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.