



Research Administration Forum

May 13, 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*
- **Human Research Protection Program** – *Kristin Craun*
 - Bruin IRB Phase 1 Roll-out
- **Extramural Fund Management** – *Robert De Jesus*
 - Effort Reporting Release
 - Fiscal Closing Model
- **Contract and Grant Administration** – *Kathy Kawamura*
 - NIH Updates
- **Research Administration Hub and Spoke Model Initiative** – *Marcia Smith*
- **Q&A** – *Open Forum*

BruinIRB Overview

May 13, 2021



What is BruinIRB?

- Electronic IRB submission system
- Similar platform to current system (webIRB)
 - *webIRB is no longer supported by the vendor*
- Simplified system (fewer electronic pages to complete)
- Relies more on protocol upload
 - *Template protocols for different types of IRB submissions are part of the roll-out*

Who is involved in the development of BruinIRB?

- OHRPP & ORIS staff
- Faculty advisory committee
- Beta-testers from the research community
- Feedback from users in each phase (IRB members, investigators, research staff, OHRPP staff)

Overview of transition

Roll-out of new system is happening in phases

Phase 1

(as of April 5, 2021)

- Clinical use of HUD
- Emergency Use
- Expanded access
- Right To Try



Phase 1b

(later in 2021, date TBD)

- reliance applications



Phase 2

(late 2021 or early 2022, date TBD)

- all other new applications
- transition of existing studies from webIRB

Create A New Study

The screenshot shows the Bruin IRB system interface. At the top, there is a navigation bar with the Bruin IRB logo, UCLA Research Administration text, and a 'TEST' label. Below this is a secondary navigation bar with 'Dashboard', 'IRB Home', and 'IRB' tabs. The main content area features a 'Create' dropdown menu, which is open, showing options: 'Create New Study' and 'Report New Information'. The 'Create New Study' option is highlighted with a red box. To the right, there are sections for 'My Inbox', 'Assignments', and 'In Process', along with a search bar and a table of IRB studies.

ID	Name
3-21-5013	Shenica 3.22
3-21-5011-4-001	Modification / Update # Example
IRB-21-5004	Test

Study Work Space

Pre-Submission

Last updated: 4/2/2021 8:30 AM

Next Steps

Edit Study

Printer Version

Assign Primary Contact

Assign PI Proxy

Manage Ancillary Reviews

Manage Guest List

Add Related Grant

Add Public Comment

Copy Submission

Discard

IRB-21-5017: Staff Demo

Principal investigator: Joe Bruin

Submission type: Initial Study

Study type: Expanded Access/Compassionate Use

Primary contact: Lubabah Helwani

PI proxies:

IRB office: IRB

IRB owner:

```

graph LR
    A([Pre-Submission]) --> B([Pre-Review])
    B --> C([IRB Review])
    B --> D([Clarification Requested])
    D --> B
    C --> E([Post-Review])
    C --> D
    D --> C
    E --> F([Review Complete])
    E --> G([Modifications Required])
    G --> E
    
```

History
Funding
Contacts
Documents
Reviews
Snapshots

Filter by Activity ▼ [+ Add Filter](#) [✕ Clear All](#)

Activity	Author	▼ Activity Date
Guest List Updated	Helwani, Lubabah	3/31/2021 11:42 AM

BruinIRB – Manage Guest List

Pre-Review

Entered IRB: 3/11/2021 10:14 AM
Last updated: 3/11/2021 10:14 AM


Next Steps

[View Study](#)

[Printer Version](#)

- [Submit Pre-Review](#)
- [Request Pre-Review Clarification](#)
- [Assign Coordinator](#)
- [Assign Primary Contact](#)
- [Assign PI Proxy](#)
- [Assign IRB](#)
- [Manage Ancillary Reviews](#)
- [Manage Guest List](#)**
- [Add Related Grant](#)
- [Add Public Comment](#)
- [Add Private Comment](#)

Manage Guest List



The following people can view the details of this submission without being on the guest list:

Principal investigator:
Joe Bruin

Primary contact:
Joe Bruin

Study team members:
There are no items to display

Ancillary reviewers for organizations:
There are no items to display

Guest list for allowing additional people to view the submission:

First Name	Last Name	Employer	Title
There are no items to display			

BruinIRB Application – Basic Study Information – Part 1

The screenshot displays the BruinIRB application interface. At the top left, the BruinIRB logo is shown next to the UCLA Research Administration logo. A yellow 'TEST' badge is visible in the top right. The user's name, 'Hello, Lubabah Helwani', is displayed in the top right corner. Below the header, there are navigation options: 'Validate' and 'Compare'. The main content area is titled 'Basic Study Information' and shows the current application ID as 'IRB-21-5017'. The form contains four numbered sections: 1. 'Title of study' with a text input field containing 'Demo for Staff'; 2. 'Short title' with a text input field containing 'Staff Demo'; 3. 'Brief description' with a text area containing 'Go through entire application'; 4. 'What kind of study is this?' with radio button options for 'Multi-site or Collaborative study' and 'Single-site study', where 'Single-site study' is selected. At the bottom right, there are three buttons: 'Exit', 'Save', and 'Continue'.

UCLA Research Administration **TEST** Hello, Lubabah Helwani

Validate Compare

Basic Study Information You Are Here: Staff Demo Editing: IRB-21-5017 Go to forms menu Print Help

Basic Study Information

- * Title of study:**
Demo for Staff
- * Short title:**
Staff Demo
- * Brief description:**
Go through entire application
- * What kind of study is this?**
 Multi-site or Collaborative study
 Single-site study

Exit Save Continue

BruinIRB Application – Basic Study Information – Part 2

Validate Compare <<

Go to forms menu Print Help

Basic Study Information

Study Funding Sources

Local Study Team Members

Study Scope

Local Research Locations

Drugs

Devices

Local Site Documents

5. * Will an external IRB act as the IRB of record for this study? ?
 Yes No [Clear](#)

6. * Local principal investigator: ?
Joe Bruin ... ✕

7. * Attach the protocol: ?

+ Add

Document	Category	Date Modified	Document History
Update Protocol(2)	IRB Protocol	4/2/2021	History ✕

8. * Select the IRB that you think best matches your research.

Name	Description
<input type="radio"/> Medical Institutional Review Board 1	MIRB1 reviews general and internal medicine, infectious diseases and ophthalmologic research.
<input checked="" type="radio"/> Medical Institutional Review Board 2	MIRB2 reviews oncology and hematology research.
<input type="radio"/> Medical Institutional Review Board 3	MIRB3 reviews neuroscience, neurology, psychiatric, drug abuse and dental research.
<input type="radio"/> North General Institutional Review Board	NGIRB reviews research from the College of Letters & Science and the Professional Schools.
<input type="radio"/> South General Institutional Review Board	SGIRB reviews social-behavioral research from the Schools of Public Health, Nursing, and Medicine.

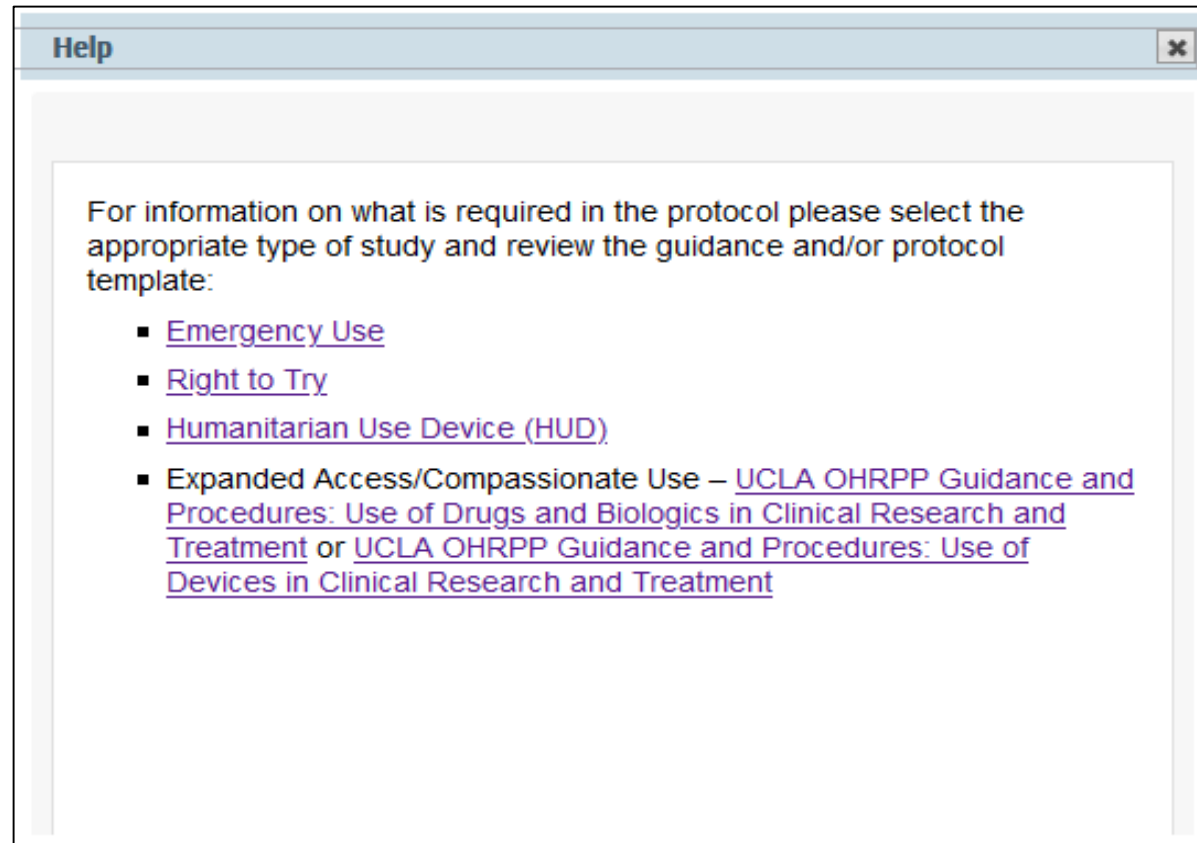
[Clear](#)

9. * Does the local principal investigator have a financial interest related to this research? ?
 Yes No [Clear](#)

✕ Exit Save Continue →

Help Text

All questions that contain the question mark icon  contain help text



The screenshot shows the BruinIRB application interface. At the top left is the BruinIRB logo and the UCLA Research Administration logo. A yellow 'TEST' badge is visible in the top right. Below the logos are navigation icons for 'Validate' and 'Compare'. A sidebar on the left contains a menu with items: 'Basic Study Information', 'Study Funding Sources' (highlighted in orange), 'Local Study Team Members', 'Study Scope', 'Local Research Locations', 'Drugs', 'Devices', and 'Local Site Documents'. The main content area shows 'You Are Here: Staff Demo' and 'Editing: IRB-21-5017'. Below this is the heading 'Study Funding Sources' and a numbered instruction: '1. Identify each organization supplying funding for the study:'. There is a '+ Add' button above a table. The table has four columns: 'Funding Source', 'Sponsor's Funding', 'Grants Office ID', and 'Attachments'. One row is visible with an 'Update' button on the left, '100 WOMEN IN HEDGE FUNDS' in the 'Funding Source' column, and 'Grant Application' in the 'Attachments' column. A small circular icon is at the end of the row.

BruinIRB | UCLA Research Administration **TEST**

Validate Compare

You Are Here: Staff Demo

Editing: IRB-21-5017

Study Funding Sources

1. Identify each organization supplying funding for the study:

+ Add

Funding Source	Sponsor's Funding	Grants Office ID	Attachments
Update 100 WOMEN IN HEDGE FUNDS			Grant Application

BruinIRB Application – Study Team Members

Validate Compare
<<

- Basic Study Information
- Study Funding Sources
- Local Study Team Members
- Study Scope
- Local Research Locations
- Drugs
- Devices
- Local Site Documents

Local Study Team Members

1. Identify each additional person involved in the design, conduct, or reporting of the research: ?

+ Add

	Name	Roles	Financial Interest Review Status	Involved in Consent	Training	
Update	Khoi Do	Co-Investigator	no	yes	Good Clinical Practice (OPTIONAL) UCLA HIPAA Human Subject	Completed: 4/14/2011 Expires: - Completed: 9/17/2019 ✓ Expires: 9/15/2022 ✓
Update	Lubabah Helwani	Co-Investigator	no	yes	Good Clinical Practice (OPTIONAL) UCLA HIPAA Human Subject	Completed: 3/9/2020 Expires: - Completed: 3/9/2020 ✓ Expires: 3/9/2023 ✓
Update	Jonathan Orin	Co-Investigator	no	yes	Good Clinical Practice (OPTIONAL) UCLA HIPAA Human Subject	Completed: 7/22/2013 Expires: - Completed: 8/22/2019 ✓ Expires: 8/21/2022 ✓

2. PI Training:

Good Clinical Practice (OPTIONAL)
UCLA HIPAA
Human Subject

-
-
-

3. Will your study include any of the following:

- UCLA health sciences volunteers
- UCLA other volunteers
- UCLA medical students
- UCLA residents
- UCLA fellows
- Other

4. Non-UCLA Personnel information:

+ Add

BruinIRB | UCLA Research Administration **TEST**

Validate Compare

You Are Here: Staff Demo

Editing: IRB-21-5017

Study Scope ?

1. * Does the study specify the use of an approved drug or biologic, use an unapproved drug or biologic, or use a food or dietary supplement to diagnose, cure, treat, or mitigate a disease or condition?
 Yes No [Clear](#)

2. * Does the study evaluate the safety or effectiveness of a device or use a humanitarian use device (HUD)?
 Yes No [Clear](#)

3. Is your protocol one of the following?
 Right to Try
 Emergency Use
 Expanded Access/Compassionate Use
 None of the Above
[Clear](#)

a. * Select the type of Expanded Access/Compassionate Use:
 Single patient IND or IDE
 Intermediate size patient population
 Expanded access treatment protocol
[Clear](#)

b. * Indicate if you are requesting to use alternative IRB review procedures.
 Yes
 No
[Clear](#)

4. * Is this a COVID-19 research proposal that falls under the following scope: ?

a. Access to the suspected and confirmed UCLA Health COVID-19 patients.
b. Access to the electronic medical record chart or data of those patients.
c. Access to the remnant or research biospecimen collection of those patients.
d. Planning any clinical research interventional trial (drug/device) for those patients.
e. COVID Population-based studies that overlap the UCLA Health population or UCLA healthcare workers.
 Yes
 No
[Clear](#)

The screenshot displays the BruinIRB application interface. At the top left, the BruinIRB logo is visible, followed by the UCLA Research Administration logo and a yellow 'TEST' badge. Below the logo, there are navigation tabs for 'Validate' and 'Compare'. A left-hand sidebar contains a menu with the following items: 'Basic Study Information', 'Study Funding Sources', 'Local Study Team Members', 'Study Scope', 'Local Research Locations' (highlighted in orange), 'Drugs', 'Devices', and 'Local Site Documents'. The main content area shows the breadcrumb 'You Are Here: Staff Demo' and the text 'Editing: IRB-21-5017'. The section title is 'Local Research Locations'. Below this, there is a numbered instruction: '1. * Indicate the locations where any research activities will be performed by the UCLA research team with participants and/or private information obtained. ?'. Underneath the instruction, it says 'Check all that apply:' followed by a list of checkboxes: 'UCLA Sites or UCLA Health System Sites (Does not include Harbor-UCLA Medical Center, Olive View-UCLA Medical Center, or Orthopaedic Institute for Children)' (checked), 'Off Campus (in California)', 'Outside California (in the U.S.)', 'Outside the United States', and 'Internet'.

BruinIRB Application – Drug(s)

UCLA
Research Administration

TEST

Validate Compare

You Are Here: Staff Demo

Editing: IRB-21-5017

Drugs ?

1. * List all drugs, biologics, foods, and dietary supplements to be used in the study:

[+ Add](#)

Generic Name	Brand Name	Attachment Name
5-Fluorouracil	5-FU; Adrucil	IB

[Update](#)

2. * Will the study be conducted under any IND numbers? ?

Yes No [Clear](#)

3. * Identify each IND:

[+ Add](#)

IND Number	IND Holder	Other Holder
1234567	Sponsor	

4. Attach files: (such as IND or other information that was not attached for a specific drug) ?

[+ Add](#)

Document	Category	Date Modified	Document History
IND FDA confirmation(0.01)	Drug Attachment	3/31/2021	History

[Update](#)

BruinIRB
UCLA Research Administration
TEST

Validate Compare

- Basic Study Information
- Study Funding Sources
- Local Study Team Members
- Study Scope
- Local Research Locations
- Drugs
- Devices**
- Local Site Documents

You Are Here: Staff Demo

Editing: IRB-21-5017

Devices ?

1. * Select each device the study will use as an HUD or evaluate for safety or effectiveness:

+ Add

Device	Humanitarian Use Device	Attachment Name
Update Dissector, Surgical, General & Plastic Surgery	no	IFU ?

2. * Device exemptions applicable to this study: ?

- IDE number
- HDE number
- Claim of abbreviated IDE (nonsignificant risk device)
- Exempt from IDE requirements

[Clear](#)

3. * Identify each IDE or HDE number:

+ Add

IDE / HDE Number	IDE / HDE Holder	Other Holder
9876543	Sponsor	

4. Attach files: (such as IDE, HDE, or other information that was not attached for a specific device) ?

+ Add

Document	Category	Date Modified	Document History
Update FDA HDE confirmation(0.01)	Device Attachment	3/31/2021	History ?

BruinIRB Application – Site Documents

The screenshot displays the BruinIRB application interface. At the top left, the BruinIRB logo is visible alongside the UCLA Research Administration logo and a 'TEST' badge. A navigation menu on the left lists various study-related options, with 'Local Site Documents' highlighted in orange. The main content area shows the user is logged in as 'Staff Demo' and is editing IRB-21-5017. The 'Local Site Documents' section is divided into three categories: '1. Consent forms', '2. Recruitment materials', and '3. Other attachments'. Each category includes an '+ Add' button and a table with columns for 'Document', 'Category', 'Date Modified', and 'Document History'. All three tables currently show 'There are no items to display'. At the bottom, a 'Suggested attachments' section lists two items: 'If applicable, provide the PI exception letter.' and 'Other site-related documents not attached on previous forms'.

BruinIRB | UCLA Research Administration | **TEST**

Validate Compare

You Are Here: Staff Demo

Editing: IRB-21-5017

Local Site Documents

1. Consent forms: (include an HHS-approved sample consent document, if applicable) ?

+ Add

Document	Category	Date Modified	Document History
There are no items to display			

2. Recruitment materials: (add all material to be seen or heard by subjects, including ads) ?

+ Add

Document	Category	Date Modified	Document History
There are no items to display			

3. Other attachments:

+ Add

Document	Category	Date Modified	Document History
There are no items to display			

Suggested attachments:

- If applicable, provide the PI exception letter.
- Other site-related documents not attached on previous forms

Q: *Will have to submit a new application for an application that has already been approved in webIRB?*

A: No. As part of the plans in development for phase 2, OHRPP and ORIS are working on a way to move studies from one system to the other. Stay tuned for details on how this will be accomplished.

Q: *What if I'm submitting a study that already has a protocol? Will I have to re-write the protocol to match the OHRPP protocol template?*

A: No. If your existing protocol is missing some of the details requested in the OHRPP template, we will ask you to submit a supplement to the existing protocol to provide the required information.

OHRPP's [Electronic Submission Systems](#) page

- Updated information related to the roll-out
- Links to available template protocols
- Link to training guides
- Contact information to provide feedback or ask questions

“Human Research News” – subscribe via [ORA and Department News Subscription](#)

- Announcements relating to the BruinIRB roll-out



Extramural Fund Management

May 13, 2021

Agenda

- **FY 2020-21 Fiscal Closing Activities**
- **Effort Report Release**

FY20-21 Fiscal Closing Updates

Robert De Jesus



2020–21 Fiscal Year End Close Overview

- **Business and Finance Solutions (BFS) has announced the Fiscal Year End (FYE) Closing Activities FY2020-21.**
 - <https://www.finance.ucla.edu/corporate-accounting/closing-schedule-for-fiscal-year-end>
- **EFM has compiled deadlines for campus to submit to EFM for review and processing**
- **EFM sent an announcement of FYE Close EFM deadlines on 05/07/2021.**
 - Email Subject: 2020-21 FYE Close - EFM Deadlines

2020–21 Fiscal Year End Close

What to do in May and continuing through FYE Close

- Review the fiscal closing letter and schedule to identify deadlines applicable to your area
- Conduct monthly reconciliation and ledger review:
 - Verify that expenses booked to the ledger have been recorded to the appropriate FAU
 - Process cost transfers for adjustments, if needed
 - Submit vendor and subcontractor invoices to Accounts Payable in a timely manner
 - Contact vendors and subcontractors for invoices billing for goods and services rendered during FY20- 21

FYE Close – Department Deadline for Submission to EFM

Description	Deadline to Submit to EFM for Review/Processing	Deadline for EFM to Review, Approve, and Process
Payroll (UCPath) Direct Retro Expense Transfer	06/30/2021 @ 5:00 PM	07/06/2021 @ 5:00 PM
PPS Costs Transfer Journal Request	06/30/2021 @ 5:00 PM	07/13/2021 @ 5:00 PM
Intercampus Transfers	07/02/2021 @ 5:00 PM	07/13/2021 @ 5:00 PM
Accrual/Deferral Forms and Supporting Documents	07/06/2021 @ 5:00 PM	07/13/2021 @ 5:00 PM
NPEAR Non-Payroll Expense Adjustments	07/06/2021 @ 5:00 PM	07/13/2021 @ 5:00 PM

Treatment of Late Cost Transfer Submission

- Review and Approval of Late submission of Cost Transfers cannot be guaranteed by EFM
- Expense transfers that are not reviewed due to late submission will be reviewed and processed next fiscal year.

Fiscal Year End Accruals

When accruals are required & why it matters:

- The Governmental Accounting Standards Board (GASB) requires the UC/UCLA financial statements to be prepared on an “accrual basis” where expenses incurred in a fiscal year are recorded to the year which goods and services were rendered.
- Submit Reimbursement Requests and Vendor Invoices to Accounts Payable by June 21, 2021 to be recorded as part of FY2020-21 Expenses
- If you missed the AP deadline of June 21, 2021, submit an Accrual Request to EFM by July 6, 2021
 - Complete the accrual Form E
 - Complete journal justification
 - Submit supporting documentation to EFM at EFMOperations@research.ucla.edu

Note: Accrual forms, justification template, and instructions will be published by BFS in June 2021

Effort Reporting Release

Robert De Jesus



Effort Report Release Overview

The current progress projects Effort reports to be released on Monday, May 17, 2021 for the following periods:

Reporting Period	Non-Academics and 11/12 Academics	9/12 Academics	Certification Due Date
Spring 2019	April - June 2019	March – June 2019	June 30, 2021
Summer 2019	July – September 2019	June - September 2019	June 30, 2021
Fall 2019	October – December 2019	July – October 2019	June 30, 2021
Winter 2020	January – March 2020	November 2019 – February 2020	June 30, 2021
Spring 2020	April – June 2020	March – June 2020	June 30, 2021
Summer 2020	July – September 2020	June – September 2020	June 30, 2021
Fall 2020	October – December 2020	July – October 2020	July 31, 2021
Winter 2021	January – March 2021	November 2020 – February 2021	July 31, 2021

Effort Report Release Overview

- In total **43,830** Effort Reports will be generated across the March 2019 – March 2021
 - **3,260** Effort Reports (7.44% of Total Effort Reports) will have “Under Prelim Review” flag due to various UCPATH Defects which will block the ability to certify these reports.
- All payroll transactions through March 2021 are loaded in ERS so all direct retros processed through that period are reflected in the effort reports.
- General information on certifying effort reports can be found on the ERS section of the EFM website: <https://efm.research.ucla.edu/ers-overview/>

Effort Report with “Under Preliminary Review” Flag

- As noted per the last Effort Report Release on October 2020, some reports have been flagged as “Under Preliminary Review” in ERS due to unresolved UCPATH defects.
 - An Updated ERS Master Exception List of all effort reports flagged as “Under Preliminary Review” along with special instructions can be found on EFM’s website:
<https://efm.research.ucla.edu/ers-training/#specialinstructions>
 - In addition, the “Under Preliminary Review” flag appears in two places in ERS:
 1. Under a separate column in the employee’s Report List

Period	Employee	Department	Last Modified	Status	Under Prelim Review
Winter 19: Non-Academics	Gomez, Valeria Gonzalez (104522340)	Extramural Fund Management	09/21/2020 v1.1	Not Required	✓

2. On the effort report in the upper right corner with a red box

GOMEZ, VALERIA GONZALEZ | WINTER 19: NON-ACADEMICS
Emp. ID: | Home Dept: Extramural Fund Management

Report Under Preliminary Review

Version: 1.1 (09/21/2020 05:11) | Status: Not Required
Report Period: January 1, 2019 to March 31, 2019
Pay Periods: January 1, 2019 to March 31, 2019

Comment for Version 1.1
09/23/20 1:13 PM by VALERIA GONZAL GOMEZ

Pending Mass Leave Correction (MLC) entry-do not certify until further instruction is provided by EFM

Effort Report with “Under Preliminary Review” Flag

- There are five unresolved UCPATH issues that are being flagged in impacted effort reports. Additional issues may be added to the exception list if any are discovered.
- The specific issue impacting an effort report is noted in 1) the ERS Master Exception List Excel file and 2) under the “Comment Log” in the effort report in ERS:

The screenshot displays the ERS interface for an effort report. At the top, there are navigation tabs: REPORT LIST, MANAGE SEARCHES, and SEARCH REPORTS. On the right, there are action buttons: View Payroll Details, Export, Send, Print, and a help icon. The report title is **GOMEZ, VALERIA GONZALEZ | WINTER 19: NON-ACADEMICS**, with Emp. ID: 104522340 and Home Dept: Extramural Fund Management. A red banner on the right side of the report area reads "Report Under Preliminary Review". Below the title, there are tabs for Edit Report, View/History, and Comment Log. The report details include: Version: 1.1 (09/21/2020 05:11) | Status: Not Required, Report Period: January 1, 2019 to March 31, 2019, and Pay Periods: January 1, 2019 to March 31, 2019. The Comment Log shows a comment for Version 1.1 dated 09/23/20 at 1:13 PM by VALERIA GONZAL GOMEZ, stating: "Pending Mass Leave Correction (MLC) entry-do not certify until further instruction is provided by EFM".

Effort Reports by the Numbers

Effort Reports Generated Statistics Spring 2019 – Winter 2019*

Total Effort Reports Generated	43,830	
Effort Reports with UCPATH Defect*	3,260	
Affected Population %	7.44%	
UCPATH Defect	Number of Reports affected	Required Campus Action
Earnings with Missing Hours	827	Review Supplemental file and job aid provided by EFM before certification
Pending Mass Leave Correction	1,031	
Missing Payroll Lines	1,199	Effort Reports should not be certified until EFM provides further instructions
Missing Y-OTC or N-OTC Lines	471	

***Effort Reports may be affected by one or more UCPATH Defect**

- Earnings with Missing Hours, Missing Payroll Lines and Missing Y-OTC or N-OTC Lines.
 - Refer to October 2020 RAF for details and examples <https://ora.research.ucla.edu/wp-content/uploads/RAF-2020-10-EFM.pdf>

Review of UCPATH Defects affecting Effort Reports

- Mass Leave Correction (MLC) is correcting two issues related to exceptions taken (e.g., VAC, SKL) which has been discussed in detail during the November 2020 RAF <https://ora.research.ucla.edu/wp-content/uploads/RAF-2020-11-EFM.pdf>
 - The first batch of MLC was processed to address issues for transactions posted between September 2018 – June 2020
 - Effort Reports with corrected records will be unflagged and will be ready for certification
 - Effort Reports affected by MLC that failed the validation test will remain flagged
 - The second batch of MLC is scheduled for June 2021 and will address issues for transactions posted between July 2020 – January 2021
 - Effort Reports affected by the Leave issues for this period will be flagged with “Under Preliminary Review” citing “Pending Mass Leave Correction”

Any Questions?

Contact Information -

EFM Website

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

Robert De Jesus

Phone: X46997

Email: Robert.dejesus@research.ucla.edu

ERS Help Desk

Email: ershelp@research.ucla.edu



May 2021 Research Administration Forum Q&A

Q1: Would it be possible that RAF meetings to be recorded and posted to the site? These meetings sometimes conflict with deadlines and faculty meetings. It would be helpful to post the recordings as the RAF meetings provide more in-depth information and compliment the slides provided. Thank you for your consideration.

A1: Not at this time. I will discuss it with the team.

Q2: Why are you doing ERS reporting in the middle of fiscal closing? Why didn't you wait until mid-July? Do you think fund managers have time to give their attention to this certification at this time?

A2: Just do the best you can. We have had a terrible time getting the reports out of the system. This has been outside of our control.

Q3: Can you please provide the links for retro and effort reports. The ones you referenced. Thanks

A3: UCPath Defects triggering "Under Prelim Review" Flag <https://ora.research.ucla.edu/wp-content/uploads/RAF-2020-10-EFM.pdf>

Mass Leave Correction <https://ora.research.ucla.edu/wp-content/uploads/RAF-2020-11-EFM.pdf>"

Q4: Investigators CAN use the new biosketch format though, if they want... right?

A4: Yes, and recommended so that we're ready when it becomes required.