



Research Administration Forum

May 12, 2022

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 orally. You will be allowed to unmute.
- Slides will be posted on the ORA website following the meeting

Agenda

- **Welcome & Announcements** – *Tracey Fraser*
- **UCLA Business and Finance Solutions**
 - Foreign Payments – *Mike Sattin*
- **Human Research Protection Program Hot Topics**
 - BruinIRB Update and Announcements – *Moore Rhys*
- **Contract and Grant Administration Hot Topics**
 - Goodbye Fastlane, Hello Research.gov – *Cindy Gilbert and Kurt Durlless*
- **Extramural Fund Management Hot Topics**
 - Final Financial Deliverable – *Yoon Lee*
 - ORA Portal Departmental Dashboard – *Yoon Lee*
 - FY21-22 Fiscal Closing Deadlines – *Katie Cadle*
- **Open Forum – Questions, Discussion** – *All*

Foreign Payments Presentation Links

- A high level overview of Foreign Payments was presented in a September 9, 2021 BFS Forum to help identify when additional tax review is needed: <https://www.finance.ucla.edu/webinars>
 - Direct Link to Deck: <https://ucla.app.box.com/v/bfs-forum-09-09-21> (slides 13-23)
 - Direct Link to Webinar: <https://vimeo.com/601428619> (presentation on Foreign Pay from about 9:35-28:00)
- General Foreign Payment to Individuals resources (relates more to payments to specific foreign individuals rather than to another institution).
 - <https://cru.ucla.edu/how-process-payments-non-citizens>



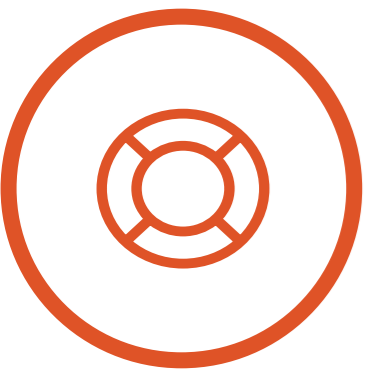
OHRPP BruinIRB Update & Announcements

May 12, 2022

OHRPP Updates

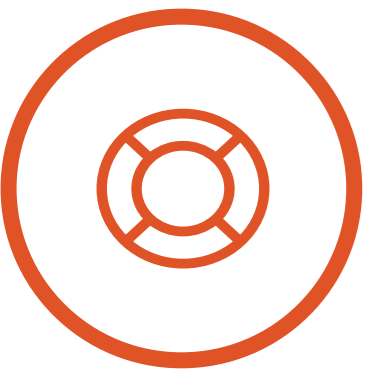
The graphic consists of three horizontal arrows pointing to the right, stacked vertically. Each arrow has a 3D effect with a shadow on its left side. The top arrow is orange and contains the text 'BruinIRB Update' and a lifebuoy icon. The middle arrow is olive green and contains the text 'OHRPP Ammouncements' and a calendar icon with the number '31'. The bottom arrow is blue and contains the text 'Human Research News' and a house icon.

- BruinIRB Update** 
- OHRPP Ammouncements** 
- Human Research News** 



BruinIRB Update

- OHRPP convened a meeting of the *faculty advisory board* on April 27th to view a demo and provide feedback on phase 1b (reliance applications) of BruinIRB development
- Faculty advisors had questions and suggested some changes, many of which are being worked on now by the ORIS development team



BruinIRB Update

- Additional stakeholders are reviewing and providing feedback
- We are hoping to deploy phase 1b before the July 4th weekend. Stay tuned for updates.





Learn at Lunch

“BruinIRB phase 1b preview”
(*TODAY*) May 12, 2022 at noon
Presenter: Lubabah Helwani

[Register for the zoom link](#)



Learn at Lunch

“Conflict of interest review for human subjects research”

May 26, 2022 at noon

joint presentation by RPC and OHRPP

[Register for the zoom link](#)



OHRPP Office Hours

- OHRPP Quality Improvement Unit staff are hosting *half-hour open Q/A sessions every other week* to answer your questions
- *Upcoming sessions*
 - Tuesday, May 24, 2022 8:30am
 - Tuesday, June 7, 2022 8:30am

Register once and you can join any session.



Subscribe to *Human Research News*

To be in the know when OHRPP releases updated guidance and offers training opportunities, please subscribe to *Human Research News*

➤ To subscribe, visit [ORA news subscription](#)



Contact

Presenter: moore.rhys@research.ucla.edu



Goodbye FastLane, Hello Research.gov

The End of an Era

Kurt Durlless
Analyst

Cindy Gilbert
Assistant Director

eRA and Records Management

Research Administration Forum

May 12, 2022

A decorative horizontal bar at the bottom of the slide, consisting of a yellow top section and a blue bottom section.

Introduction

Sept 22, 2020: [Important Notice #147](#)



National Science Foundation
WHERE DISCOVERIES BEGIN

Important Notice No. 147

Research.gov Implementation Update

Important Notice to Presidents of Universities and Colleges and Heads of Other National Science Foundation Grantee Organizations

successfully migrated important research functions from FastLane to Research.gov including the preparation and submission of annual and final project and outcomes reports, most notifications and requests and award payments. NSF is now taking proactive steps to incrementally move the preparation and submission of all proposals from FastLane to Research.gov with a tentative target date for completion by 2022.

the development of a modern, flexible Research.gov system that reduces administrative burden to meet the current and future needs of researchers, administrators and organizations. As a result, NSF has successfully migrated important research functions from FastLane to Research.gov including the preparation and submission of annual and final project and outcomes reports, most notifications and requests and award payments. NSF is now taking proactive steps to incrementally move the preparation and submission of all proposals from FastLane to Research.gov with a tentative target date for completion by 2022.

Where are we Today?

- Incrementally move proposal preparation and submission functionality from FastLane to Research.gov
- Target date for completion for end of calendar year 2022
- The majority of funding opportunities are currently supported in Research.gov
- Not yet available:
 - Postdoctoral Fellowships (with reference letter required)
 - SBIR/STTR
 - Supplemental Funding Requests

Where are we Today?

- NSF *and* OCGA strongly encourage using Research.gov sooner rather than later
 - Make the transition as smooth as possible
 - Provide feedback between now and the end of the year
- FOAs will give clear guidance on whether Research.gov submission is available and/or required
 - An alert will soon be on all Program Description pages

IMPORTANT INFORMATION AND REVISION NOTES

This solicitation follows the model set forth by, but does not replace, the [NSF 17-594](#) solicitation, titled "Research Coordination Networks (RCN)".

Innovating and migrating proposal preparation and submission capabilities from FastLane to Research.gov is part of the ongoing NSF information technology modernization efforts, as described in [Important Notice No. 147](#) . In support of these efforts, **research proposals submitted in response to this program solicitation must be prepared and submitted via Research.gov or via Grants.gov, and may not be prepared or submitted via FastLane.**

Any proposal submitted in response to this solicitation should be submitted in accordance with the revised *NSF Proposal & Award Policies & Procedures Guide* (PAPPG) ([NSF 22-1](#)), which is effective for proposals submitted, or due, on or after October 4, 2021.

Tips for Using Research.gov

Proposals are not portable between FastLane and Research.gov

- Full proposals must be submitted in the same system as the corresponding LOI or preliminary proposals (i.e., all in Research.gov or all in FastLane)
- Collaborative from multiple organizations must all be prepared in the same system (i.e., all in Research.gov or all in FastLane)
- Proposal file updates (PFUs) and budget revisions must be executed in the same system as the proposal was submitted (i.e., all in Research.gov or all in FastLane)

Advantages of Using Research.gov

- Enhanced user experience
 - Improved look and feel
 - Tips and information available within form pages
- Dynamic interfaces that provide only proposal preparation options specific to the proposal and/or program type
- Improved compliance checking within each form:
 - Error messages (preventing proposal submission)
 - Warning messages (allowing proposal submission, but require thoughtful review)
 - 350 checks in Research.gov versus only 56 in FastLane
 - Reduces the number of proposals returned without review

Advantages of Using Research.gov


- Improved document upload functionality
 - Much faster upload times
 - PDF uploads are not altered by the system
- Easier proposal sharing capabilities – no more Proposal PINs
- Proposal Preparation Demo Site
 - Available to all users with an NSF login
 - All Demo site users have the “PI” role
 - Demo site is replica of the actual production system ... any proposal type that is available in production is also available in the demo site
- Abundance of resources available

A Short Tour of the Demo Site

My Desktop

Proposals

Prepare and Submit Proposals
(Letters of Intent, Preliminary, Full,
Renewal and Postdoctoral
Fellowships)

 [Prepare Proposals in FastLane](#)


[Demo Site: Prepare Proposals
\(Training\)](#)

[Proposal Status](#)


Awards & Reporting


Notifications & Requests

Project Reports

 [Award Functions](#)

NSF Public Access Repository (NSF-
PAR):

[Add Research Products](#) 

[Manage Research Products](#) 

Fellowships & Honorary Awards

[Graduate Research Fellowship
Program](#)
(GRFP Officials only)


Manage Financials


[Program Income Reporting](#)

[Grantee Cash Management Section
Contacts](#)


Administration

[User Management](#)

 [Research Administration](#)

 [Look Up NSF ID](#)

Resources

- NSF About Proposal Preparation and Submission [site](#) 
 - FAQs
 - Video tutorials
 - How-to guides
 - Links to other important resources such as the PAPPG
- NSF eRA Forum [site](#)
- Subscribe to NSF eRA Forum list-serv:
send an email to NSF-ERA-FORUM-subscribe-request@listserv.nsf.gov using “Subscribe” in the subject line

Resources

- [NSF You Tube Channel](#)
- Research.gov presentation from May 2022 Federal Demonstration Partnership Meeting
 - Recording will be available by early next week
 - Check the FDP Meeting [website](#)
- Spring 2022 NSF Virtual Grants Conference
 - June 6 – 10, 2022
 - Registration is free
 - View the agenda and register [here](#)

A final thought ...

- 46 – 47% of NSF proposals are submitted via Research.gov*
- UCLA – May 1, 2021 – April 30, 2022
 - Research.gov: 166
 - FastLane: 146
- 53% Research.gov

53% is higher than the average, but we have a long way to go to reach 100%!



**Jeremy Leffler, NSF Updates, FDP Meeting, May 9, 2022*

Upcoming Monthly OCGA Training Calendar Sessions

NSF FastLane/Research.gov

Wednesday, May 18, 2022

9:30 – 11:30 AM

Outgoing Subaward Basics

Wednesday, June 15, 2022

9:30 – 11:00 AM

<https://ocga.research.ucla.edu/training-calendar/>

Any Questions?

Contact Us: erahelp@research.ucla.edu

Visit our Website: <https://ocga.research.ucla.edu/nsf-fastlane/>



Extramural Fund Management

May 12, 2022

Agenda

- **Final Financial Deliverable**
- **ORA Portal Department Dashboard**
- **FY21-22 Fiscal Closing Deadlines**

Final Financial Deliverable

Yoon Lee

Final Financial Deliverables: Overview

- **Final financial deliverables are the final invoice or the final financial report that UCLA submit to the sponsor to conclude the total expenditure of the project and the unexpended balance if any.**
 - Department submits a closeout packet to EFM to confirm the total final expenses and the unexpended balance for the project to report to the sponsor.
 - For more information about a closeout packet, visit EFM website “[Closeout Packet](#)” page.
 - For procedure details including a flow chart, visit EFM website “[Closeout Procedure](#)” page.
- **Due date to submit the final to the sponsor is included in the agreement and indicated in PAMS Financial Deliverable Page.**
 - Due date of closeout packet is derived based on the due date of the final to the sponsor.
 - A closeout packet reminder is sent to the department 15 calendar days prior to the due date.
 - A tailored closeout packet dashboard is on your PAMS worklist and a closeout packet due date is available in PAMS closeout tab.
- **Late submission of the Final to the sponsor is a non-compliance and can be a reason for non-payment.**

The screenshot shows the PAMS Closeout tab dashboard. The 'Closeout' tab is selected. The dashboard displays the following information:

Get Fund	Fund:	PI:	Department:
<input type="text"/>	Budget Period: 04/01/18 - 02/28/22	Sponsor: NIH-NIGMS National Institute of General ...	Closeout Packet Due to EFM: 05/29/22
<input type="text"/>	Project Period: 04/01/18 - 02/28/22	Sponsor Award No: <input type="text"/>	Final Financial Deliverable Due to Sponsor: 06/28/22

Final Financial Deliverables: Federal

- **Uniform Guidance: § 200.344 Closeout:** “~ *If the non-Federal entity fails to complete the requirements, the Federal awarding agency or pass-through entity will proceed to close out the Federal award with the information available.* ~”
 - (a) The recipient **must submit the final financial report** as required by the terms and conditions of the Federal award **no later than 120 calendar days** after the end date of the period of performance.
 - (b) Unless the Federal awarding agency or pass-through entity authorizes an extension, a non-Federal entity **must liquidate all financial obligations** incurred under the Federal award **no later than 120 calendar days** after the end date of the period of performance as specified in the terms and conditions of the Federal award
- **NIH Grant Policy Statement: 8.6 Closeout:** “~ *NIH may initiate **unilateral closeout** if a recipient does not provide timely accurate closeout reports or does not respond timely to NIH requests to reconcile discrepancies in grant records.* ~”
 - Recipients must submit a final Federal Financial Report (FFR) within 120 calendar days of the end of the period of performance (project period).
 - Final FFRs must indicate the exact balance of unobligated funds and **may not reflect any unliquidated obligations**.
 - There must be no discrepancies between the Federal share of expenditures reported on the final FFR and the net cash disbursements reported to PMS on the Transactions section of the FFR.

Final Financial Deliverables: Unliquidated Obligation

- **Uniform Guidance (§ 200.1 Definitions) and NIHGPS (1.2 Definition of Terms) defines “Unliquidated Obligation” same.**
 - Unliquidated Financial obligation means, for financial reports prepared on a cash basis, financial obligations incurred by the non-Federal entity that have not been paid (liquidated). For reports prepared on an accrual expenditure basis, these are financial obligations incurred by the non-Federal entity for which an expenditure has not been recorded.
- **What does this mean to UCLA?**
 - All project expenses should be recorded in General Ledger (GL) within the liquidation period.
 - When there is an allowable and applicable expense incurred for the project period but not recorded in GL, it must be included in the closeout packet with adequate supporting documentation (For details of adequate supporting documents, refer to EFM website [FAQ 2.8](#)).
 - UCLA must draw cash on Letter of Credit within the liquidation period. EFM concludes the final draw amount based on the expenditures in the final FFR.

Final Financial Deliverables: Late Submission

- **Uniform Guidance: § 200.344 Closeout:**
 - (h) If the non-Federal entity does not submit all reports in accordance with this section and the terms and conditions of the Federal Award, the Federal awarding agency **must proceed to close out with the information available** within one year of the period of performance end date
 - (i) If the non-Federal entity does not submit all reports in accordance with this section within one year of the period of performance end date, the Federal awarding agency **must report the non-Federal entity's material failure** to comply with the terms and conditions of the award with the OMB-designated integrity and performance system (currently FAPIIS). Federal awarding agencies may also pursue other enforcement actions per §200.339.
- **NIH Grant Policy Statement: 8.6 Closeout**
 - ~ If a recipient does not submit all required closeout reports within a year of the period of performance end date, NIH **must report the recipient's failure** to comply with the terms and conditions of award in FAPIIS and initiate **unilateral closeout**. Failure to submit timely and accurate closeout documents may affect future funding to the organization. Failure to correct recurring reporting problems may cause NIH to take one or more actions that may include, but are not limited to, **corrective actions, withholding or further awards, suspension or termination**.

Final Financial Deliverables: Late Submission

- **NIH NOT-OD-21-102: Reminders of NIH Policies related to Closeout**
 - Per the NIHGPS, recipients **must submit timely, accurate grant expenditure reports**, and reconcile cash transaction reports submitted to the PMS with expenditure reports submitted to NIH.
 - Recipients **may request payments from PMS up to 120 days** past the period of performance end date to liquidate obligations incurred during the period of performance
 - PMS will **automatically reject** any request made **after 120 days** past the period of performance end date.
- **NIH NOT-OD-21-149: Process for Requesting Drawdowns Outside of the Liquidation Period**
 - Prior to submitting the payment request in PMS, **submit a prior approval request** to the IC Grants Management Specialist listed in the Notice of Award.
 - The request must provide the PMS subaccount, NIH grant number, the amount of funds being requested, and **a justification for the late payment request**. The recipient must also **describe what action is being taken to preclude similar situations in the future**.
 - The IC will review the request and if it is determined that the justification is adequate, will notify the recipient of the approval (Requests will be reviewed and considered on a case-by-case basis).
 - Once approved, NIH will notify PMS of the approval. The recipient may submit the payment request in PMS.

Final Financial Deliverables: Late Submission

- **What is happening now?**
 - Sponsors are enforcing requirements rigorously.
 - When a closeout packet is not received by the deadline, EFM proceeds to prepare the final following the “[Closeout Procedure](#)”. The EFM final analysis is completed based on the expense in GL excluding questionable expenses that could have been justified with adequate explanation and supporting documentation.
 - Department often requests a revision to the final financial deliverable to include more expenses.
 - EFM submits a revised final financial deliverable following the “[Revision Procedure](#)”; however, this does not guarantee sponsor’s approval.
 - Sponsor has been requesting in-dept explanations for late submission (late payment request).
 - Expenses not included in the original final financial deliverable are at risk for non-payment.
 - Submitting a closeout packet is essential to recover costs. Unrecovered costs are funded by the department unrestricted funding source and it is the loss to the University.
 - Visit EFM website “[Policies and Procedures](#)” to find “Closeout Procedure” and “Revision Procedure”
- **How can we ensure recovery of full project costs?**
 - Review and reconcile expenses on a monthly basis as required by [UCLA Policy 910](#).
 - Submit an accurate and complete closeout packet to EFM on time.

Final Financial Deliverables: Summary



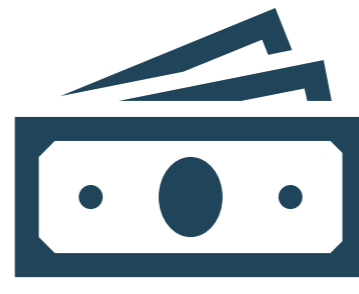
Step 1

Department submits an **accurate** and **complete** **closeout packet** to EFM on time



Step 2

EFM Fund Management team submits the final financial deliverable to the sponsor



Step 3

EFM Cash Management team collects the payment (e.g. draw cash on letter of credit on time)

*“Full cost recovery starts with monthly reconciliation and a **closeout packet**”*

ORA Portal Department Dashboard

Yoon Lee

Department Dashboard

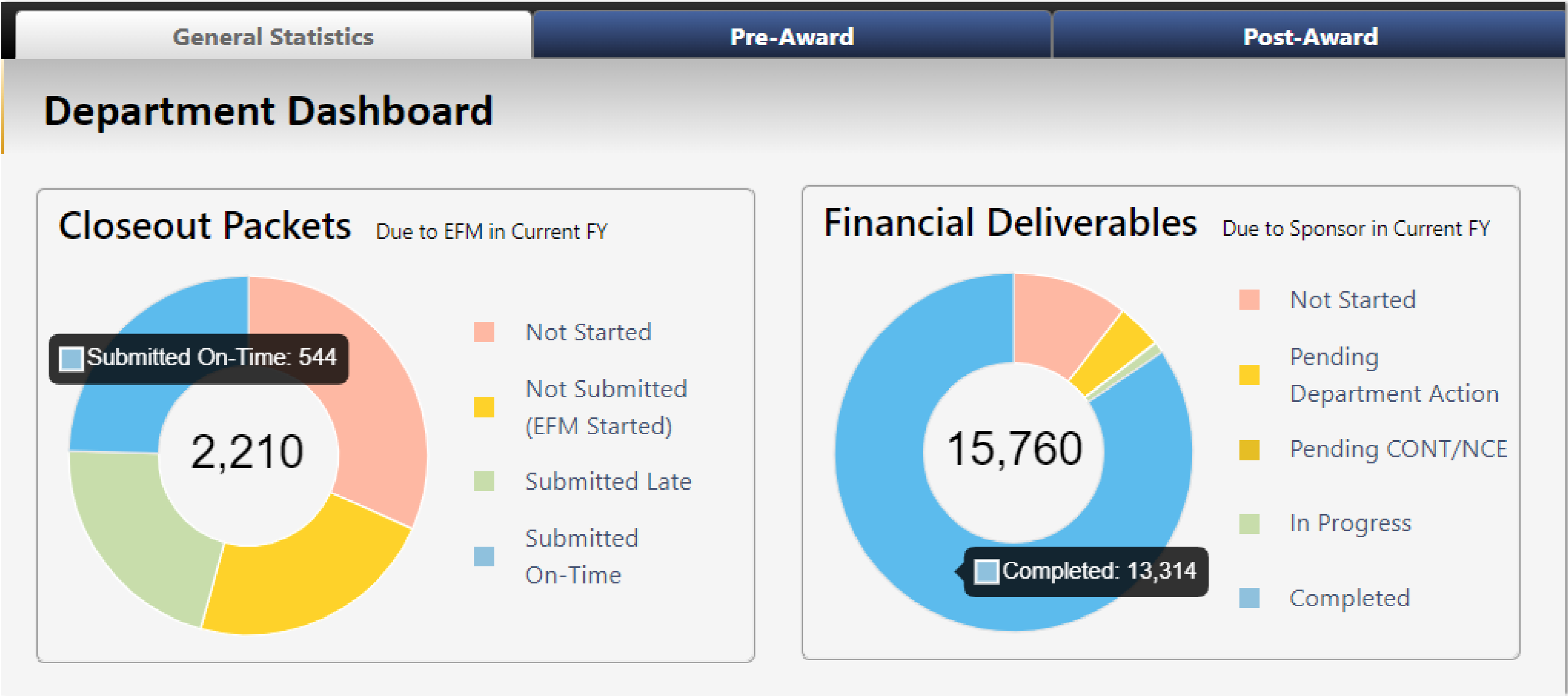
- ORA Online Resource Center: <https://portal.research.ucla.edu>



“Live demo”

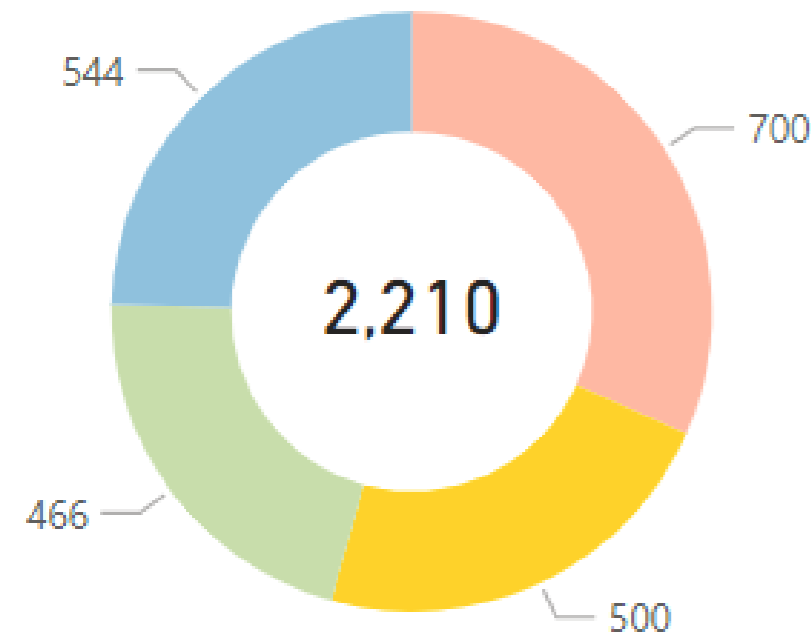
Department Dashboard

- Department Dashboard shows two charts:
 - Total number of Closeout Packets due to EFM in the current fiscal year and their status
 - Total number of Financial Deliverables due to the sponsor in the current fiscal year and their status
 - Data is from Post Award Management System (PAMS)



Closeout Packet Submission Status to EFM

Home Packets submitted to EFM



Status

- Not Started
- Not Submitted (EFM Started)
- Submitted Late
- Submitted On-Time

Organization Hierarchy

All

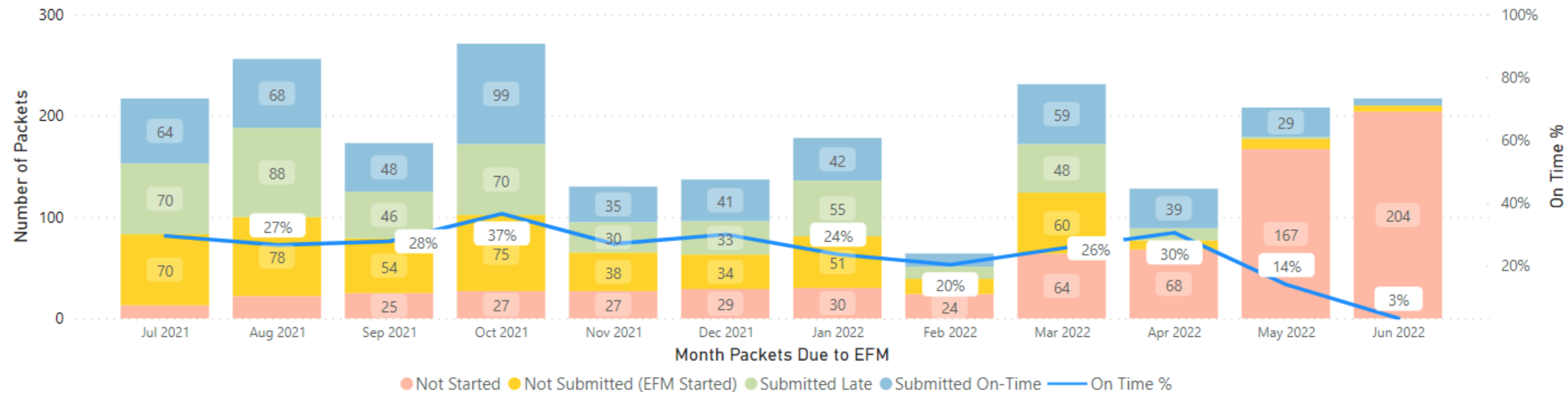
Sponsor Type

All

COP Due to EFM in

7/1/2021 6/30/2022

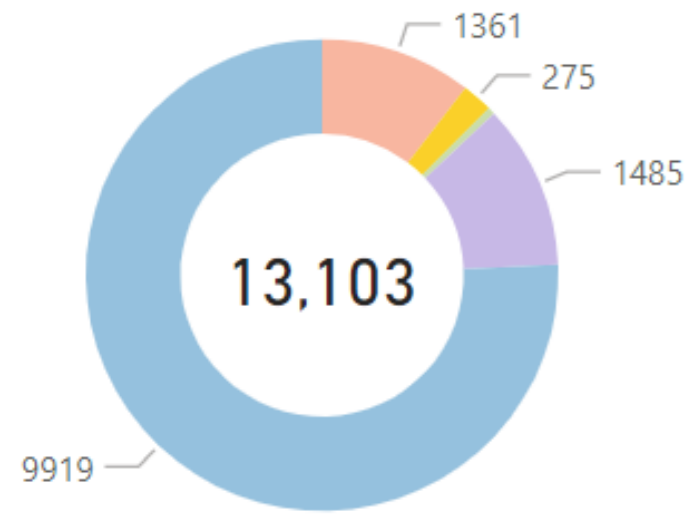
Not Started	Not Submitted (EFM Started)	Submitted Late	Submitted On Time	Total
700 (31.67%)	500 (22.62%)	466 (21.09%)	544 (24.62%)	2210



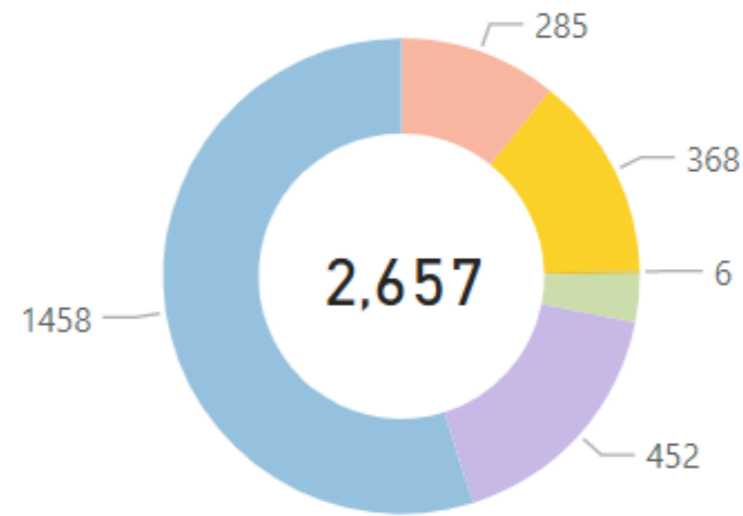
Department Dashboard: Closeout Packets

- You can search the closeout packet status by organization (department, division, school), by sponsor type, and/or by a period. The period is defaulted to the current fiscal year.
- **Pie Chart:** For the period you select, you can see the total number of closeout packets due with their status.
 - **Stacked Bar Chart:** For the period you select, monthly statistics are available to see a trend.

Interims



Finals



Process Status

- Not Started
- Pending Dept Action
- Pending CONT/NCE
- In Process
- Completed Late
- Completed On-Time

Organization Hierarchy

All

Sponsor Type

All

Due in

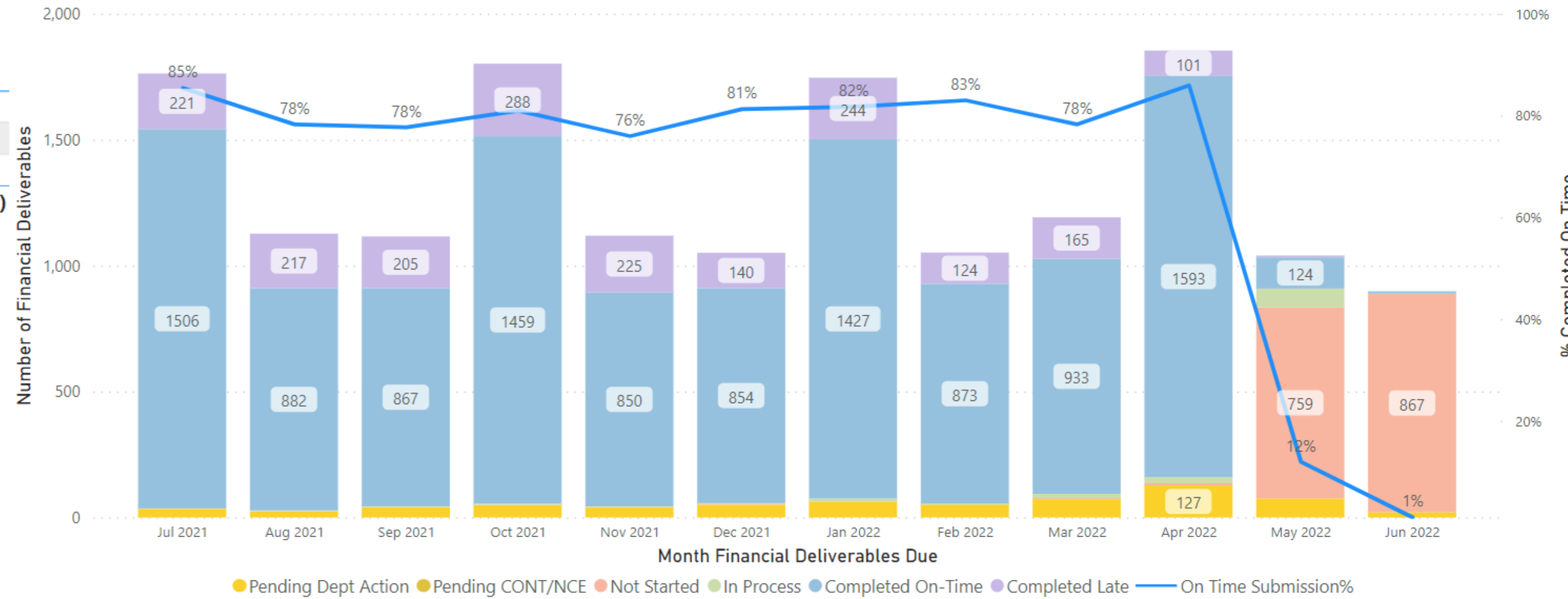
7/1/2021 6/30/2022

Deliverable Type

All

Final for Budget Period is included in 'Interim' above

Deliverable Type	Not Started	Pending Dept Action	Pending CONT/NCE	In Process
Final	285 (10.73%)	368 (13.85%)	6 (0.23%)	88 (3.31%)
Final For Budget Period	8 (2.99%)	5 (1.87%)	0 (0.00%)	2 (0.75%)
Interim	1353 (10.54%)	270 (2.10%)	0 (0.00%)	61 (0.48%)
Total	1646 (10.44%)	643 (4.08%)	6 (0.04%)	151 (0.96%)



Department Dashboard: Financial Deliverables

- You can search financial deliverable status by organization (department, division, school), by sponsor type, by deliverable type, and/or by a period. The period is defaulted to the current fiscal year.
- **Pie Chart:** For the period you select, you can see the total number of financial deliverables due to the sponsor with their status.
 - **Stacked Bar Chart:** For the period you select, monthly statistics are available to see a trend.

FY 2021-22 Fiscal Closing Deadlines

Katie Cadle

2021-2022 Fiscal Year End Close Overview

- **Business and Finance Solutions (BFS) has announced the [Closing Schedule for 2021-2022 Fiscal Year End \(FYE\)](#).**
 - Detailed resources can be found on the BFS website.
- **EFM deadlines for campus to submit to EFM for review and processing communicated by ORA News Announcement on 05/09/22.**
 - Email Subject: 2021-22 FYE Close - EFM Deadlines

2021-2022 Fiscal Year End Close

What to do in May and continuing through FYE Close:

- **Review the Fiscal Closing Letter and Schedule of Deadlines to identify deadlines applicable to your area.**
- **Conduct monthly reconciliation and ledger review:**
 - Verify 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 FY21-22

FYE Close – Department Deadline for Submission to EFM

Description	Deadline to Submit to EFM for Review & Processing	Deadline for EFM to Review, Approve, & Process
Payroll (UCPath) Direct Retro Expense Transfer	06/29/22 @ 5:00 PM	07/05/22 @ 5:00pm
PPS Payroll Cost Transfer Journal Request	06/29/22 @ 5:00 PM	07/14/22 @ 8:00 PM
Intercampus Transfers	07/01/22 @ 5:00 PM	07/14/22 @ 8:00 PM
NPEAR Non-Payroll Expense Adjustments	07/05/22 @ 5:00 PM	07/14/22 @ 8:00 PM
Accrual/Deferral Forms and Supporting Documents	07/07/22 @ 10:00 AM	07/14/22 @ 8:00 PM

- **Review and Approval of Cost Transfers submitted after the deadlines above cannot be guaranteed by EFM.**
- **Expense transfers not reviewed due to late submission will be reviewed and processed for FY 2022-23.**

Fiscal Year End Accruals & Deferrals

- **When accruals/deferrals 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.
- **Due 6/03/22: Department submits Reimbursement Requests and Vendor Invoices to Accounts Payable to be recorded as part of FY 2021-22 Expenses.**
- **Due 7/01/22: AP will complete review and posting of FY 2021-22 expenses.**
- **Due 7/07/22: If AP deadline is missed, Department submits an Accrual/Deferral Request to EFM at 10:00 AM starting 7/02/22.**
 - Review the General Ledger starting 7/02/22 to confirm if the transaction was not recorded.
 - Complete the accrual Form E
 - Complete journal justification
 - Submit supporting documentation to EFM at EFMOperations@research.ucla.edu
- **Due 7/14/22: EFM will review Accrual/Deferral requests submitted starting 7/02/22 and post as appropriate, verifying that it has not been recorded by AP in GL to avoid duplicate entries.**
- **Accrual forms, justification template, and instructions are available on the [BFS website](#).**

Additional UCPath Deadlines

- **Funding Rollover Process:**
 - 6/24/22-6/30/22: UCPath runs E-064 Funding Rollover process in Production.
 - Do not perform any funding entries during this period.
 - More information on the Funding Rollover Process can be found on the [CRU Website](#).

- **ORA will update the Fund End Date in OASIS based on the following criteria:**

Award Type	Fund End Date will be updated to:
Contract or Grant	Project End Date (<i>Budget End Date for MFNOA funds</i>)
Subcontract or Subgrant	Estimated Period of Performance End Date OR Estimated Project End Date (<i>if no estimated Period of Performance End Date exists</i>)

- For funds with a pending No Cost Extension (NCE), the Fund End Date will be updated when the NCE is executed.
- **7/05/22 @5 PM – 07/08/22: UCPath performs final direct retro run for FY 21-22.**

Any Questions?

Contact Information

EFM Website

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

Yoon Lee

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Katie Cadle

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May 2022 Research Administration Forum Q&A

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UCLA Business and Finance Solutions

Q1: Instead of sending a foreign subaward \$ to cover the costs of a US meeting, we should instead pay for their travel directly (e.g. pay the airfare directly), but food etc. would still need to be reimbursed to the foreign traveler. What are we supposed to do, paperwork wise, in these cases?

A1: Typically, W-8BEN-E (IRS form)

Q2: On the OCGA subaward checklist form, could there be a question added re: foreign activity in the U.S. so that the dept and OCGA can flag this during the setup stage?

A2: Updates are planned for the OST's Subaward Checklist and a question will be added to help address this.

Q3: Does this include U.S. territories?

A3: Please reach out directly to Mike Sattin for additional clarification to answer this question.

Contract and Grant Administration Hot Topics

Q1: What is the correct e-mail address for OS corrections to the PI portal? The following e-mail is incorrect: myOCGAdata@research.ucla

A1: myocgadata@research.ucla.edu is the correct email. I was informed where it is written incorrectly. If you do click the link to "Notify Central Admin" the email populates correctly. I will have the PI Portfolio Report corrected to include the ".edu".

Q2: The demo site user has PI role. That is fantastic.

A2: Yes, this is something that we really have been asking for and we're glad it is implemented.

Q3: Can we still submit NSF proposals on Cayuse?

A3: Yes. However, we encourage use of Research.gov as there are more validations available than with FastLane or S2S Grants (Cayuse), which makes it more efficient for preparers, reviewers and submitters.

Q4: We may not know the AOR until the application is assigned by OCGA proposal intake. Any suggestions?

A4: When you provide AOR access, all AORs in have access to the proposal. It is not routed to a specific AOR.

Q5: For non-NSF proposals, I know some are better via Cayuse and others are better (or flat-out required) via ASSIST or grants.gov, etc. Is there a list of which system OCGA recommends for which type?

A5: Thank you for the suggestion. We will take this under advisement and see about posting something in our [eRA FAQs](#).

Extramural Fund Management Hot Topics

Q1: During the closeout and FFR submission, in my department we are meeting deadlines, however, we continue to see UCPATH payroll adjustments months sometimes years after the submission of FFR. What steps should we take to assist these adjustments from happening and having to go back to the sponsor for adjustments?

A1: UCPATH payroll adjustments months or years after the submission of the FFR were likely due to UCPATH mass corrections executed for the last couple of years. These mass corrections were due to the system defects, so unfortunately there is nothing much the department can do to prevent this from happening. Good news is that UCPATH implemented solutions in the system to address the major issues for which UCPATH mass corrections were executed. With this, there should not be unexpected UCPATH adjustments being posted to the fund late to the magnitude in the past. Refer to the UCPATH issue description and status in PAMS for the latest update on each known major UCPATH issue.

Q2: What does PMS and GMS stand for?

A2: PMS is Payment Management System. It is a tool to let grant recipients draw down funds and file the FFR. You can find more information at [PSC's Payment Management System](#) web page.

GMS: Grant Management Specialist. GMS works with GMO (Grant Management Officer) who ensures that recipient fulfill requirements of laws, regulations, and administrative policies. The name and contact information of the GMS assigned to a particular grant appears on the NoA. You can read more about roles and responsibility of GMO, GMS, and PO (Program Official) at [NIH's Pre-Award and Award Process](#) web page.

Q3: If a COP was submitted on time, but reviewed and rejected after the deadline, does it show up as late?

A3: No, in this scenario, it is counted as submitted on time. The report looks at the first time a COP was submitted to EFM. When a closeout packet is incomplete or inaccurate, EFM rejects the closeout packet and the number of rejection is available in the department dashboard.

Q4: For those of us with interdisciplinary research with funds going to sister departments, what support exists for us at the department level to get other departments to submit their COPs on time? Especially with repeat-offenders who consistently fail to submit their COPs to the prime department in a timely manner?

A4: I suggest that the home department escalate the issue to the CAO/CFO of both home department and the linked department. Also, it is important to bring a challenge to the attention of the PI at the home department and seek the PI's help to communicate the issue with the collaborating researchers at the linked department so collaborators may escalate the priority in the linked department team. If late submission of the final financial deliverable to the sponsor results in the financial loss, the PI is ultimately responsible for covering the loss, so it is important for the PI to be aware of what's happening and have an opportunity to speak with the collaborators at the linked department. The home department can send the same message about financial responsibility to the CAO/CFO of the linked department and collaborating researchers in the linked department in advance, so all parties have a shared understanding of who will be the accountable party for the non-compliance and financial loss.

Q5: Will we have ledgers this year or will it be like last year?

A5: BFS and ITS worked to make the ledger balance data available for July, August and September while June ledger is open. BFS and EFM are currently testing the changes and so far testing results are good. With successful testing, we do not anticipate that the same issue will exist for the closing of FY21-22.

Q6: What's Prelim and Interim ledger closure?

A6: The June 2022 Prelim ledger closes at 8pm on Thursday, July 14th, and the Interim ledger closes at 8pm on Wednesday, July 20th. For more details of fiscal year closing schedule, refer to [BFS website](#).