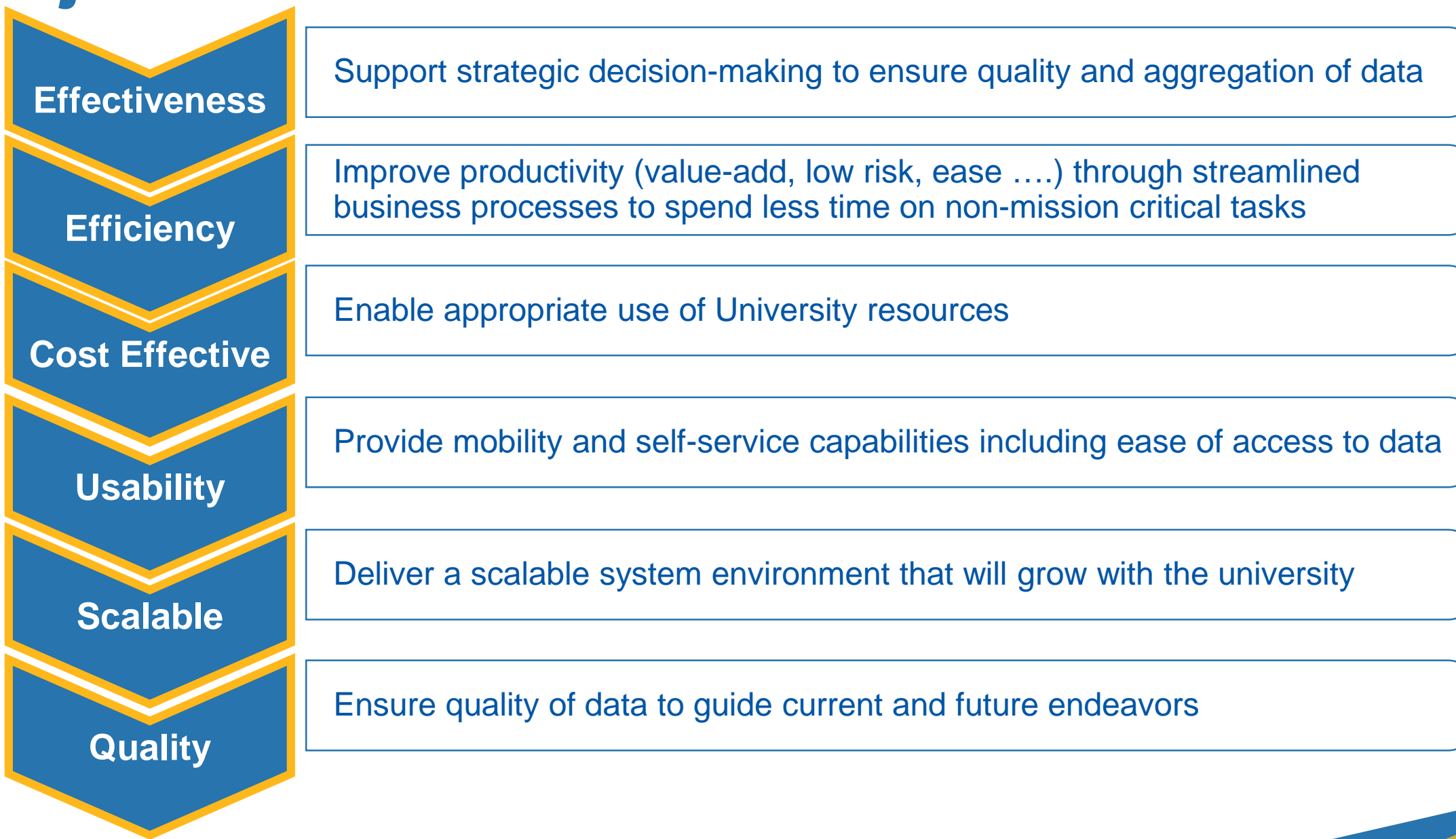
Ranking vs. Information technology landscape



Ranking	
	Princeton University
	Harvard University
	Yale University
	Columbia University
	Stanford University
	University of Chicago
	MIT
	Duke University
	University of Pennsylvania
	Cal Tech
	Johns Hopkins University
	Dartmouth University
	Northwestern University
	Brown University
	Cornell University
	Vanderbilt University
	Washington U
	Rice University
	University of Notre Dame
	UC, Berkeley
	UCLA UC, Los Angeles

Source: 2018 US News National Universities Rankings

# Project Goals

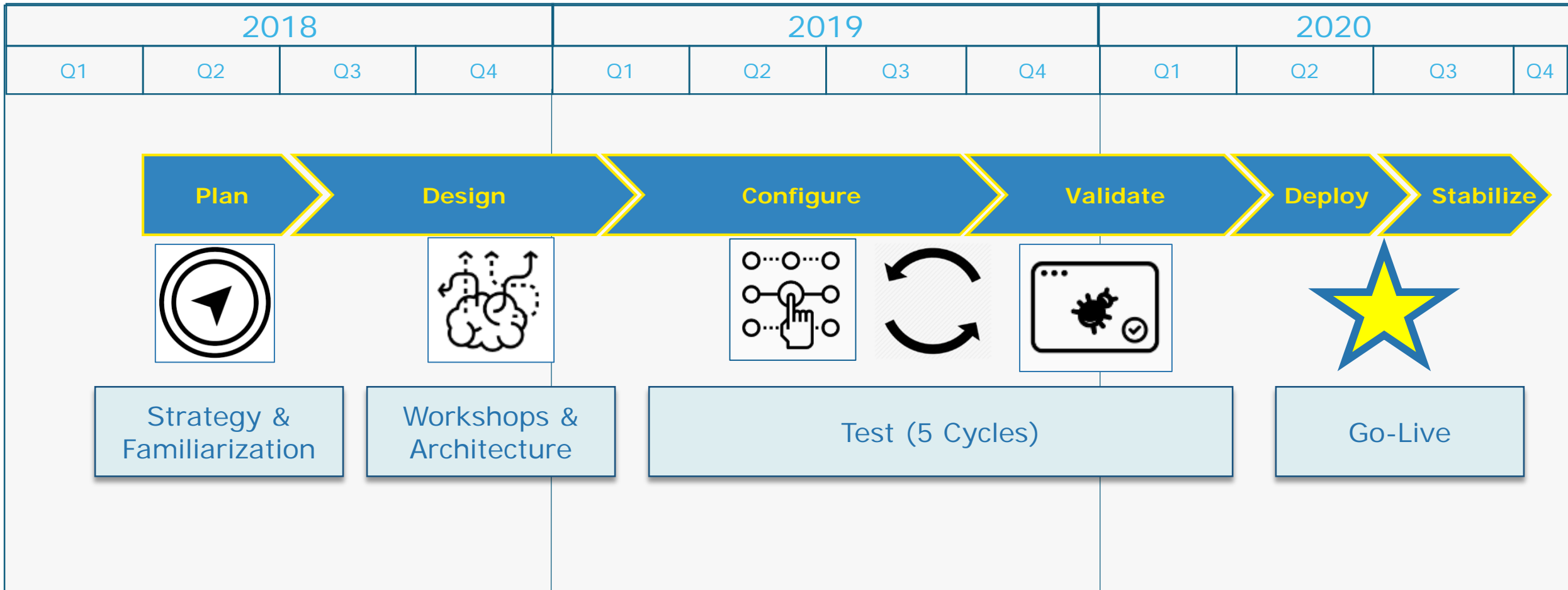


**WHAT'S ASCEND?**

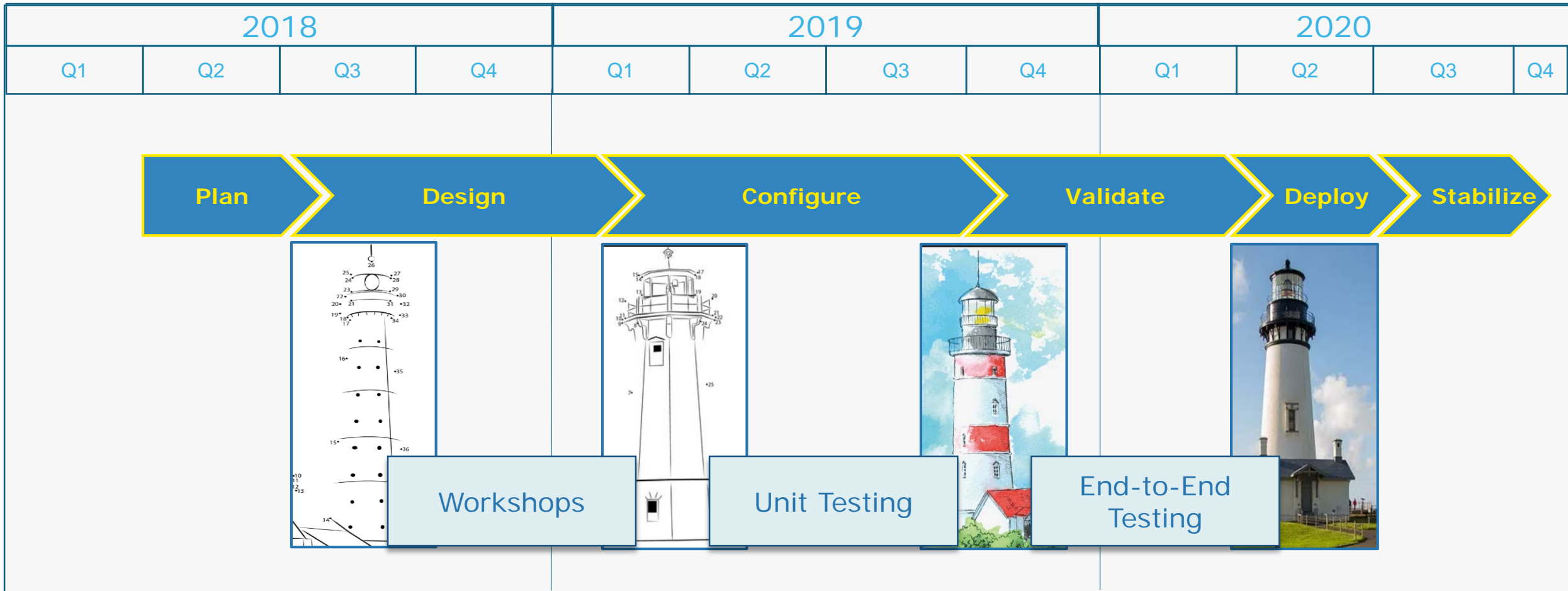
**Ascend**



# Project Timeline



# Iterative Nature of Cloud Projects





# Project Governance Membership

## Executive Committee

Michael Beck  
(Administration)

Gregg Goldman  
(Finance)

Rhea Turtletaub  
(Ext. Affairs/Foundation)

Roger Wakimoto  
(Research)

Scott Waugh  
(Provost)

John C. Mazziotta  
(Health Sciences)

Susan Cochran  
(Academic Senate)

### Ex Officio Members

Steering  
Committee

Ryan McDaniel  
(Huron)

Jeff Henley, Steve Miranda, Gene Casciola  
(Oracle)

## Steering Committee

Allison Baird-James  
(Finance)

Omar Noorzai  
(BTO)

Jeff Roth  
(Planning & Budget)

Julie Sina  
(External Affairs)

Marcia Smith  
(Research)

### Ex Officio Members

Frank Wada  
(Registrar)

Ed Pierce  
(Audit & Advisory)

Kamyar Zaré  
*Program Director*

Ryan McDaniel  
*Huron Exec. Sponsor*

Gita Agrellas  
Mike Gillett  
Margaret Berry  
*Oracle*

Mike Van Norman  
(UCLA ITS)

Jason Schober  
*Project Director*

Vivek Cherian  
*Project Manager*

# UCLA Ascend Project – Organization Structure

Executive Committee

Steering Committee

Core Team

Project Office

Cutover Lead

Program Director

Change Mgmt. Lead

Test Lead

Project Manager

Training Team Lead

Change Teams

Communications

Business Process Analysis

Change Network Management

Training

Change Populations

Business Partner Experts

Change Agents

Cross-Functional Workgroups

Chart of Accounts

Medical Center

Student Integrations

Functional Workstream

Fixed Assets

Internal Billing

Budget & Planning

Reporting & Analytics

Application Security & Workflow

HCM/ERP Integrations

Data Clean-Up

Gifts and Endowments

General Ledger

Capital Projects

Receivables

Cash Management

Procure-to-Pay

Expenses

Grants and Contracts

Faculty Commitments

Technical Workstream

Middleware Integration Platform

App Development PaaS

Infrastructure/Environments

IDM

Integrations

Data Conversions

Security/Audit

Data Warehouse & BI

# Cloud Transformation Methodology



*"How do we make this work for you?"*

## Build

### Requirements Driven

- Assumed Customization
- Scope Creep

### Solution Driven

- Drives Improvement
- Quicker delivery to the user

## Buy

*"What do you want?"*



**WHAT'S CHANGING?**

**Ascend**



# Ascend Cloud

**Business Intelligence**  
Reporting & Data

General Ledger  
Accounts Receivable  
Fixed Assets  
Cash Management

## Finance

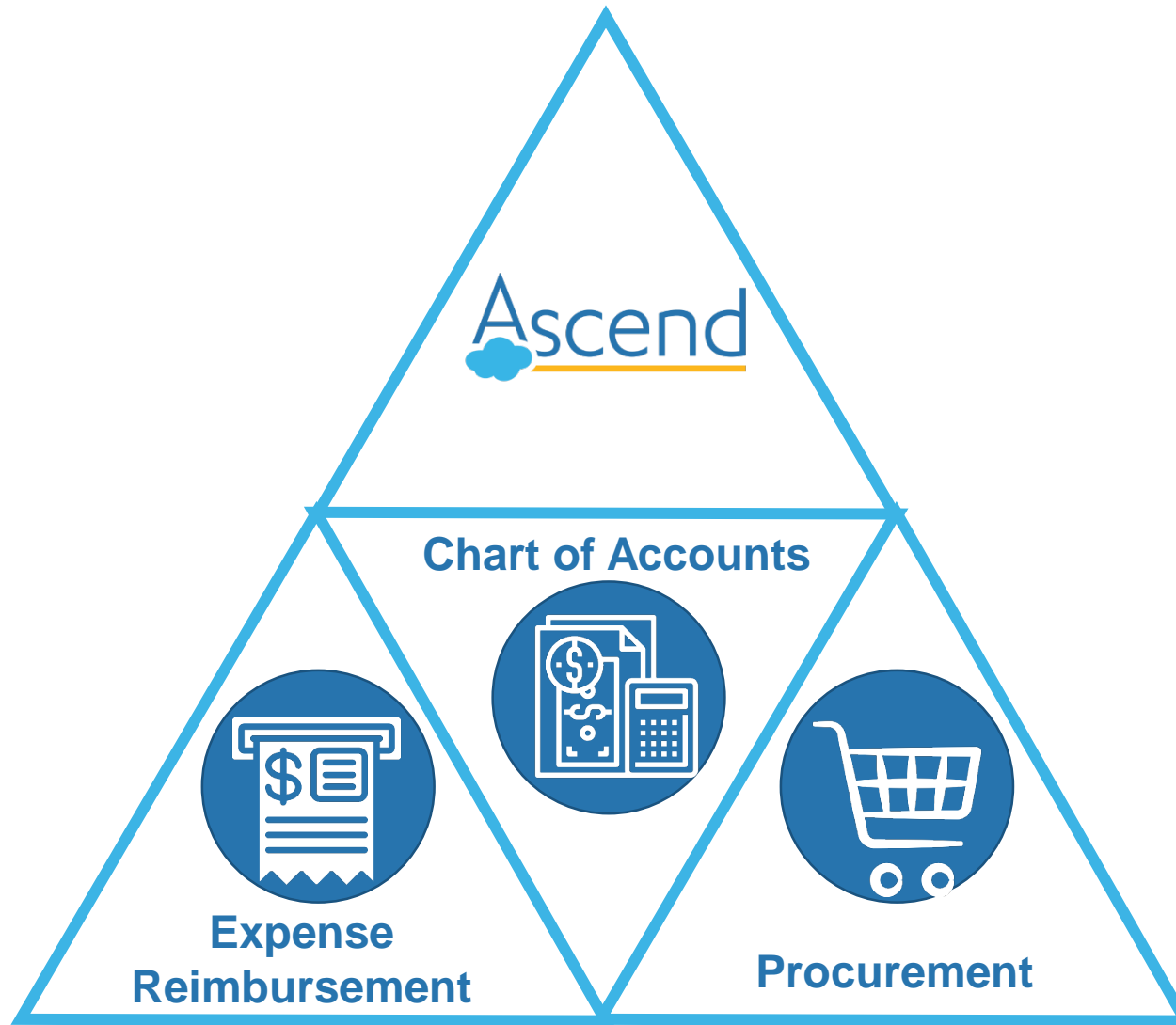
**Procure-to-Pay**  
Sourcing  
Purchasing  
Accounts Payable  
Invoice Processing  
Procurement Contracts  
Concur Expense Reimbursements  
Supplier Portal

**Project Portfolio Management**  
Grants & Contracts  
Faculty Funds  
Capital Projects  
Gifts & Endowments

**Planning & Budgeting**

**Grouper  
IDM**

# What changes will affect most users?



# Chart of Account Types

UCLA's future state Chart of Accounts will leverage a multi-dimensional design to enhance the institution's reporting capabilities and simplify maintenance.

## Current State

### Linear

- May require significant intelligence in numbering/nomenclature
- Limited capacity to track funds that cross organizations or purposes
- May rely on extensive use of “account attributes” to meet reporting needs
- Limited capacity to track multidisciplinary activities and programs
- Often results in duplicative information captured across the Chart

## Future State

### Multi-Dimensional

- Increased flexibility for program fiscal management
- Improved capacity for tracking fiscal activity of cross disciplinary activities
- High scalability, supporting accounting needs of complex organizations
- May require less maintenance than linear CoA
- May be a significant departure from legacy CoA – steeper learning curve
- Requires care in design to result in best outcome

### Multi-Dimensional Chart Structure Example

XXXXX  
Fund

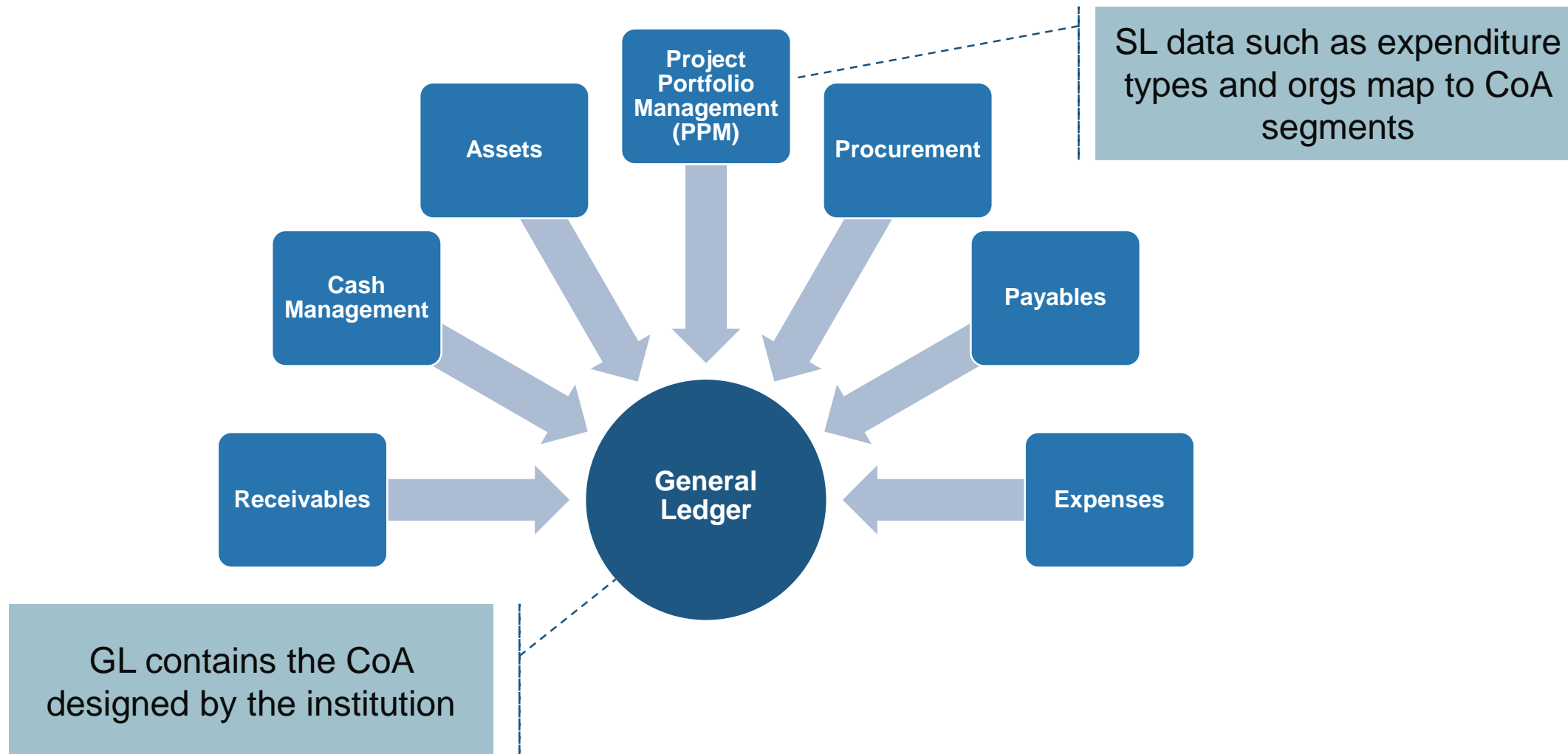
XXXXX  
Account

XXXXX  
Financial Unit

XXXXX  
Program

XXXXX  
Activity

# Relationship Between GL & Sub-ledgers



# UCLA Systems Impacted by Oracle Cloud

## Evaluating Local Systems

### Why?



All UCLA systems consuming financial data from QDB must use new key data elements. For e.g. new Chart of Accounts

### What?



All directly and indirectly impacted systems will need updates (“retrofitting”) to work with the new CoA and other key data elements

### How?



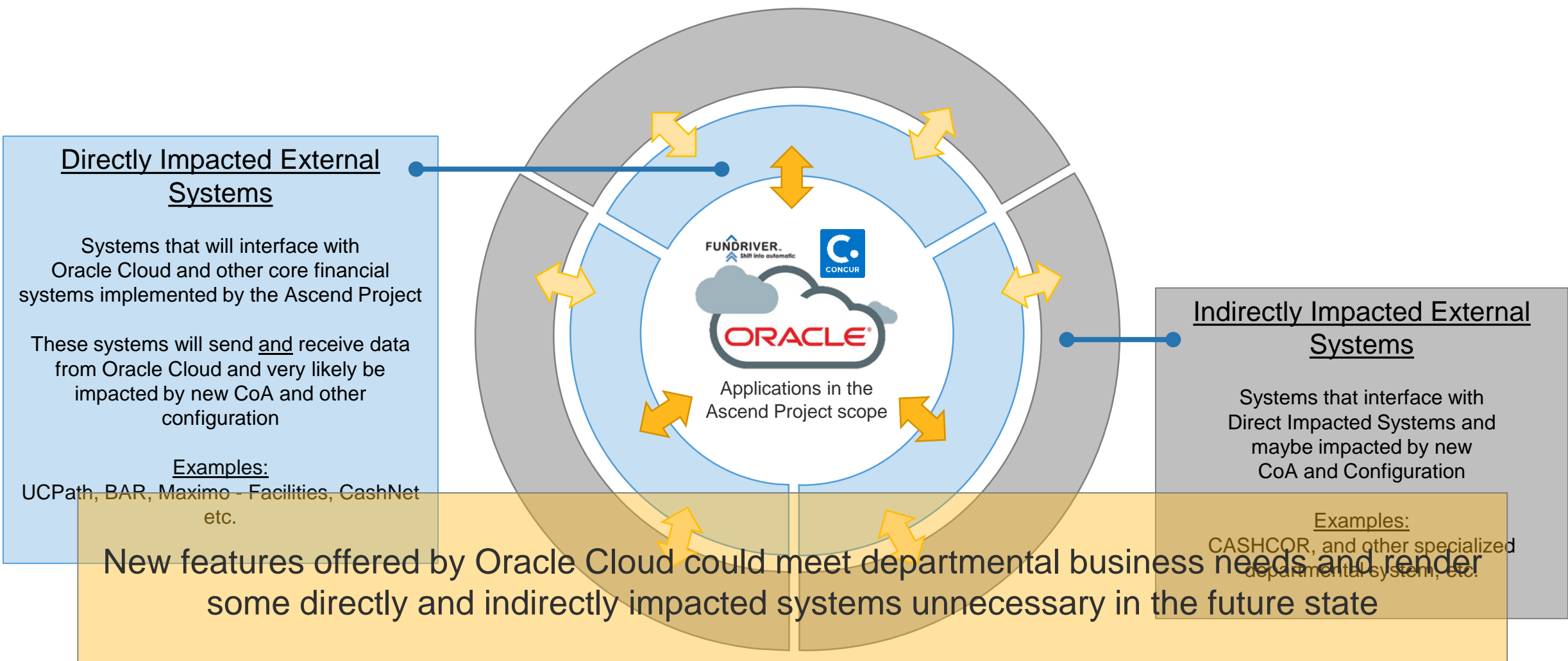
The Ascend project will coordinate an outreach to departmental and system owners

### When?



Departmental and system owner outreach will occur through the end of the year

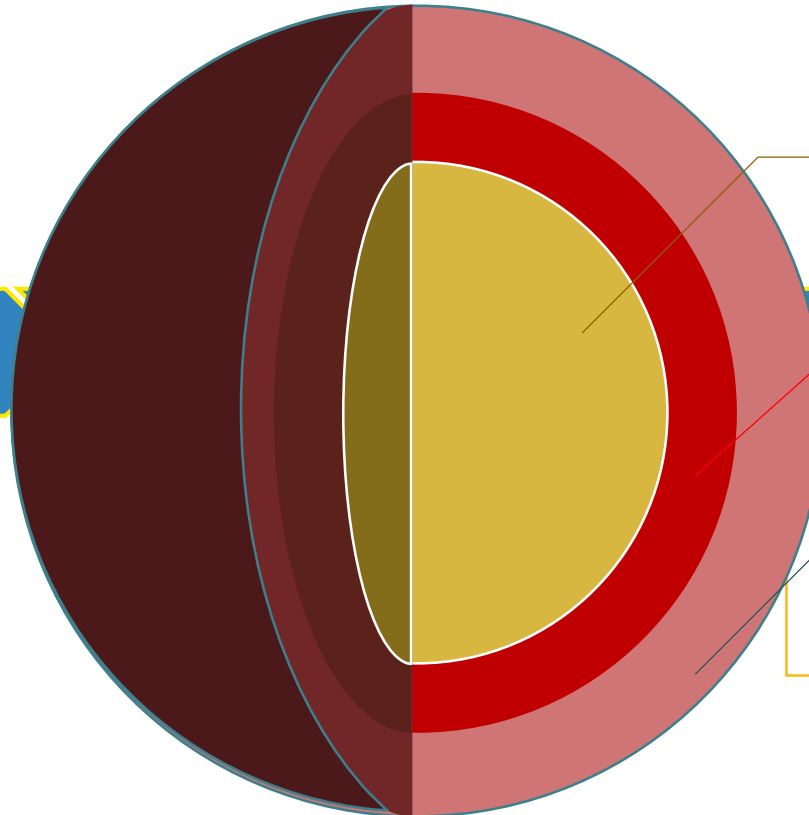
# UCLA Systems Impacted by Oracle Cloud



**HOW WILL I STAY  
INFORMED ABOUT  
ASCEND?**



# Team Expansion



Core Team:  
Team Leads & Team Members

Departmental  
experts and campus leaders  
Team Leads are empowered to  
make necessary and beneficial  
changes to campus processes  
and are supported by the project team  
members

# Building a Change Network

## Business Partners Experts

- **Provide local context** for unit aiding in the “why” for change
- **Communicate business needs** by aiding in redesign process
- Drives **clarity to change** resulting in increased adoption and proficiency
- Influence broadly by **leading change** and **gathering feedback** to bring to the project team
- **Engage actively** in bi-monthly Business Partner Expert meetings

## UCLA Business Partner Expert Groups:

1. DGSOM
2. Academic
3. Non-Academic
4. Research

100



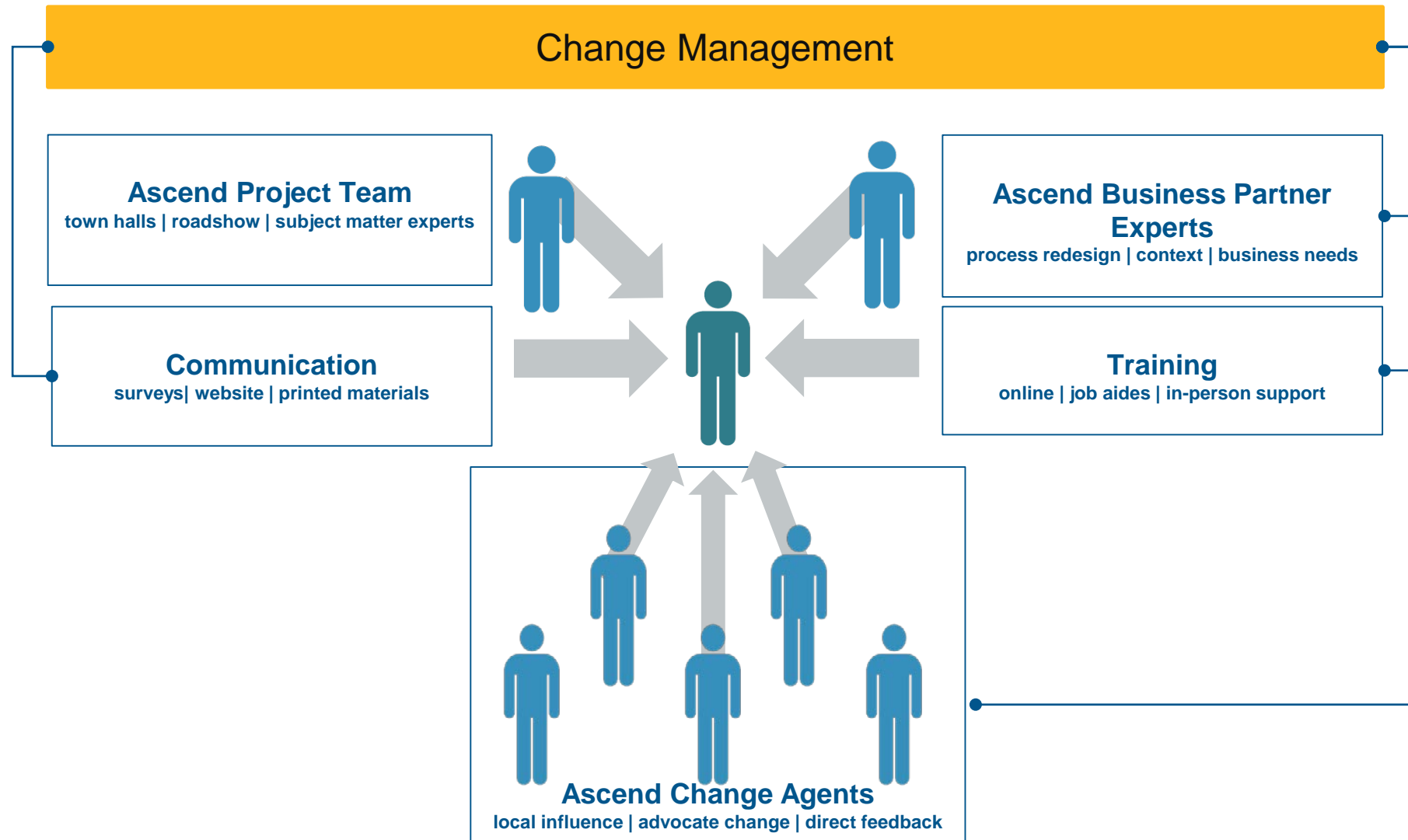
400+

## Change Agents

- **Advocate change locally** amongst unit colleagues
- **Gather and share feedback** on changes with Business Partner Experts and Core Project Team
- **Promote readiness** by sharing information from bi-monthly Change Agent webinars
- **Support colleagues** during implementation to bring along thru change process (ADKAR)
- Go-to-person post-implementation to **reinforce change** and **provide resources**

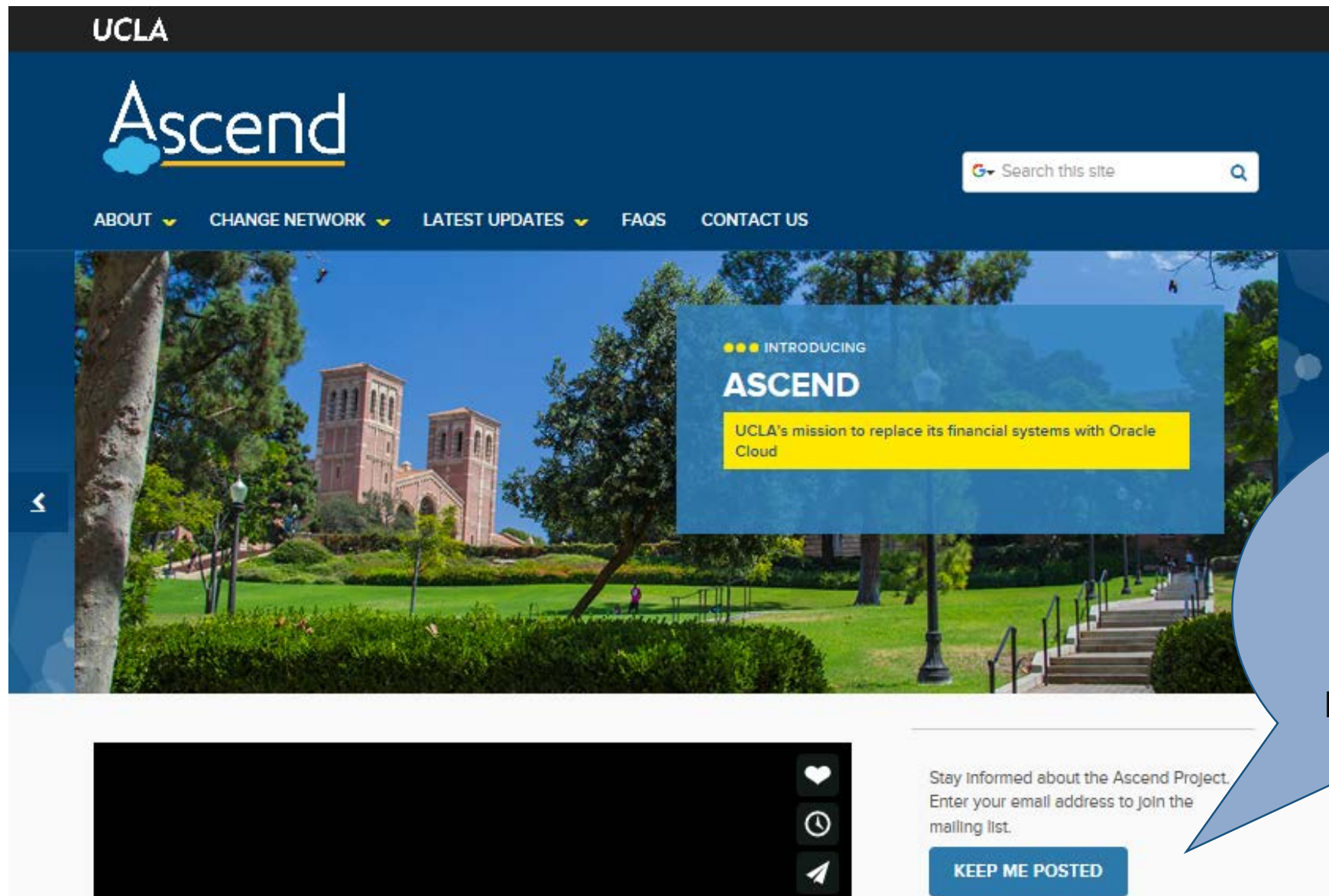
# Change Management Support

## How does Change Management support this community?



**NEXT STEPS**





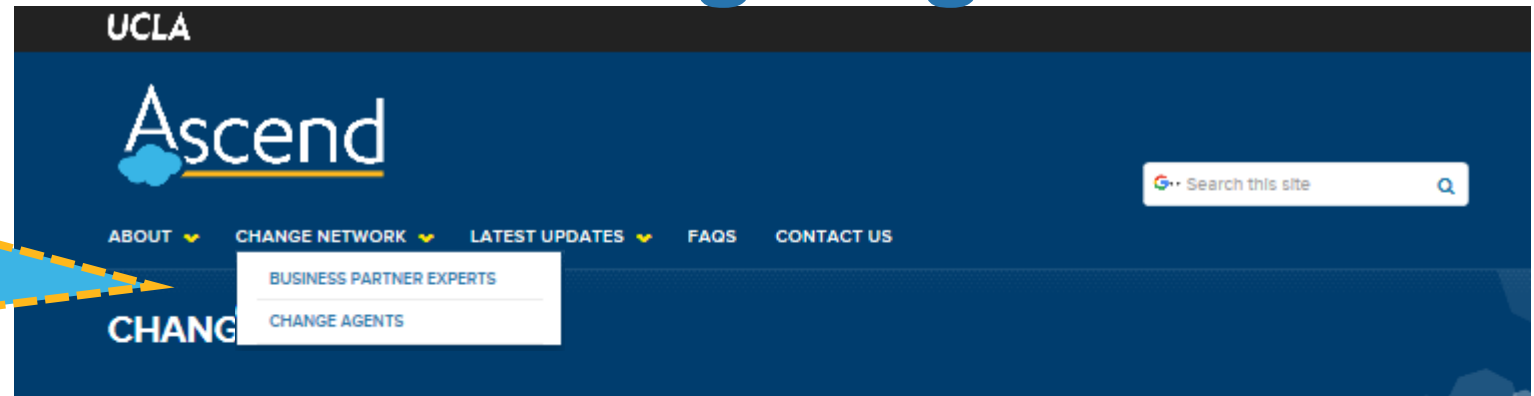
**Want to stay informed?**

Sign up for our Monthly Newsletter **HERE!**

Visit the Website: [www.ascend.ucla.edu](http://www.ascend.ucla.edu)

# Sign-up to be an Ascend Change Agent!

1. Visit [www.ascend.ucla.edu](http://www.ascend.ucla.edu)
2. Hover over 'Change Network'
3. Click on 'Change Agent'
4. Sign up!



UCLA

# Ascend

Search this site

ABOUT CHANGE NETWORK LATEST UPDATES FAQs CONTACT US

BUSINESS PARTNER EXPERTS

CHANGE AGENTS

## WHO ARE CHANGE AGENTS?

Change Agents are a subset of future end-users that help provide the project team with ongoing feedback to stay informed on project progress. Within their teams and departments, Change Agents help by acting as a channel for accurate and up-to-date information, providing reassurance to their peers and communities. In addition, they communicate questions or areas of concerns that arise to the project team, enabling the project team to adjust training and communications to better serve the needs of the wider University community.

## CHANGE AGENT ROLES & RESPONSIBILITIES

- Change agents will need to commit an additional 2 hours, on a weekly basis
- Change agents are expected to attend webinars, events, and trainings
- Change agents will act as an initial point-of-contact for colleagues in their department, who may have additional questions about the system or project

If you are interested in becoming a Change Agent, please fill out the webform below.

(WE RECOMMEND USING GOOGLE CHROME OR MOZILLA FIREFOX TO VIEW AND SUBMIT THIS FORM PROPERLY.)

Name \*

E-mail Address \*

UCLA Department \*



**Q&A**  
**Open Discussion**



Email [ascend@ucla.edu](mailto:ascend@ucla.edu)



# Extramural Fund Management

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November 8, 2018

# Agenda

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- **Distribution of Stipend Payments**
- **UCPath Distribution of Payroll Expenditure Report**
- **New Version of the RAPID Tool for UCPath**
- **Next Release of Effort Reports**

# Distribution of Stipend Payments

# Distribution of Stipend Expenses

Expense Distribution of Stipends Processed in UCPATH

- **For stipend payments processed in UCPATH:**
  - There is no validation requiring 78xxxx Accounts be used for Post doc stipends.
  - Ensure 78xxxx Accounts are used in the Earning Distribution section on the Fund Entry page
  - Review and correct Earning Distributions which list other Accounts, Ex. 40xxxx, 43xxxx.

**Funding Entry Inquiry**

Set ID: LACMP    Department: 194000    Health Policy And Management  
 Fiscal Year: 2019    Budget Begin Date: 07/01/2018    Budget End Date: 06/30/2019

**Level** Find

Department     Position Pool     Position  
 Position Number: [redacted]    POSTDOC-FELLOW    Pool ID: [redacted]    Date Updated: 09/22/2018

**Job Data Snapshot** Personalize | Find | [Print] | [Refresh]    First 1 of

Job details 1    Job details 2    [Menu]

Name	Empl ID	Empl Rcd	Effective Date	Eff Seq	Department	Job Code	Job Code Descr	Payroll Status	Expected Job End Date	e-Verify
1 [redacted]	[redacted]	2	[redacted]	0	194000	003253	POSTDOC-FELLOW	Active	[redacted]	<input type="checkbox"/>

Funding Effective Date: 09/01/2018    Eff Seq: 1    Status: Active

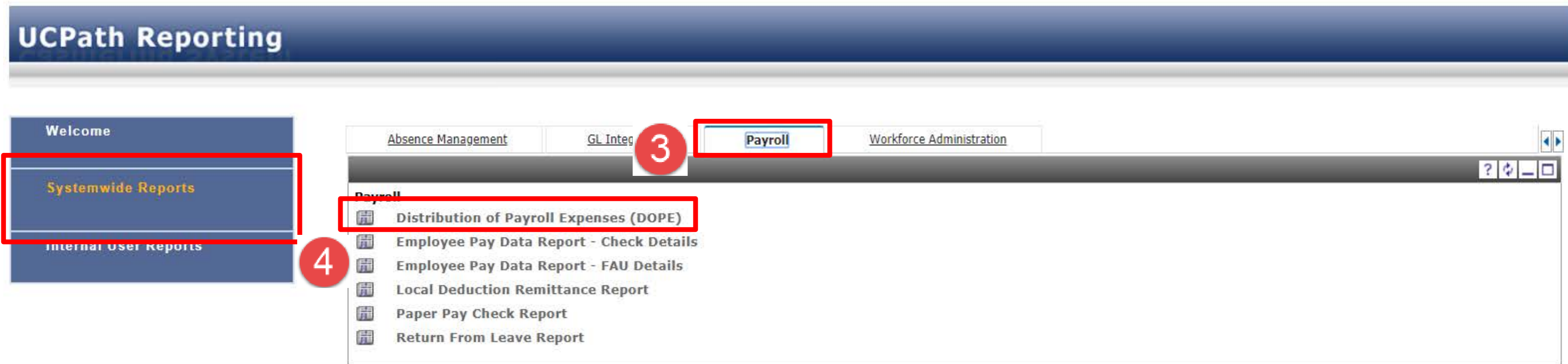
**Earnings Distribution** Personalize | Find | [Print] | [Refresh]

Em Cd	Seq #	Combo Code	Location	Sub/Object	Account/CC	FS Dept	Fund	Project	Sub Override	GL Bus Unit	OTC Indicator
1	1	[redacted]	4	010000	[redacted]	1940	[redacted]	[redacted]	05	LAFIN	
2	1	[redacted]	4	010000	[redacted]	1940	[redacted]	[redacted]	05	LAFIN	

# UCPath Distribution of Payroll Expenditure Report

# Distribution of Payroll Expenditure Report

How to Locate the Report



# Distribution of Payroll Expenditure Report

## The Current Status

- The report is available in the Campus Data Warehouse.
- A workgroup has been formed to discuss possible enhancements to the report.

Workgroup Members				
David Beckstrom	Katie Cadle	Paul Dielschnieder	Hilda Duggan	Surya Gangireddy
Eugene Harrison	Jeremy Henmi	Harshad Mehta	Daniel Nguyen	Thao Nguyen
Troy Romero	Cathy Rujanuruks	Helen Tran	Logan Trinh	Dok Yun

- The DOPE report should be used for interim invoices or financial reports for the period beginning September 2018, which require the payroll detail reports as supporting documentation:
  - The report is available to be downloaded to Excel

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

# New Version of the RAPID Tool for UCPath

## The Current Status

- **New version of the RAPID Tool will be released to campus as soon as testing has been completed.**
- **Testing began on November 7, 2018.**
- **New version will contain updated payroll reports for use with UCPath data.**
- **Training grant worksheets still in development and will be released as soon as available.**
- **UCPath payroll reports:**

Included in Next Release	Included in future release
<ul style="list-style-type: none"> <li>• Payroll After Fund End Date</li> <li>• Employee Sum</li> <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>

# Next Release of Effort Reports

# Next Release of Effort Reports

## The Current Status

- **First round of in-depth testing began on October 11, 2018.**
- **Issues identified and reported back to UCOP and UCPath development teams.**
- **Current round of in-depth testing began on November 7, 2018.**
- **Release of Spring and Summer 2018 effort reports will be delayed until testing is completed.**

# Any Questions?

## 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)

### Katie Cadle

Phone: x40223

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



# ORA Portal CITI Training Lookup Tool

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Research Administration Forum - November 8, 2018

# CITI Training

- **Collaborative Institutional Training Initiative (CITI Program)**
- **UCLA Training Hosted at CITI:**
  - HIPAA
  - Human Subject Research
  - Animal Subject Research
  - Good Clinical Practice (GCP)
  - Responsible Conduct of Research (RCR)
  - Institutional Biosafety Committee (IBC)

# When CITI Training Status Needed

- NIH Just-in-Time; **Human Subject Protection**
- EPASS; **Good Clinical Practice (GCP) Training**
- NSF; **Responsible Conduct of Research (RCR)**

- **OHRPP Website**
  - Education and Training -> Certification (CITI Training)
  - Download Excel Spreadsheet
    - File size: 6.4 MB
    - Number of records: ~100,000
- **ORA Portal CITI Training Lookup Tool** **NEW**

# Acknowledgements

- **OCGA and Other ORA Departments**
- **Research Policy and Compliance (RPC)**
- **Department of Medicine**
- **Semel Institute**
- **Fielding School of Public Health/JCCC**
- **Radiological Sciences**

# Demo

## ORA Portal

# Questions or Feedback?

[portal@research.ucla.edu](mailto:portal@research.ucla.edu)