October 2021 Research Administration Forum Q&A

Contract and Grant Administration

Q1: If a department manager wants global access to this information for all their faculty in the department, can we request this access with dean/department chair approval, rather than getting individual PI approvals for access?

A1: Dean or Department Chair can approve access for admins to the School or Department PIs. This access will be granted through the ORA Resource Center, rather than through the PI Portal. Individual PIs can delegate access to their PI Portal following the instructions presented.

Q2: Could there be a function designed in PI portal where admin delegates can request access of a specific PI and it's just a matter of approval for them?

A2: This is a good idea. This is not available now, but we can look into building this functionality as we look at next priorities.

Q3: Are "Major Goals" fillable and changeable?

A3: They are fillable and can be changed at any time since this section will be blank.

Q4: How should Industry Clinical Trials be handled? Specifically performance years and effort.

A4: This is currently under discussion

Q5a: For faculty, consulting is considered an outside activity and not a part of their institutional activities. Does all consulting to an outside organization need to be reported as Other Support?

A5a: Yes if it is related to research endeavors

Q5b: Even if it results in personal income, not resources to be used to support research? What if the consulting is not compensated or if the compensation is in the form of company equity?

A5b: Per NIH FAQs:
Should consulting activities included in Other Support display calendar months effort, or is N/A appropriate for effort, when serving as a consultant?
Consulting should be estimates for the amount paid, rather than time and effort reflected in calendar months. Therefore, it will not count towards the 12 calendar months of effort.

Do outside consulting activities have to be reported in Other Support?
Consulting activities that involve research and fall outside of an individual's appointment, separate from institution's agreement, must be disclosed as Other Support.

Q6: Do you know what the consequences are if we unintentionally do not include in-kind support that we should have included?

A6: If certain "other support" is not reported to the sponsor, we have an obligation to report that other support to the sponsor as soon as we recognize the omission. The certification language the PI/Key Personnel are required to make with NIH other support, should be carefully considered for all sponsors.

Q7: Would you provide an example of how foreign components should be listed in the Other Support page? An example would be appreciated.

A7: Information from nihosbiosketch@nih.gov states:
Foreign components, as a category, do not need to be separate in Other Support. Each grant that the PI receives support from would need to be listed as a resource in their Other Support submission. There is no need for a separate category.

It would fall under whichever category is the most appropriate, active, in-kind, or pending. For sponsor specific question, it is best to refer to the sponsor's website for the most accurate information for their requirements.

Q8: For NIH & NSF, your slide says "In-Kind contributions intended for use on the proposed project must be included in facilities & other resources and equipment documents. In-Kind contributions not directly intended for the proposed project must be listed in Other Support." Did you mean to write that *both* those intended and not directly intended for the project must be listed in OS, with the addition that the former must also be included in facilities and resources and equipment?

A8: If the in-kind contribution is intended for use on the project, then it does not need to be included in the OS but should be included in the facilities & other resources and equipment docs.

The NIH FAQs states:
If an in-kind contribution, such as technology, chemicals, etc. is intended for use on the project being proposed to NIH in the application, the information must be included as part of the Facilities and Other Resources or Equipment section of the application and does not need to be replicated on Other Support.

Q9: Since the PI needs to delegate access to individuals, is there a way for ORA to remove access to those individuals in the department that either leave UCLA or transfer to another department?

A9: PI Portal will automatically revoke a user's existing access when they separate from the University or when they transfer to a different department on campus.

Q10: Is it possible to amend an agreement and switch from cost reimbursable to a fixed price/amount (milestone based)?

A10: If the sponsor makes the agreement type selection available, it is best to propose the appropriate agreement type at the proposal stage or negotiate with the sponsor at the award negotiation stage before the agreement is signed and becomes legally binding. Converting agreement type for an existing agreement is not a common type of modification we see in practice, unless such modification is to, for example, break the award into different project phases – a completed cost reimbursable phase and an incomplete fixed-based phase (e.g., the sponsor decides to amend the agreement by adding a fixed-based clinical trial phase as the project advances from the initial conceptual basic research stage to the clinical study stage.) An agreement modification requires all parties come to agreement on changes to award terms and conditions. You are welcome to contact OCGA to discuss the particular details of your award.

Q11: If I remember correctly, the only person who can edit the ScienCV is the PI. This cannot be delegated. Is this correct?

A11: Investigators can delegate access in SciENcv. See question 10 at "Using SciENcv FAQs" for details and instructions.

Q12: Will OCGA be sending a formal campus-wide email summarizing updates re: the sabbatical updates?

A12: On October 25, 2021 APO issued the following email to all Academic Personnel Coordinators:

Dear Colleagues:

As I referenced during the recent APC meeting, our office will be modifying the process for submitting forms related to sabbaticals and other leaves of absence. APO will ultimately modify the Sabbatical & Other Leaves of Absence Form and corresponding Instructions; in the meantime, please follow these procedures:

- *Please direct all Leave forms first to APO for review. Faculty and department personnel should not submit the Leave form to OCGA. For now, there is no need to check off the box that indicates OCGA has been contacted.*
  - *We will notify you if APO has questions about the information submitted or if additional information is needed.*
  - *Otherwise, APO will submit the Leave form to OCGA as needed.*
    - *Once OCGA acknowledges receipt of the form, APO will continue to process the form in accordance with regular practice (e.g., have the Vice Chancellor of Academic Personnel review/approve the form; file the sabbatical form for our records).*
    - *If OCGA has any questions, that office will contact the faculty directly.*
- *If the faculty intends to be on leave for ninety (90) calendar days or less, OCGA will not review the Leave form even if the faculty has marked "Yes" to Section A (Leave Summary) -b., which says, "I am currently PI or Key Personnel on current or pending extramural contracts/grants at UCLA."*
  - *The faculty should still check off the box to accurately reflect whether they are a PI or Key Personnel, but it should be clear on the form that the leave is for ninety (90) calendar days or less.*

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