



Research Administration Forum

April 8, 2021

Welcome and Reminders

- This is NOT being recorded
- We will answer questions at the end of each segment as time permits
- Submit questions via Zoom Q&A window
- Use the “raise hand” option to ask a question verbally. You will be allowed to unmute.
- Slides will be posted on ORA website following the meeting

Agenda

- **Welcome & Announcements** – *Marcia Smith*
- **Campus Purchasing and Payables** – *O. T. Wells*
- **UCPath Central Resource Unit** – *Francesca Fajinmi*
 - CRU Overview
- **Contract and Grant Administration**
 - OCGA Updates – *Kristin Lund, Kathy Kawamura*
- **Q&A** – *Open Forum*

UCLA Business & Finance Solutions

UCLA Procurement Solutions Group

O.T. Wells II
Chief Procurement Officer

Procurement Solutions
Group

April 8, 2021



O.T. WELLS II

CHIEF PROCUREMENT OFFICER

Small Business and Sustainability

owells@finance.ucla.edu

PASSIONS



EDUCATION

Georgetown University, J.D., Law

Morehouse College, B.A. Political Science

My Background

Chief Procurement Officer 2020 ■ 2015 -

Georgetown University
Washington, DC

Chief Procurement Officer 2015 ■ 2013 -

American International Group, Inc. (AIG)
New York, NY

Vice President/Global Head of Business ■ 2009 – 2013

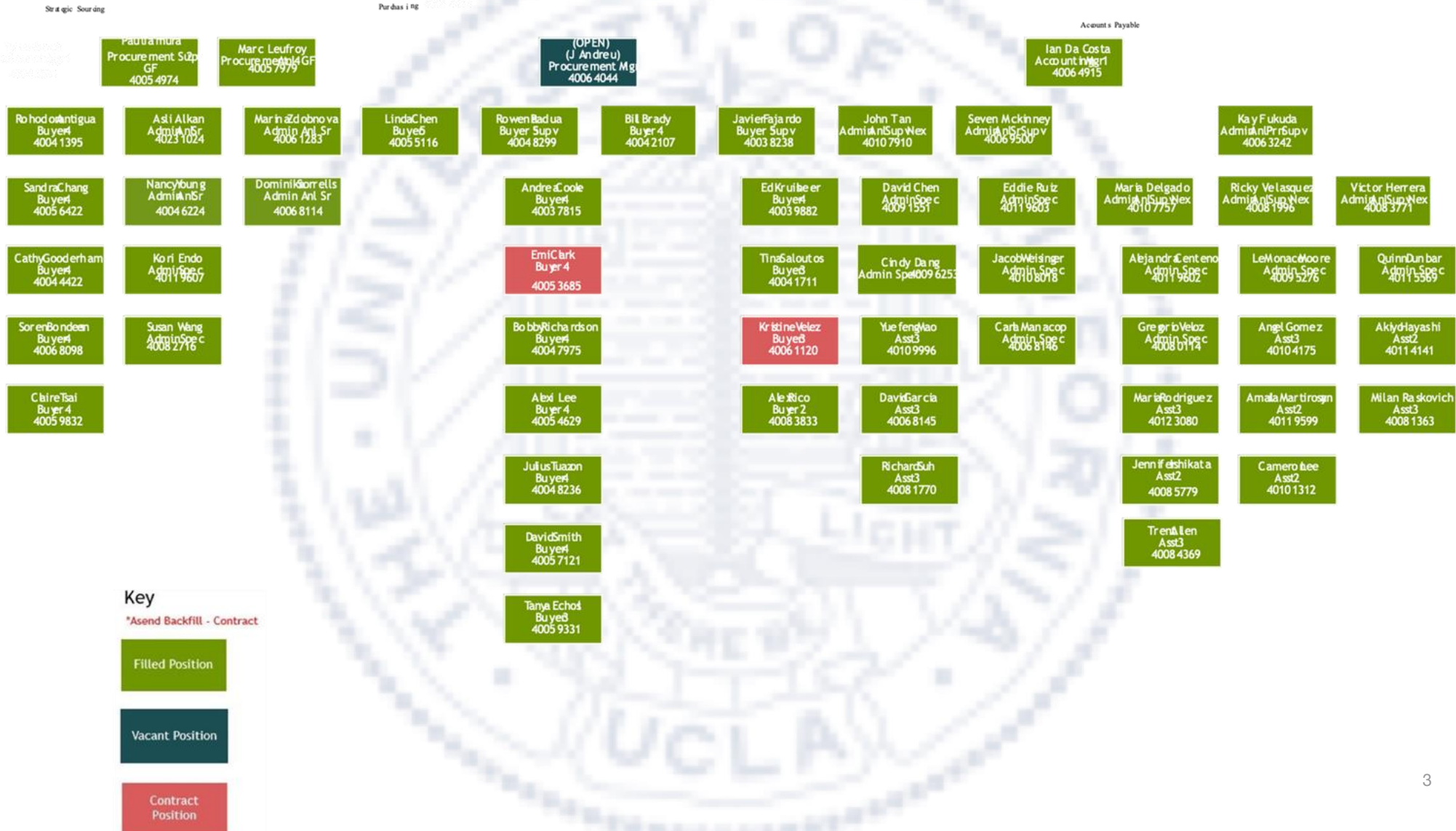
Operations Services Sourcing
Bank of America/Merrill Lynch (BAC)
New York, NY

Vice President/Business Controls ■ 2003 - 2009

Merrill Lynch
New York, NY

Procurement Solutions Group

Purchasing, Strategic Sourcing, and Accounts Payable



Subcontract Support

Linda Chen – Subcontracts
Alex Rico – Purchase Orders



SUBCONTRACTS
OVERVIEW



CREATING AND
CLOSING OUT
SUBCONTRACTS



SMALL BUSINESS
SUBCONTRACTIN
G



VISION & MISSION

Valued procurement advisor providing a
PATHWAY TO YES for the UCLA community

VALUES

We are...**STRATEGIC & INNOVATIVE**
We...**PRIORITIZE, BUILD
RELATIONSHIPS, DELIVER RESULTS**

*“We do this by creating innovative sourcing,
payables and revenue-generating solutions while
mitigating risk to the University.”*

Purpose-Led Procurement



Move beyond simply monitoring supplier compliance, to actively collaborating with suppliers on initiatives to improve environmental, social, and economic performance.



Students and faculty are more socially conscious than ever, UCLA must shift towards a sustainable supply chain or risk growth due to inaction.



Procurement with Purpose approach will boost resilience, from both a profit and planetary perspective.

Our Approach

✓ Execute

Execute measures that lead to preparedness.



✓ Enable

Enable innovation, agility and supply reliability.

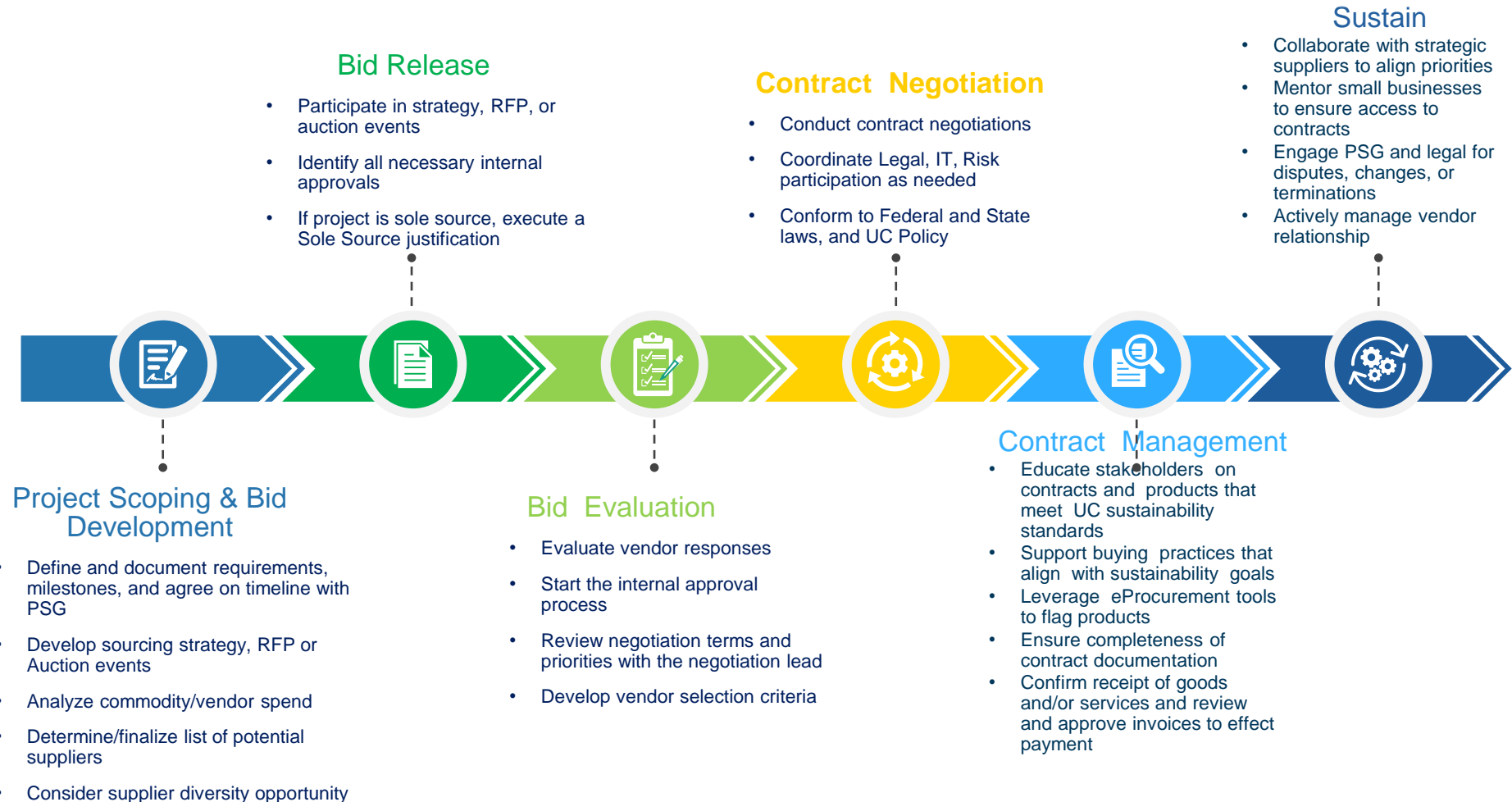
✓ **Access**
Access advanced analytical tools, raising data-driven decision making.



✓ Transform

Transform from transactional to strategic: influencing how campus purchases goods and services.

Sourcing Best Practice Process



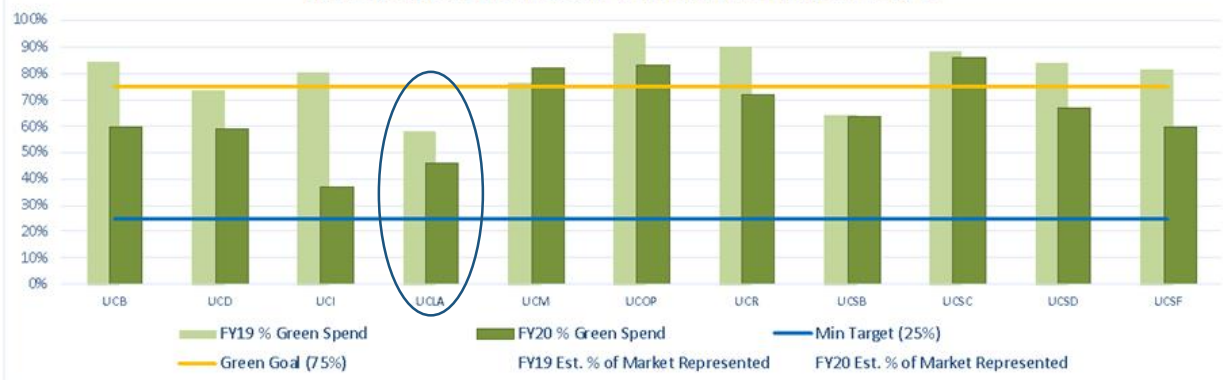
Purchase Order Volume

Green Spend

Current Cleaning Supplies Green Spend



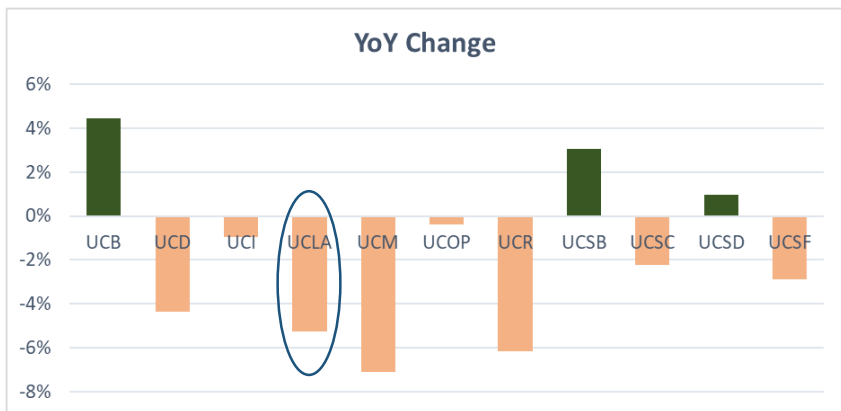
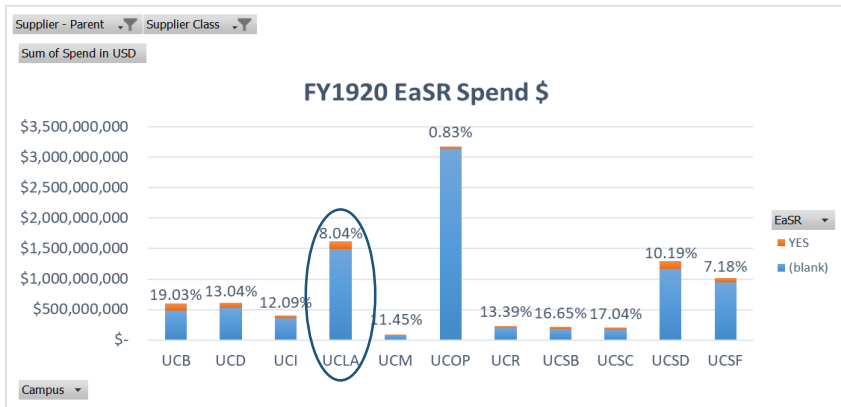
Cleaning Supplies Green Spend - FY19 and FY20 Comparison by %



Cleaning Supplies Green Spend - FY19 and FY20 Comparison by \$



Current EaSR Spend 8% (\$130M) vs. 25% Goal



Innovation

- Implementing PaymentWorks vendor onboarding tool enabling a simpler, faster way to get vendors into our system.
- Implementing DocuSign Contract Lifecycle Management, providing transparency into the contract/PO process.
- Working with vendors (Office Depot, Amazon, Dell) to update catalogs to prioritize green products and/or small business when searching for products to purchase.



UCLA Business & Finance Solutions

Thank You

Questions?

A blurred background image of a UCLA building at night, illuminated by warm lights. The building features a prominent tower and arched windows. A yellow border frames the entire slide.

Structure & Case Handling

UCLA Payroll Partners

UCLA Central Resource Unit
Research Administration Forum
April 8, 2021

1.

Overview of UCLA Payroll Partners (CRU)



2.

Department Structure



3.

Case Handling and Case Lifecycle



4.

Resources



Agenda

Vision

Valued payroll partner to the Bruins, providing intuitive payroll processes and solutions

Mission

To provide departments with confidence in payroll solutions through excellent customer service, effective stewardship of information, provision of system expertise, and a one-voice partnership

We are committed to providing value to our Bruin community by collaborating with Bruin partners on payroll solutions. We are unwavering in our obligation to use one voice as we disseminate accurate and timely information.

Core Values



Accountability

We operate with accountability on our areas of responsibility.



Transparency

We are transparent, honest, and operate with integrity among each other, our partners, and the Bruin community.



Empathy

We care about each UCLA employee by making positive impacts through our interactions with departments.

Core Values



Adaptability

We work with campus stakeholders to implement solutions that meet their ever-evolving payroll needs.



Champion

We are champions for our clients by ensuring their voices are heard and supported.



Collaboration

We are recognized collaborators of UC stakeholders and campus departments for timely resolution of issues.

Core Values



Stewardship

Our decisions and processes are based on the premise of proper stewardship of University assets and compliance with federal regulations and UC policies. This also includes being responsible stewards of our CRU time and resources.



Growth

We are committed to the internal growth, development, and advancement of our staff and the Bruin community.

Core Values

Your Partners



UCLA Payroll Partners



Training &
Comms.



Technical
Operations



Client
Services



Compliance

Dept. Structure

UCLA Payroll Partners



Training &
Comms.



Technical
Operations



Client
Services



Compliance

Dept. Structure

Responsibilities

1.

Payroll support for general ledger (GL) and gross pay



2.

Employment Eligibility Verification and NRA processes



3.

Reporting and analytics



Responsibilities

4.

Partnership with UCPATH and UCLA stakeholders



5.

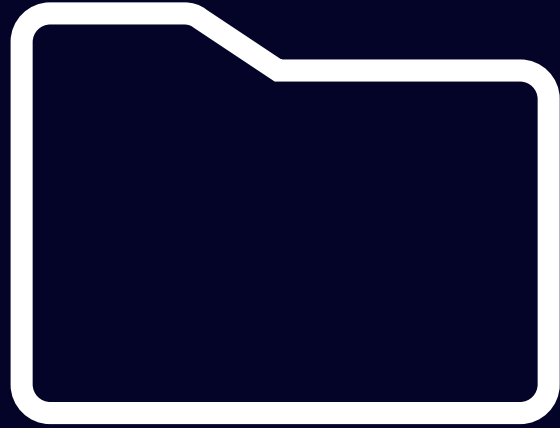
Case management



6.

Campus training and communications for UCPATH & CRU





CRU Cases

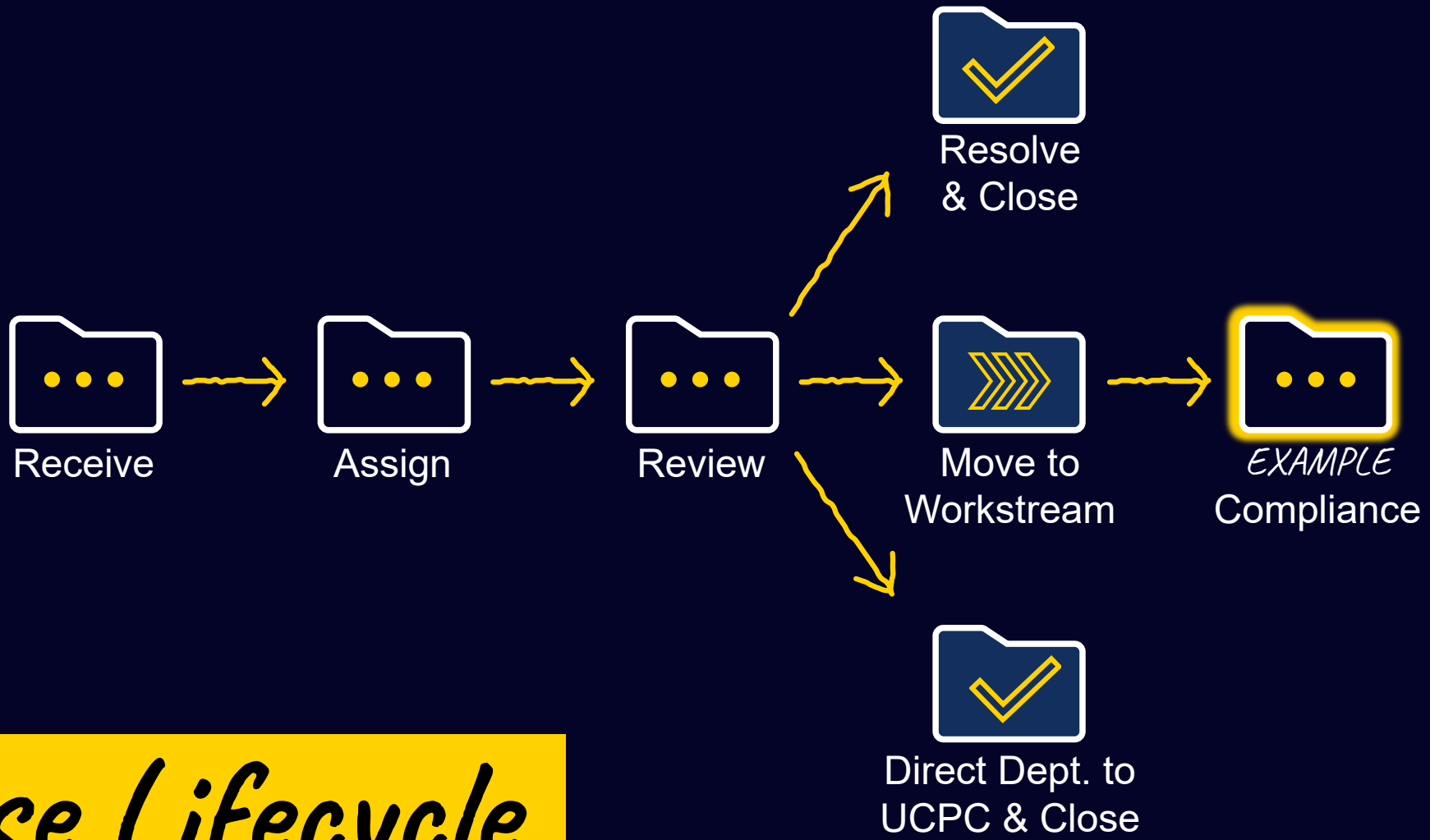


UCPATH Center Cases



Review our case handling infographic!

Case Handling



Case Lifecycle

EXAMPLE
Compliance
General Ledger

Review

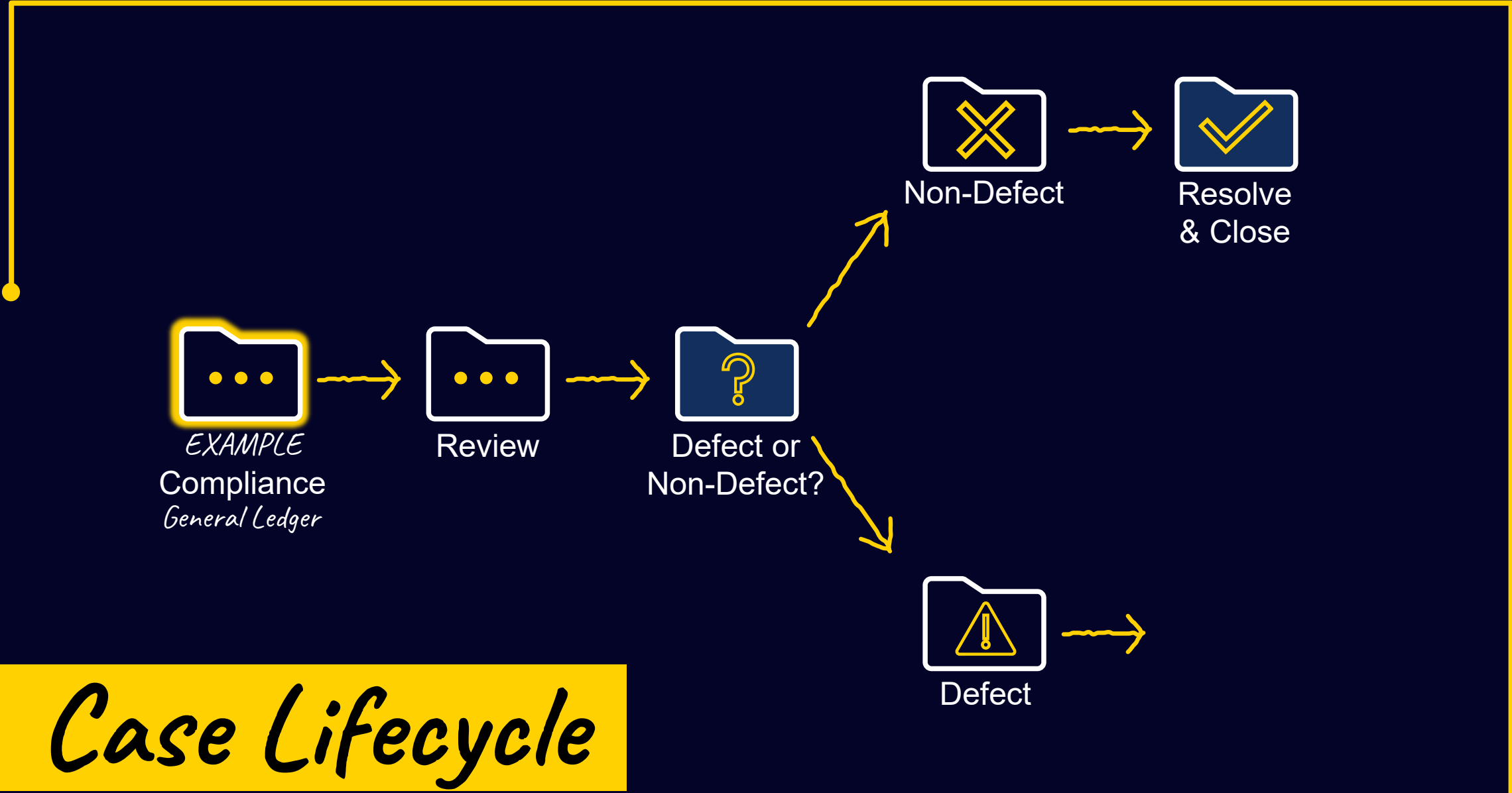
Defect or
Non-Defect?

Non-Defect

Resolve
& Close

Defect

Case Lifecycle





Case Lifecycle

Proposed SLA

General Ledger Cases

Resolution

within 5 business days*

Benefit Cost Transfer (BCT)

Mass Funding Upload

Payroll Journal Correction

Response

within 5 business days*

All Other Cases (Defects)

*From the time the case is received by the CRU General Ledger team

GL Resources



**General Ledger
Resource Page**



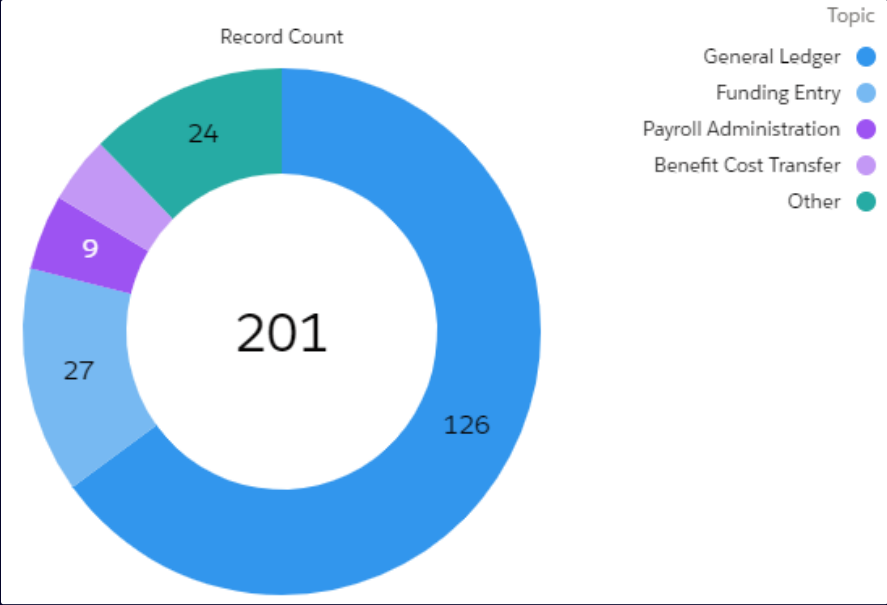
**UCPath Help
Site Topics**



**CRU UCPath
Clinic**



Click to receive clinic notifications!

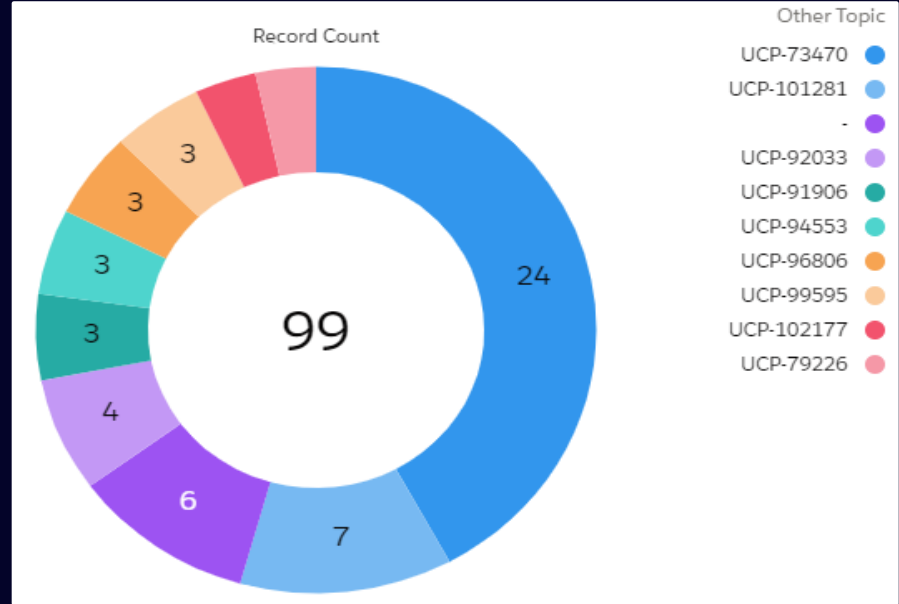


Current Workable Backlog

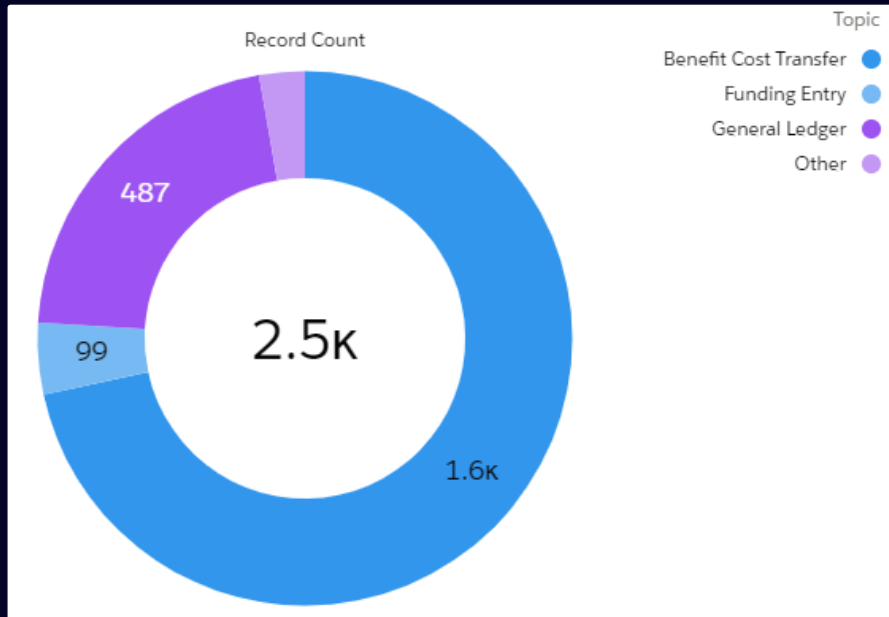
*As of April 1, 2021

Current Defect Backlog

*As of April 1, 2021



Backstage



Cases Resolved by GL Team

*Since February 2020

Backstage



Q & A



OCGA's Outgoing Subaward Team (OST): Updates

Research Administration Forum

April 8, 2021

OST Required Forms – Proposal Stage

Subawards

ocgasubawards@research.ucla.edu

- Subrecipient vs. Contractor Determination Checklist (UCLA)
- Subrecipient Commitment Form (Sub), and, if applicable:
 - U.S. Federal IDC/Fringe Rate agreement(s) (Sub)
 - PHS Financial Disclosure Form (Sub)
 - Fair and Reasonable Cost Analysis Form (UCLA)
 - Certificate of Compliance - Audit (Sub)
 - Financial Audit Management Questionnaire (FAMQ) (formerly known as A-133 Mini Audit) (Sub)
 - FFATA most highly compensated officers list (Sub)

Plus

- Subrecipient's Detailed Scope/Statement of Work (SoW) (Sub)
- Subrecipient's Detailed Line Item Budget-Justification, (including Cost share Budget/Justification if applicable) (Sub)

Subawards (FDP Expanded Clearinghouse members)

ocgasubawards@research.ucla.edu

- Sub vs. Contractor Determination Checklist (UCLA)
- Letter of Intent (Sub)
 - -
 - -
 - -
 - -
 - -
 - -

Plus

- Subrecipient's Detailed SoW (Sub)
- Subrecipient's Detailed Line Item Budget-Just., (including Cost share Budget/Justification if app) (Sub)

Multi-Campus Awards (not technically a Subaward)

outgoingMCA@research.ucla.edu

- -
- MCA Commitment or LOI (Site)
 - -
 - -
 - -
 - -
 - -
 - -

Plus

- Campus' Detailed SoW (Site)
- Campus' Detailed Line Item Budget-Justification, (including Cost share Budget/Just. if app.) (Site)

OST Required Forms – FDP Expanded Clearinghouse

A list of the 250+ **Clearinghouse Participants** is at: <https://fdpclearinghouse.org/organizations>.



- When working with an FDP **Expanded Clearinghouse** Participant Institution, request the short **UCLA Letter of Intent** instead of a full **Subrecipient Commitment Form**. The UCLA Letter of Intent (LOI) provides project specific information only and eliminates institutional information

NOTE: If an institution is **not** listed as a Clearinghouse participant institution, there is no change to our current process (i.e. requiring the full Subrecipient Commitment Form, plus “triggers” as applicable).

UCLA OCGA
Office of Contract & Grant Administration

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/pgp_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
----------------	-----	----	-----------------	-----	----	------------	-----	----	----------------------	-----	----

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: <input type="checkbox"/> Yes <input type="checkbox"/> 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:

<input type="checkbox"/> Sub Statement of Work (required)	<input type="checkbox"/> Sub Budget Justification (required)
<input type="checkbox"/> Sub Detailed Line Item Budget (required)	Other: _____

Signature of Subrecipient's Authorized Official _____ Date _____

Name and Title of Authorized Official _____

FDP Expanded Clearinghouse Pilot Effective: 8/18/2016

OST Required Forms: Award Stage

- When UCLA receives its Incoming Award, all outgoing Subawards/MCAs under that Incoming Award need to be ***initiated & authorized*** by UCLA PI/Department
 - UCLA PI/Department initiates *Requisition* with Purchasing,
 - UCLA PI/Department then submits a current and complete *OCGA Subaward Checklist Form*, with ***all*** backup documentation (as noted on *Checklist*), to ocgasubawards@research.ucla.edu
- REDUCE processing times by submitting **complete** Subaward Checklist packages to the Outgoing Subaward Team (OST) at ocgasubawards@research.ucla.edu.
- A complete Subaward package includes:
 - The current Subaward Checklist form *with all items answered*. This includes answering the *Conflict of Interest question and the PI/Authorized Representative signature on page 2*.
 - <https://ocga.research.ucla.edu/wp-content/uploads/UCLA-OCGA-subaward-checklist.pdf>

Updates: New Subaward Checklist

UCLA OCGA SUBAWARD CHECKLIST

ONCE COMPLETED, EMAIL THIS FORM WITH ALL REQUIRED BACKUP DOCUMENTATION NOTED BELOW TO: OCGAsubawards@research.ucla.edu.
Please include the Requisition (New Subaward) or PO (Amendment) number in the e-mail submission subject line.

This form is to be used to request the issuance of any new or amended Subaward from the OCGA Outgoing Subaward Team (OCGA - OST). The OST is responsible for outgoing Subaward agreements under Grants or Cooperative Agreements that are handled by OCGA. To request the issuance of a new or amended Subcontract from UCLA Purchasing, please use the Subcontract Checklist found at: <https://www.purchasing.ucla.edu/purchasing/Purchasing-forms>.

NEW SUBAWARD

Under Requisition # _____
(Complete all sections below except IV.)

AMENDMENT and/or CHANGE ORDER TO CURRENT SUBAWARD

Under Purchase Order # _____ Amendment # _____
(Complete all sections below.)

I. UCLA INFORMATION

1. UCLA Account & Fund No.: _____ 1a. Recharge ID (for mailing purposes only): _____
2. UCLA Grant/Cooperative Agreement Award Number: _____
(The full award number that this action is funded under.)
3. UCLA PI: _____ UCLA PI Email: _____
4. UCLA Department: _____ UCLA Department Contact: _____
Email: _____ Phone: _____
5. UCLA Department Name and e-mail of person to whom invoices should be sent:
Name: _____ E-mail Address: _____
(If available, use central department e-mail for invoices.)

II. SUBRECIPIENT INFORMATION

6. Subrecipient Legal Name: _____
7. Subrecipient is a: Non-profit Entity For-Profit Entity
8. Subrecipient Address: _____
Telephone: _____ Central OCGA Email: _____
9. Subrecipient Name & address of person to whom payment should be sent:
(Reminder: Requisition VCK No. should match the below payment address if the payment address is different from address in Field 8 above)
Name: _____
Address: _____
10. Subrecipient Administrative Contact: _____
Telephone: _____ Email: _____

III. SUBAWARD INFORMATION

11. Subrecipient PI: _____ Subrecipient PI Email: _____
12. Estimated overall Project Period start date: _____ end date: _____
Estimated total amount of funding for Subaward over entire Project Period: \$ _____
13. THIS ACTION Budget Period start date: _____ end date: _____
THIS ACTION obligates new funds in the amount of: \$ _____ for the Budget Period above (do not use cents)
14. Cumulative funding obligated to date (including this action): \$ _____

IV. AMENDMENT and/or CHANGE ORDER TO CURRENT SUBAWARD

(Check applicable boxes. Funding amounts for THIS ACTION should be listed in Field 13 above. Do not include carry forward in Field 13.)

15. This amendment includes the following:
 Continuation funding* Supplement funding* Incremental funding No Cost Time Extension ONLY
(NO added funding; extension only)
 Prior Approval: Sponsor prior approval needed / not needed for the following action(s):
 Carryforward* unspent funds: Amount of Subrecipient's carryforward: \$ _____
Carryforward funds are from what period: _____ into the Budget Period in Field 13.
 Other (clearly specify in Comments section below)
 Change Subrecipient Name and/or Address (clearly specify in Comments section below)
Note: Dept should check with Accounts Payable to see if this action requires a new PO. Change Order/Amendment will NOT be issued to amend Sub address for payment purpose only. Please submit a change address request via Vendor Set-up Process to Accounts Payable directly.
 Other Reason for Amendment/Change Order (clearly specify in Comments section below)

*15a. For Continuations, Supplements and Carryforward:

- Does the current FAU need to be closed? Yes No
Should funds obligated under this action go under a different FAU? Yes No
New FAU is: _____ Move \$1.00 to new FAU: Yes No

Updates: New Subaward Checklist (cont.)

UCLA OCGA SUBAWARD CHECKLIST

ONCE COMPLETED, EMAIL THIS FORM WITH ALL REQUIRED BACKUP DOCUMENTATION NOTED BELOW TO: OCGAsubawards@research.ucla.edu.

Please include the Requisition (New Subaward) or PO (Amendment) number in the e-mail submission subject line.

This form is to be used to request the issuance of any new or amended Subaward from the OCGA Outgoing Subaward Team (OCGA - OST). The OST is responsible for outgoing Subaward agreements under Grants or Cooperative Agreements that are handled by OCGA. To request the issuance of a new or amended Subcontract from UCLA Purchasing, please use the Subcontract Checklist found at: <https://www.purchasing.ucla.edu/purchasing/Purchasing-forms>.

NEW SUBAWARD

Under Requisition # _____

(Complete all sections below except IV.)

AMENDMENT and/or CHANGE ORDER TO CURRENT SUBAWARD

Under Purchase Order # _____ Amendment # _____

(Complete all sections below.)

I. UCLA INFORMATION

1. UCLA Account & Fund No.: _____ 1a. Recharge ID (for mailing purposes only): _____
2. UCLA Grant/Cooperative Agreement Award Number: _____
(The full award number that this action is funded under.)
3. UCLA PI: _____ UCLA PI Email: _____
4. UCLA Department: _____ UCLA Department Contact: _____
Email: _____ Phone: _____
5. UCLA Department Name and e-mail of person to whom *invoices* should be sent:
Name: _____ E-mail Address: _____
(If available, use central department e-mail for invoices.)

Updates: New Subaward Checklist *(cont.)*

II. SUBRECIPIENT INFORMATION

6. Subrecipient Legal Name: _____
7. Subrecipient is a: Non-profit Entity For-Profit Entity
8. Subrecipient Address: _____
Telephone: _____ Central OCGA Email: _____
9. Subrecipient Name & address of person to whom *payment* should be sent:
(Reminder: Requisition VCK No. should match the below payment address if the payment address is different from address in Field 8 above)
Name: _____
Address: _____
10. Subrecipient Administrative Contact: _____
Telephone: _____ Email: _____

III. SUBAWARD INFORMATION

11. Subrecipient PI: _____ Subrecipient PI Email: _____
12. **Estimated** overall Project Period start date: _____ end date: _____
Estimated total amount of funding for Subaward over entire Project Period: \$ _____
13. **THIS ACTION** Budget Period start date: _____ end date: _____
THIS ACTION obligates new funds in the amount of: \$ _____ for the Budget Period above *(do not use cents)*
14. Cumulative funding obligated to date (*including this action*): \$ _____

Updates: New Subaward Checklist *(cont.)*

IV. AMENDMENT and/or CHANGE ORDER TO CURRENT SUBAWARD

(Check applicable boxes. Funding amounts for THIS ACTION should be listed in Field 13 above. Do not include carry forward in Field 13.)

15. This amendment includes the following:

Continuation funding* Supplement funding* Incremental funding No Cost Time Extension ONLY
(NO added funding; extension only.)

Prior Approval: *Sponsor prior approval* *needed* / *not needed* for the following action(s):

Carryforward* unspent funds: Amount of *Subrecipient's* carryforward: \$ _____

Carryforward funds are *from* what period: _____ *into* the Budget Period in Field 13.

Other *(clearly specify in Comments section below)*

Change Subrecipient Name and/or Address *(clearly specify in Comments section below)*

Note: Dept should check with Accounts Payable to see if this action requires a new PO. Change Order/Amendment will NOT be issued to amend Sub address for payment purpose only: Please submit a change address request via Vendor Set-up Process to Accounts Payable directly.

Other Reason for Amendment/Change Order *(clearly specify in Comments section below)*

*15a. For Continuations, Supplements and Carryforward:

Does the current FAU need to be closed? Yes No

Should funds obligated under this action go under a different FAU? Yes No

New FAU is: _____ *Move \$1.00 to new FAU:* Yes No

Updates: New Subaward Checklist (cont.)

V. OTHER

16. Is Subrecipient expected to provide:

Mandatory Cost Share In-kind Cost Share Matching Funds Program Income

THIS ACTION Cost Share/Matching Period start date: _____ end date: _____

THIS ACTION obligates Subrecipient to provide Cost Share/Matching in the amount of: \$ _____

(Reminder: Attach the related Subrecipient line-item cost share/matching budget and justification per Section VI below.)

17. Is UCLA's project a Clinical Trial? Yes No

If yes, is the work being conducted by this Subrecipient per its Scope of Work a clinical trial? Yes No

18. Does the project involve the transfer of human subject data between UCLA and Subrecipient? Yes No

If yes, Subrecipient will be: Providing Data Receiving Data Both Providing and Receiving Data

If yes, a separate transfer agreement is likely needed. For more information, see https://ctsi.ucla.edu/researcher-resources/pages/third_party.

VI. COMMENTS

Please add details about cost share/matching funds, anticipated income, special funding requirements and/or clarifications required by the above section(s). The Subaward will flow down all applicable sponsor terms and conditions; OST may add additional terms if risk is identified. If there are additional terms that the UCLA PI would like included, please describe them in comments. They will be included as allowed by Sponsor, UC and FDP (if applicable) policy/procedure.

Updates: New Subaward Checklist *(cont.)*

VII. Required Documents *(Required documents that are incomplete or missing WILL DELAY review and processing.)*

Required for All Subawards

- Completed UCLA Subaward Checklist (this form)
- UCLA [Subrecipient Commitment Form](#) **OR** UCLA [Letter of Intent](#)
(LOI to be used for [FDP Expanded Clearinghouse Members](#) only)
- [UCLA Subrecipient vs Contractor Determination Form](#)
- Subrecipient Statement of Work
- Subrecipient Line Item Budget and Justification
- Applicable UCLA OCGA Award Snapshot

Required as Applicable

- Subrecipient IRB Approval (if working with human subjects)
- Subrecipient IACUC Approval (if working with animal subjects)
- Subrecipient Stem Cell Approval (if working with stem cells)
- Subrecipient Line Item Cost Share Budget and Justification
(if cost share indicated in Section V above)

If indicated by Subrecipient Commitment Form:

- Subrecipient Federal Indirect Cost Rate Agreement
- Subrecipient Federal Fringe Benefits Rate Agreement
- [PHS Financial COI Disclosure Form](#) (if no PHS FCOI policy)
- Subrecipient Most Recent UG Audit (copy of or hyperlink to)
- [Certificate of Compliance](#) (if UG Audit has findings)
- [Financial Audit Management Questionnaire](#) (if no UG audit)
- [UCLA Fair & Reasonable Cost Analysis](#) (For-Profit subrecipients)

- New:*** Required Documents were submitted **complete** to OCGA at proposal/JIT. There are no changes or updates, except as attached (for example, if applicable: revised scope of work and/or budget; subject use approvals; Financial Audit Management Questionnaire; etc).
- Amendment:*** Required Documents were submitted to the OST for a previous action. There are no changes or updates, except as attached (for example, if applicable: revised scope of work and/or budget; subject use approvals; etc).

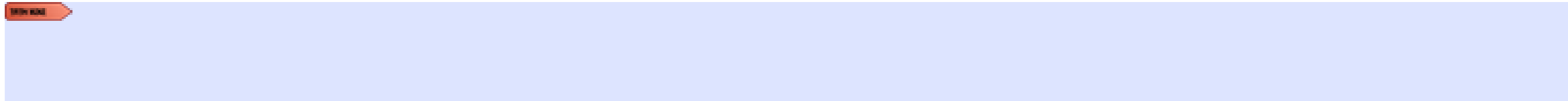
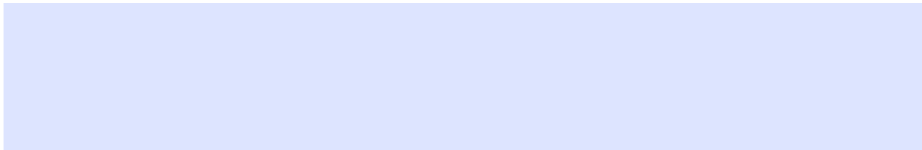
Updates: New Subaward Checklist (cont.)

- *Sign-off of the Checklist by a Principal Investigator or Authorized Representative needs to be completed with **each** Checklist*

Conflict of Interest

UCLA Principal Investigator certifies that a financial interest does / does not exist between the Subrecipient and any of the UCLA investigators under this project (i.e. investigators responsible for the design, conduct, or reporting of the research), or any spouses or registered domestic partners, or dependent children of any UCLA investigators under this project. If a financial interest does exist, please notify the OCGA Subaward team at OCGAsubawards@research.ucla.edu.

I have reviewed the Subrecipient's budget (attached) and believe all costs stated therein to be reasonable and appropriate for the work to be performed in Subrecipient's statement of work (attached). In the event this action represents an increment, continuation or a no cost time extension, I certify that the Subrecipient's performance goals have been achieved and to the best of my knowledge, the costs included are reasonable and appropriate for the work performed.***

		
--	---	---

Signature of Principal Investigator or Authorized Representative**

Project Role

Date

**This must be an individual with programmatic knowledge of the project such as a Co-PI or Co-I.

***If he/she does not believe that the Subrecipient's performance goals are being achieved, please do not sign/submit and instead notify the OCGA Outgoing Subaward Team at OCGAsubawards@research.ucla.edu.

Updates: New Subaward Checklist (*cont.*)

REMINDERS:

- All OCGA Subaward *Checklists*, with **ALL** applicable ***backup documents*** as noted on the *Checklist*, need to be *EMAILED* to the OCGA/Purchasing e-mail box: ocgasubawards@research.ucla.edu
- Any **missing** required documents **will delay** the processing of the request. (i.e. The request package is **incomplete**.)
- The OCGA Outgoing Subaward Team does **NOT** have access to *Bruin Buy*; therefore any documents uploaded to *BruinBuy* **are not** accessible or viewable by the OCGA Outgoing Subaward Team.
- OCGA Subaward *Checklists* should provide **ALL** information regarding the request. The completed form should also include consistent information throughout:
 - *Budget numbers throughout the Subaward package match: Checklist, budget submitted by Subrecipient, etc.*
 - *Budget Period dates should match throughout and CANNOT exceed the budget period awarded by the Sponsor.*

Updates: New MCA Checklist

UCLA OCGA Multi-Campus Award (MCA) CHECKLIST

ONCE COMPLETED, EMAIL THIS FORM WITH ALL REQUIRED BACKUP DOCUMENTATION TO: outgoingMCA@research.ucla.edu.

This form is to be used to request the issuance of any new or amended MCA from UCLA's OCGA Outgoing Subaward Team (OCGA - OST). The OST is responsible for outgoing MCA agreements under all Agreements (including Contracts) that are handled by OCGA.

NEW MCA
(Complete all sections below except IV.)

AMENDMENT TO CURRENT MCA: Amendment # _____
(Complete all sections below.)

I. UCLA INFORMATION

- UCLA Account & Fund No.: _____ 1a. Recharge ID (for mailing purposes only): _____
- UCLA Agreement Award Number: _____
(The full award number that this action is funded under.)
- UCLA PI: _____ UCLA PI Email: _____
- UCLA Department: _____ UCLA Department Contact: _____
Email: _____ Phone: _____

II. PARTICIPATING UC CAMPUS INFORMATION

- Participating Campus: _____
- Participating Campus Administrative Contact: _____
Telephone: _____ Email: _____

III. MCA INFORMATION

- Participating Campus PI: _____ Participating Campus PI Email: _____
- Participating Campus PI Department: _____
- Estimated overall Project Period start date: _____ end date: _____
- Estimated total amount of funding for MCA over entire Project Period: \$ _____
- THIS ACTION Budget Period start date: _____ end date: _____
- THIS ACTION obligates new funds in the amount of: \$ _____ for the Budget Period above (do not use cents)
- Cumulative funding obligated to date (including this action): \$ _____

IV. AMENDMENT TO CURRENT MCA

(Check applicable boxes. Funding amounts for THIS ACTION should be listed in Field 10 above. Do not include carry forward in Field 10.)

- This amendment includes the following:
 Continuation funding Supplement funding Incremental funding No Cost Time Extension ONLY
(NO added funding; extension only.)
 Prior Approval: Sponsor prior approval needed / not needed for the following action(s): _____
 Carryforward unspent funds: Amount of Participating Campus's carryforward: \$ _____
Carryforward funds are from what period: _____ into the Budget Period in Field 10.
 Other (clearly specify in Comments section below)
 Other Reason for Amendment (clearly specify in Comments section below)

V. OTHER

- Is Participating Campus expected to provide:
 Mandatory Cost Share In-kind Cost Share Matching Funds Program Income
THIS ACTION Cost Share/Matching Period start date: _____ end date: _____
THIS ACTION obligates Participating Campus to provide Cost Share/Matching in the amount of: \$ _____
(Reminder: Attach the related line-item cost share/matching budget and justification per Section VI below.)
- Is UCLA's project a Clinical Trial? Yes No
If yes, is the work being conducted by this Participating Campus per its Scope of Work a clinical trial? Yes No
- Does the project involve the transfer of human subject data between UCLA and Participating Campus? Yes No
If yes, other Campus will be: Providing Data Receiving Data Both Providing and Receiving Data
If yes, a separate transfer agreement may be needed. For more information, see https://ctsi.ucla.edu/researcher-resources/pages/third_party.

Updates: New MCA Checklist (cont.)



UCLA OCGA Multi-Campus Award (MCA) CHECKLIST

ONCE COMPLETED, EMAIL THIS FORM WITH ALL REQUIRED BACKUP DOCUMENTATION TO: outgoingMCA@research.ucla.edu.

This form is to be used to request the issuance of any new or amended MCA from UCLA's OCGA Outgoing Subaward Team (OCGA - OST). The OST is responsible for outgoing MCA agreements under all Agreements (including Contracts) that are handled by OCGA.

NEW MCA
(Complete all sections below except IV.)

AMENDMENT TO CURRENT MCA: Amendment # _____
(Complete all sections below.)

I. UCLA INFORMATION

1. UCLA Account & Fund No.: _____ 1a. Recharge ID (for mailing purposes only): _____
2. UCLA Agreement Award Number: _____
(The full award number that this action is funded under.)
3. UCLA PI: _____ UCLA PI Email: _____
4. UCLA Department: _____ UCLA Department Contact: _____
Email: _____ Phone: _____

Updates: New MCA Checklist (cont.)

II. PARTICIPATING UC CAMPUS INFORMATION

5. Participating Campus:
6. Participating Campus Administrative Contact:
Telephone: Email:

III. MCA INFORMATION

7. Participating Campus PI: Participating Campus PI Email:
8. Participating Campus PI Department:
9. Estimated overall Project Period start date: end date:
Estimated total amount of funding for MCA over entire Project Period: \$
10. **THIS ACTION** Budget Period start date: end date:
THIS ACTION obligates new funds in the amount of: \$ for the Budget Period above *(do not use cents)*
11. Cumulative funding obligated to date *(including this action)*: \$

Updates: New MCA Checklist (cont.)

IV. AMENDMENT TO CURRENT MCA

(Check applicable boxes. Funding amounts for THIS ACTION should be listed in Field 10 above. Do not include carry forward in Field 10.)

12. This amendment includes the following:

- Continuation funding Supplement funding Incremental funding No Cost Time Extension ONLY
(NO added funding; extension only.)
- Prior Approval: Sponsor prior approval needed / not needed for the following action(s):
 - Carryforward unspent funds: Amount of Participating Campus's carryforward: \$ _____
Carryforward funds are from what period: _____ into the Budget Period in Field 10.
 - Other (clearly specify in Comments section below)
- Other Reason for Amendment (clearly specify in Comments section below)

Updates: New MCA Checklist (cont.)

V. OTHER

13. Is Participating Campus expected to provide:

Mandatory Cost Share In-kind Cost Share Matching Funds Program Income

THIS ACTION Cost Share/Matching Period start date: _____ end date: _____

THIS ACTION obligates Participating Campus to provide Cost Share/Matching in the amount of: \$ _____

(Reminder: Attach the related line-item cost share/matching budget and justification per Section VI below.)

14. Is UCLA's project a Clinical Trial? Yes No

If yes, is the work being conducted by this Participating Campus per its Scope of Work a clinical trial? Yes No

15. Does the project involve the transfer of human subject data between UCLA and Participating Campus? Yes No

If yes, other Campus will be: Providing Data Receiving Data Both Providing and Receiving Data

If yes, a separate transfer agreement may be needed. For more information, see https://ctsi.ucla.edu/researcher-resources/pages/third_party.

VI. COMMENTS

Please describe details about cost sharing, matching funds, anticipated income, any special funding requirements and/or clarifications required by the above section(s). The MCA will flow down all applicable sponsor terms and conditions; OST may add additional terms. If there are additional terms that the UCLA PI would like included, please describe them in comments.

Updates: New MCA Checklist (cont.)

VII. Required Documents

(IMPORTANT: Required documents that are incomplete or missing from this submission WILL DELAY review and processing.)

Required for All MCAs <ul style="list-style-type: none"><input type="checkbox"/> Completed UCLA MCA Checklist (this form)<input type="checkbox"/> UCOP MCA Commitment Form OR UCLA Letter of Intent (LOI)<input type="checkbox"/> Participating Campus Statement of Work<input type="checkbox"/> Participating Campus Line Item Budget and Justification<input type="checkbox"/> Applicable UCLA OCGA Award Snapshot	Required as Applicable <ul style="list-style-type: none"><input type="checkbox"/> Participating Campus Line Item Cost Share Budget and Justification (if cost share indicated in Section V above)
<input type="checkbox"/> New: Required Documents were submitted complete to OCGA at proposal stage. There are no changes or updates, except as attached (for example, if applicable: revised scope of work and/or budget).	
<input type="checkbox"/> Amendment: Required Documents were submitted to the OST for a previous action. There are no changes or updates, except as attached (for example, if applicable: revised scope of work and/or budget).	

I have reviewed the Participating Campus's budget (attached) and believe all costs stated therein to be reasonable and appropriate for the work to be performed in Participating Campus's statement of work (attached). In the event this action represents an increment, continuation or a no cost time extension, I certify that the Participating Campus's performance goals have been achieved and to the best of my knowledge, the costs included are reasonable and appropriate for the work performed. ***

Signature of Principal Investigator or Authorized Representative**

Project Role

Date

***This must be an individual with programmatic knowledge of the project such as a Co-PI or Co-I.*

****If he/she does not believe that the Participating Campus's performance goals are being achieved, please do not sign/submit and instead notify the OCGA Outgoing Subaward Team at outgoingMCA@research.ucla.edu.*

Updates: New MCA *Checklist (cont.)*

REMINDERS:

- The MCA Checklist and any additional documents should be submitted ***via email to*** **OutgoingMCA@research.ucla.edu**

Updates: New Subaward and MCA Checklist

- The updated Subaward and MCA Checklists will be available on the OCGA Outgoing Subaward Team's Required Forms page starting next week.
- *The previous version of the Subaward Checklist, dated 12/1/2015, will be accepted through June 30, 2021*
 - Earlier versions of the Subaward Checklist are no longer accepted
- *The previous version of the MCA Checklist, dated 7/2015, will be accepted through June 30, 2021*
- **Starting July 1, 2021, the Outgoing Subaward Team will be requiring the use of both the new Subaward Checklist and new MCA Checklist,**
 - *As of July 1, 2021, versions older than the Checklists dated 04/2021 will not be accepted*

Questions?

- For questions regarding specific subawards or subaward forms, contact the OCGA Outgoing Subaward Team at ocgasubawards@research.ucla.edu (for Multi-campus Awards: outgoingMCA@research.ucla.edu). Your question will be forwarded to the Subaward Team member assigned to that Subaward or MCA.
- The e-mail addresses ocgasubawards@research.ucla.edu and outgoingMCA@research.ucla.edu are only for communications regarding outgoing subawards (awards in which funding will flow *from* UCLA to the subrecipient)
- For quick reference on Outgoing Subaward Required Forms visit our website at: <https://ocga.research.ucla.edu/required-forms/>
- ***General questions?***

Thank you!



Grant Updates

April 08. 2021

NIH BIOGRAPHICAL SKETCH

NIH Biographical Sketch [NOT-OD-21-073](#)

Applicability: Applications due On or After May 25, 2021

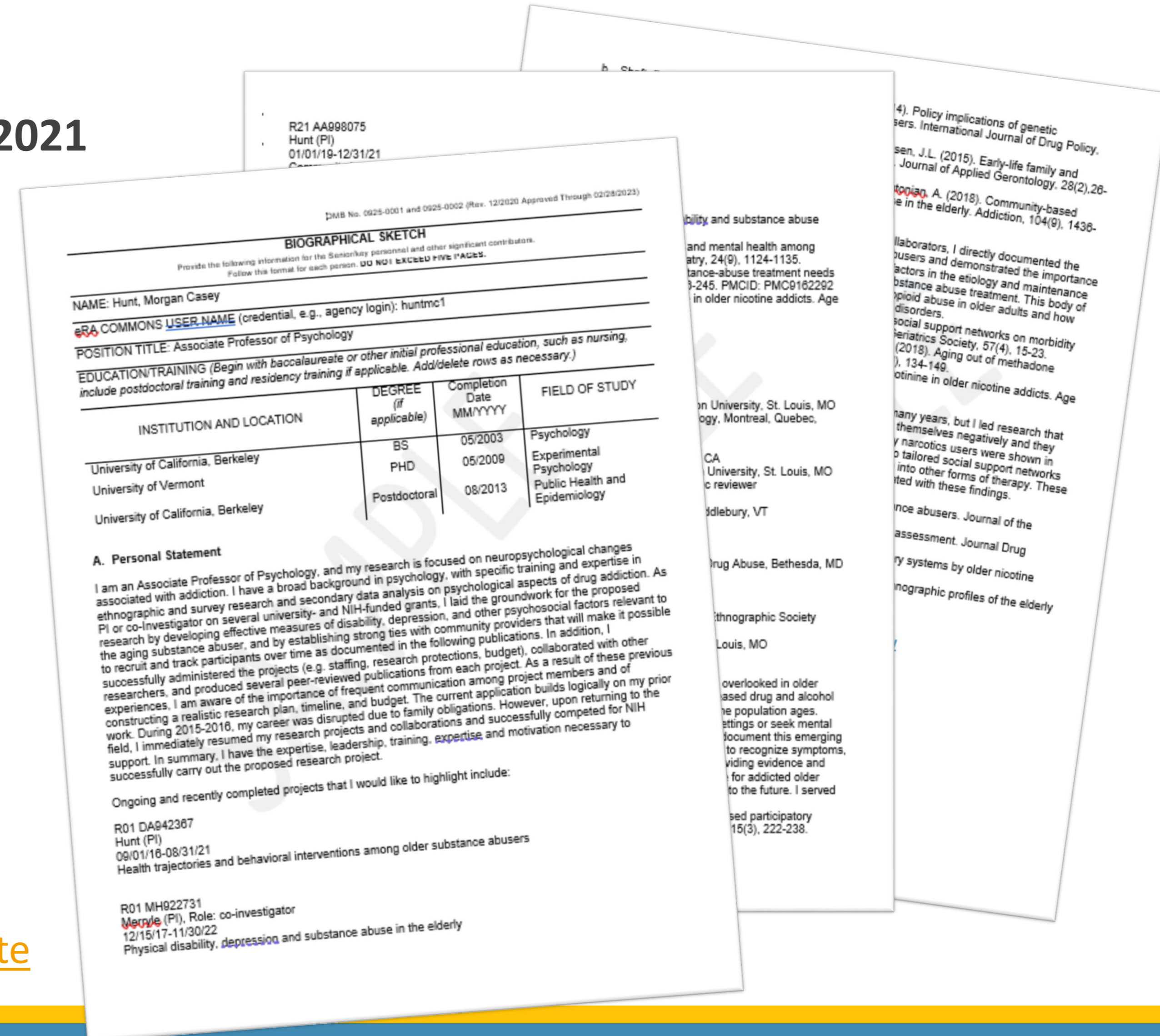
Reminders

- Sections
 - A - Personal Statement
 - B – Positions, Scientific Appointments and Honors
 - C – Contributions to Science
 - D – Scholastic Performance
- Five Page Limit
- Five Contributions to Science
 - 4 citations per contribution

[NIH Biosketch Instructions](#)

[NIH Biosketch Template](#)

[NIH Fellowship Biosketch Template](#)



NIH BIOGRAPHICAL SKETCH

NIH Biographical Sketch

Applicability: Applications due On or After May 25, 2021

Notable Changes

- **Section B** – ‘Positions and Honors’ -> Renamed ‘Positions, Scientific Appointments, and Honors’

- Scientific Appointments

*“List in **reverse** chronological order **all positions and scientific appointments both domestic and foreign, including affiliations with foreign entities or governments. This includes titled academic, professional, or institutional appointments whether or not remuneration is received, and whether full-time, part-time, or voluntary (including adjunct, visiting, or honorary)**”*

- **Section D**– ‘Research Support’ -> Removed & Replaced with ‘Scholastic Performance’

- Only required for the specific applications

- applicants for predoctoral and postdoctoral fellowships

- applicants to dissertation research grants (e.g., R36)

- candidates for research supplements to promote diversity in health-related research from the undergraduate through postdoctoral levels

Proposal Submitted on May 20 for May 25, 2021 deadline

Is the NEW Bio required to be submitted?

YES

NIH BIOGRAPHICAL SKETCH

NIH Biographical Sketch Links & Other Resources

Policies and Guidelines

[NOT-OD-21-073 Biosketch & OS Changes](#)

[NIH Biosketch FAQs](#)

Instructions

[NIH Biosketch Instructions](#)

Standard NIH Biosketch

[NIH Biosketch Template \(non-fellowship\)](#)

[NIH Sample Biosketch \(non-fellowship\)](#)

Fellowship NIH Biosketch

[NIH Biosketch Fellowship Template](#)

[NIH Predoctoral Fellowship Sample Biosketch](#)

[NIH Postdoctoral Fellowship Sample Biosketch](#)

NIH

NIH Other Support

NOT-OD-19-114

“other support includes **all resources** made available to a researcher in support of and/or related to **all** of their **research endeavors**, regardless of whether or not they have monetary value and regardless of whether they are based at the institution the researcher identifies for the current grant. This includes resource and/or financial support from all foreign and domestic entities, including but not limited to, financial support for laboratory personnel, and provision of high-value materials that are not freely available (e.g., biologics, chemical, model systems, technology, etc.). ”

NIH OTHER SUPPORT

NIH Other Support - full transparency and disclosure of all research activities, foreign and domestic

[NOT-OD-21-073](#)

- **Applicability: Other Support submitted on or after May 25, 2021**
 - OR Applications due On or After May 25, 2021
- **Additional Content Required**
 - Completed within 3 years (effort not required)
 - In-Kind Contributions
- **Revised Other Support Template**
 - Word doc
 - SciENCv - estimated FY22
- **Required Translated Copies of all Foreign Contracts, Grants, or Other Agreements (appointments, affiliations, employment w/ Foreign Institutions)**
- **Required Signature**
 - Electronic Signature print to pdf or flattened prior to upload

NIH OTHER SUPPORT

K Awards – due June 12

When do we submit Other Support?

Just In Time (JIT)

Research Performance Progress Report (RPPR)

Change of PI (new PI) & adding key personnel

some proposal applications, when specified in RFA

When Other Support was submitted without disclosing ALL required information


▶ Additional Instructions for Career Development:

Who must complete the “Current & Pending Support” field:

For mentored career development award applications, you must include “Current and Pending Support” pages for each of the mentor and co-mentor(s). You do not need to include “Current and Pending Support” pages for the candidate.

Format:

Attach this information as a PDF. See the [Format Attachments](#) page.

See also the [Current and Pending Support Format Page](#). 

Content:

Provide information on the following items for each of the mentor’s and co-mentor’s current and pending research support relevant to the candidate’s research plan. Each mentor/co-mentor(s)’s “Current & Pending Support” attachment is limited to 3 pages.

Project Number: If applicable, include a code or identifier for the project.

Source: Identify the agency, institute, foundation, or other organization that is providing the support.

Major Goals: Provide a brief statement of the overall objectives of the project, subproject, or subcontract.

Dates of Approved/Proposed Project: Indicate the inclusive dates of the project as approved/proposed. For example, in the case of NIH support, provide the dates of the approved/proposed competitive segment.

Annual Direct Costs: In the case of an active project, provide the current year’s direct cost budget. For a pending project, provide the proposed direct cost budget for the initial budget period.

NIH OTHER SUPPORT

NIH Other Support

[NIH Other Support Format Page](#)

SciENCv functionality in process -> earliest estimated rollout FY22 (Oct)

*Title:

Major Goals:

*Status of Support: Active, Pending, Completed w/in last 3 years

Project Number: Sponsor Award Number

Name of PD/PI:

*Source of Support: Sponsor Name

*Primary Place of Performance:

Project/Proposal Start and End Date: (MM/YYYY) (if available):

* Total Award Amount (including Indirect Costs):

* Person Months (Calendar/Academic/Summer) per budget period.

NIH OTHER SUPPORT

NIH Other Support

Additional Content Required

Indicate the Total Award Amount

(direct + indirect cost for the entire competitive segment)

Example

Federal Direct Costs	\$363,398
Federal F&A Costs	\$112,860
Approved Budget	\$476,258
Total Amount of Federal Funds Obligated (Federal Share)	\$476,258
TOTAL FEDERAL AWARD AMOUNT	\$476,258
AMOUNT OF THIS ACTION (FEDERAL SHARE)	\$476,258

Year	Total Award Amnt
Year 1	\$ 476,258
Year 2	\$ 462,442
Year 3	\$ 462,765
Year 4	\$ 459,546
Year 5	\$ 448,930
	\$ 2,309,941

SUMMARY TOTALS FOR ALL YEARS		
YR	THIS AWARD	CUMULATIVE TOTALS
1	\$476,258	\$476,258
2	\$462,442	\$462,442
3	\$462,765	\$462,765
4	\$459,546	\$459,546
5	\$448,930	\$448,930

Recommended future year total cost support, subject to the availability of funds and satisfactory progress of the project

TOTAL AWARD AMOUNT: \$2,309,941

NIH OTHER SUPPORT

NIH Other Support

Additional Content Required

Indicate the Person Months per budget period

(person months for the entire competitive segment)

Example

Year (YYYY)	Person Months (##.##)
1. 2021	3.6 calendar
2. 2022	3.6 calendar
3. 2023	3.6 calendar
4. 2024	3.6 calendar
5. 2025	3.6 calendar

Year	Person Months
4. 2021	0.6 Academic Months, 1.2 Summer Months
5. 2022	0.0 Academic Months, 1.6 Summer Months

NIH OTHER SUPPORT

NIH Other Support

IN KIND CONTRIBUTION

The value of non-cash contributions (i.e., property or services) that: (1) Benefit a federally assisted project or program; and (2) Are contributed by non-Federal third parties, without charge, to a non-Federal entity under a Federal award.

- A contribution provided for research endeavors without charge to the Sponsor.
- Effort or Estimated Dollar Value of In-Kind Contribution Information must be provided
- Shared Equipment & Cores Facilities not included, since it is widely available & not unique to research
 - If the In-Kind Contribution is used within the specific project for which the Other Support is being submitted, the In-Kind Contribution should be included in the Facilities & Other Resources or Equipment pages.
 - If the In-Kind Contribution is not used in the specific project, it must be included on the Other Support.

NIH OTHER SUPPORT

NIH Other Support

IN KIND CONTRIBUTION

19. If a PD/PI or other senior/key Personnel has an exchange student or post-doc working on research activities in their lab who is paid a salary by their home university in a foreign country, does that need to be included in Other Support? NEW

Yes, since the student or post-doc is performing research activities, the student's work in the lab is a resource available in support of the PD/PI or other senior/key Personnel's research endeavors. It must be reported as an in-kind contribution on Other Support.

21. Do core facilities or shared equipment need to be included in Other Support? NEW

No. Other Support includes resources uniquely available to the researcher and does not include institutional resources that are made broadly available to faculty and staff.

NIH OTHER SUPPORT

NIH Other Support

IN KIND CONTRIBUTION

IN-KIND

*Summary of In-Kind Contribution: Post-doctoral fellow, Dr. John Smith, who conducts research activities in the Anderson lab. Salary supported by Oxford University.

*Status of Support: Active

*Primary Place of Performance: University of California, Los Angeles

Project/Proposal Start and End Date (MM/YYYY) (if available):

*Person Months (Calendar/Academic/Summer) per budget period: N/A

*Estimated Dollar Value of In-Kind Information: \$80,000

*Summary of In-Kind Contribution: Cell line XYZ provided by Dr. Jennifer Smith at Cornell University.

*Status of Support: Active

*Primary Place of Performance: University of California, Los Angeles

Project/Proposal Start and End Date (MM/YYYY) (if available):

*Person Months (Calendar/Academic/Summer) per budget period: N/A

*Estimated Dollar Value of In-Kind Information: estimate \$1,000

NIH OTHER SUPPORT

NIH Other Support

MISCELLANEOUS FAQs

Does private equity financing need to be reported in Other Support? NEW

Yes. Private equity financing (most commonly seen in the NIH SBIR/STTR program) is a resource available in support of an individual's research endeavors and must be included.

NIH OTHER SUPPORT

NIH Other Support

Foreign Contracts, Grants and Other Agreements

NIH requires researchers to provide foreign contracts, grants or any other agreements specific to senior/key-personnel foreign appointments, affiliations, and/or employment with a foreign institution.

Translated copies must be provided as part of the PDF following the Other Support format page.

- Required for all Other Support submissions (ie. RPPR)
- Machine translation is allowable
- Translation of foreign agreements are not an allowable direct cost to the project

NIH OTHER SUPPORT

NIH Other Support

Three Types of Overlap

- Scientific
- Budgetary
- Effort (over 100%?)

Overlap

Summarize for each individual any potential overlap with the active or pending projects and activities, other positions, affiliations, and resources and this application in terms of the science, budget, or an individual's committed effort.

NIH OTHER SUPPORT

NIH Other Support

Signature Page

I, PD/PI or other senior/key personnel, certify that the statements herein are true, complete and accurate to the best of my knowledge, and accept the obligation to comply with Public Health Services terms and conditions if a grant is awarded as a result of this application. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties.

*Signature: _____

Date: _____

Other Support page with electronic signature MUST be either printed to PDF or flattened to ensure no systematic errors in submission

NIH OTHER SUPPORT

NIH Other Support

If an institution identifies a resource that was not reported in Just-in-Time or at the time of the RPPR, how should the institution notify NIH?

If an organization discovers that a PI or other Senior/Key personnel on an active NIH grant failed to disclose Other Support information outside of Just-in-Time or the RPPR, as applicable, the institution **must submit updated Other Support** to the Grants Management Specialist named in the Notice of Award as soon as it becomes known

NIH Admin / Programmatic Review

- All resources, domestic or foreign, directly supporting the individual's research endeavors have been reported
- Sufficient levels of effort are committed to the project
- There is no scientific, budgetary, or commitment overlap
- Only funds necessary to the approved project are included in the award
- Any foreign resources that meet the definition of a foreign component have received appropriate prior approval.

NIH OTHER SUPPORT

NIH Other Support Links & Other Resources

Policies and Guidelines

[NOT-OD-19-114 Policy Reminder re: Other Support, FCOI & Foreign Components](#)

[NOT-OD-21-073 Biosketch & OS Changes](#)

[NIH Grants Policy Statement 2.5.1 Just In Time](#)

Templates, Instruction & Sample

[NIH Other Support Template](#)

[NIH Sample Other Support](#)

[NIH Other Support Instructions](#)

[NIH Other Support & Foreign Component FAQs](#)

Any Questions?

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

April 2021 Research Administration Forum Q&A

Contents

UCPath Central Resource Unit	1
Campus Purchasing and Payables.....	3

UCPath Central Resource Unit

Q1: When will CRU have phone hours again?

A1: In determining our new normal, we are looking into addressing phone access. Please send inquiries via Salesforce case.

Q2: How do you submit a case to CRU instead of UCPath? UCPath has been completely unresponsive to my case.

A2: You can [open a case with CRU](#), which will lead to one of our forms. In the SF form, choose the correct "Topic" and "Category". This will ensure the inquiry will be routed to the correct queue.

The escalation path for your UCPath case is to contact a UCPath Employee Services Supervisor if the SLA was not met. Their phone number is (855) 982-7284.

Q3: Is it possible for CRU to create a database in order for a department to keep track of cases submitted? It will be really useful for departments to be able to know the current status of the cases submitted.

A3: We are currently reviewing our CRU instance of Salesforce to see what enhancements we can implement immediately. Database buildout looks to be a long-term enhancement that we will discuss with our IT team.

Q4: Is there a way for CRU to create a worklist of outstanding cases that were submitted within each user's account in UCPath? It's been very difficult tracking open cases through our own emails. We have had instances where we had to create new case numbers referencing old cases.

A4: CRU does not have access to the UCPath instance of Salesforce. We can bring up the suggestion to UCPath.

Q5: Will there be transparency for cases submitted to CRU to see where it is at? At the moment, we don't have a way to check what is going on with the case submitted.

A5: We are currently reviewing our CRU instance of Salesforce to see what enhancements we can implement immediately. Case transparency and tracking looks to be a long-term enhancement that we will discuss with our IT team. In the meantime, we are working on providing submitters with case number, case subject and case details in our response.

Q6: On the receipt email that was provided to the person submitting the case, can we have a copy of what was submitted, to at least give us a reference point? At the moment, all we have is the case number.

A6: We are currently reviewing our CRU instance of Salesforce to see what enhancements we can implement immediately. We are working to provide submitters with case number, case subject and case details in our response.

Q7: Why is it that once a case has been identified as defect-related, it is classified as "non-workable"? Is the hope that there will be a mass correction for all GL errors once the defect is fixed?

A7: The "Defect" classification is used when there is a technical defect with UCPATH that is preventing resolution. It is currently viewed as "non-workable" as there is no way to resolve it by our GL team. Once UCPATH is able to correct a defect and provide a workable solution, we then go back to review and resolve individual cases.

Q8: The DR processing schedule that's currently posted on your site only goes through those locally approved on 3/18/21, so I don't know when a DR I submit today will be approved. Can this schedule be updated?

A8: The DR processing schedule will be updated once we receive clarification on dates from UCPATH. Keep an eye out for notification in our newsletter and check the [CRU UCPATH GL](#) page for updates.

Q9: When you open a CRU case, can the email confirmation that your case has been received include the information you have provided regarding your case?

A9: We are currently reviewing our CRU instance of Salesforce to see what enhancements we can implement immediately. We are working to provide submitters with case number, case subject and case details in our response.

Q10: When will UCPATH have benefit by earn dates? UCSF already has this updated on their payroll reports.

A10: This data should be available on the Relating Labor Ledger to GL - Fringe report in CDW as of May 2020. It is listed in the Fringe UC Earn End Date column. UCPATH was not able to add end dates to transactions prior to May 2020.

Q11: Is there a flow-chart showing who or what team is in charge of what (e.g. Benefit Cost Transfer, Defect or Payroll Correction)?

A11: CRU's main areas of responsibility are:

1. Payroll Support for general ledger and gross pay
2. Employment eligibility verification and NRA processes
3. Reporting and analytics
4. Partnership with UCPATH and UCLA stateholders
5. Case management
6. Campus training and communications for UCPATH & CRU

For a detailed list of topics that CRU is responsible for and UCPATH, visit the [CRU website](#).

Q12: I recently received an email that CRU wanted more information regarding a ticket I put in, but there was no information on what I put in so I could intelligently answer the request. I had no idea which ticket it was for. Can case details be included in your email responses?

A12: We are currently reviewing our CRU instance of Salesforce to see what enhancements we can implement immediately. We are working to provide submitters with case number, case subject and case details in our response.

Q13: When CRU replies, can they attach the original information as to what was submitted?

A13: We are currently reviewing our CRU instance of Salesforce to see what enhancements we can implement immediately. We are working to provide submitters with case number, case subject and case details in our response.

Q14: If I remember correctly, in PPS days, when Upay was done, the GL would reflect it 'retroactively'. Now it seems it's not the case with UCPATH anymore. Is that correct?

A14: In PPS, the GL did not post retroactively; Expense transfers hit in the month that the transaction posted (e.g. a January expense transferred in April would have hit in April). UCPATH follows the same logic, though there are more processing dates. Direct Retro will hit the GL in the month it is processed.

Campus Purchasing and Payables

Q1: Thanks Marcia for addressing the question you posed to OT Wells about sole source. We want to hear more on that in the future.

A1: We can request a follow up presentation on how that works.

Q2: When will Vendor PaymentWorks go live or is it already in use?

A2: PaymentWorks is live