



Research Administration Forum

January 11, 2024

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** – *Marcia Smith*
- **Human Research Protection Program** – *Kristin Rochford*
 - OHRPP Reliance Team and Updates – *Rebecca Flores Stella*
- **Contract and Grant Administration** – *Tracey Fraser*
 - OCGA Updates
- **Ascend 2.0** – *Katie Cadle*
 - BruinBuy Plus go-live and subaward invoices
 - Contract and Grant expenditure type list



OHRPP UPDATE

EXPANDING USE OF COMMERCIAL IRBS FOR INDUSTRY-SPONSORED CLINICAL TRIALS

JANUARY 2024

UCLA RELIANCE PROGRAM

- IRB reliance supports the use of a single IRB review to meet the requirements of existing IRB regulations for all participating sites in a multi-site trial.
- Current Reliance Arrangements
 - SMART IRB
 - UC MOU
 - UCLA CTSI IRB
 - NCI CIRB
 - UCLA-RAND MOU
 - Commercial IRBs

EXPANSION

In June, 2023, the UCLA Human Research Policy Board (HRPB) recommended that, in anticipation of finalization of the September 28, 2022 [FDA proposed rule revisions](#), FDA-regulated, Industry-sponsored, multi-site research conducted at UCLA use a single IRB.

Effective **January 25, 2024**, all NEW FDA-regulated, Industry-sponsored, multi-site research conducted at UCLA will use a single IRB, per the June 2023, UCLA Policy Board (HRPB) recommendation. Investigator must submit a request to rely on an external IRB (e.g., Advarra, WCG, etc.) in BRUIN IRB.

Note:

1) Existing UCLA IRB-reviewed protocols will **not** be converted to reliance applications.

IMPLEMENTATION

STEP #1:

1st February MIRB meeting is last meeting that Board can guarantee an industry-sponsored, multi-center clinical trial **new submission** will be reviewed by UCLA IRB.

IRB Committee	DEADLINE	MEETING DATE
MIRB1	January 23, 2024	February 14, 2024
MIRB2	January 16, 2024	February 7, 2024
MIRB3	January 24, 2024	February 8, 2024

Meeting submission deadlines for each of the medical IRBs will impact how each committee will handle the transition. MIRBs will review any new submission is received prior to January 25th.

STEP #2:

As of **January 25, 2024**, all affected applications in “Pre-Submission” and all affected new submissions will be directed to submit a request to rely on a commercial IRB in BruinIRB.

BUDGET CONSIDERATIONS

The Industry-sponsor assumes responsibility for the cost of sIRB for all participating sites; however, your clinical trials budget should include the UCLA administrative fee for processing an initial reliance review of \$2000.00.

New [IRB Review Fees](#) – Effective September 1, 2023

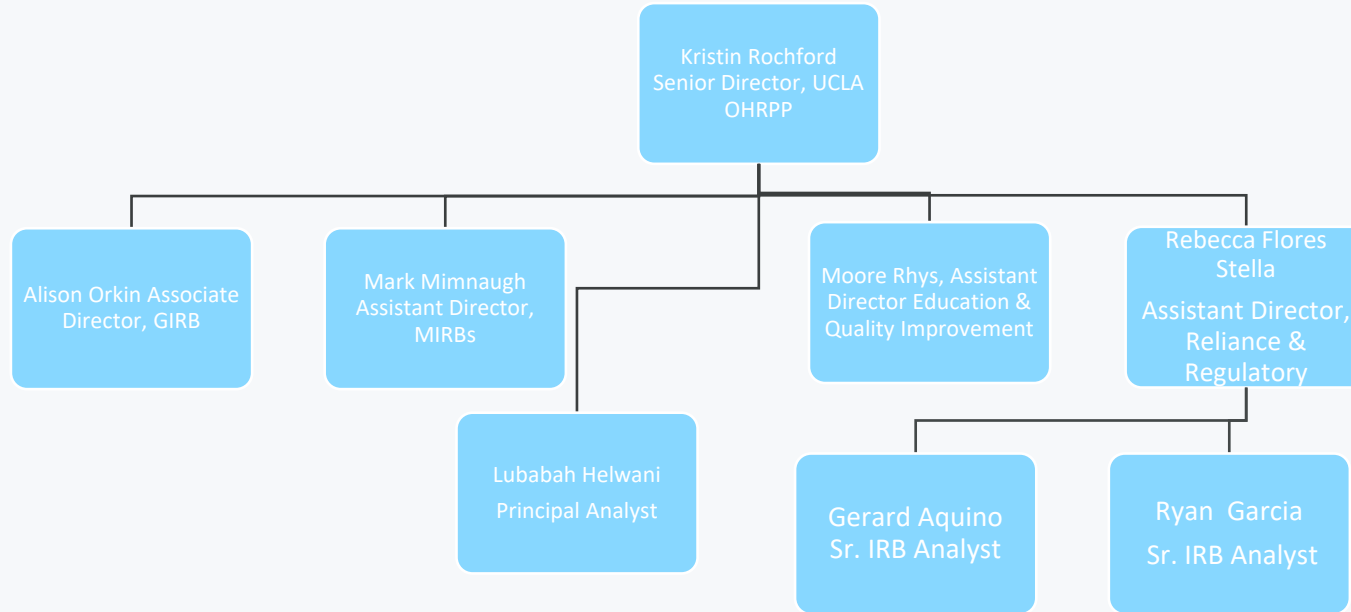
BRUIN IRB SUBMISSION

The UCLA study team must [register the request to rely in BruinIRB](#).

- [How To Submit a Request to Rely on a Commercial IRB](#)
- UCLA-specific consent form that incorporates required template as outlined in [Consent Form Checklist for Reliance on External IRBs](#).

Investigators remain responsible for all required applications to applicable ancillary committees (such as CIRC, ISPRC, MRSC, Coverage Analysis, etc.).

UCLA IRB RELIANCE TEAM



RESOURCES AND SUPPORT

[FAQs for Commercial IRB Review](#) on **UCLA IRB Reliance website**

IRB Office Hours will be held weekly in February 2024 with members of the Reliance Team.

Advarra will hold submission training sessions during Learn at Lunch Sessions on:

Wednesday January 17, 2024 12:00- 1:00 pm

Thursday, February 15, 2024 12:00 -1:00 pm

WCG will hold submission training sessions during Learn at Lunch Sessions on:

Monday, January 22, 2024 12:00- 1:00 pm

Monday, February 12, 2024 12:00 -1:00 pm

**See [FAQs](#) for registration links for the above sessions*

RESOURCES AND SUPPORT

IRB RELIANCE TEAM

irbreliance@research.ucla.edu

REBECCA FLORES STELLA

Assistant Director, Reliance & Regulatory Management

rebecca.stella@research.ucla.edu



OCGA Updates

Tracey Fraser, Senior Director

Office of Contract & Grant Administration

January 2024 RAF

A decorative horizontal bar at the bottom of the slide, consisting of a thin yellow line on top and a thicker blue line below it.

Topics



Foreign subrecipients on
NIH awards



Disclosures: Reminders



Potential Government
Shutdown

Foreign Subrecipients on NIH Awards

January 2024 RAF



Department of Health and Human Services

OFFICE OF
INSPECTOR GENERAL

**THE NATIONAL INSTITUTES OF
HEALTH AND ECOHEALTH ALLIANCE
DID NOT EFFECTIVELY MONITOR
AWARDS AND SUBAWARDS, RESULTING
IN MISSED OPPORTUNITIES TO
OVERSEE RESEARCH AND
OTHER DEFICIENCIES**

*Inquiries about this report may be addressed to the Office of Public Affairs at
Public.Affairs@oig.hhs.gov.*



Christi A. Grimm
Inspector General

January 2023
A-05-21-00025



United States Government Accountability Office
Report to Congressional Requesters

June 2023

**FEDERAL
RESEARCH**

**NIH Could Take
Additional Actions to
Manage Risks
Involving Foreign
Subrecipients**

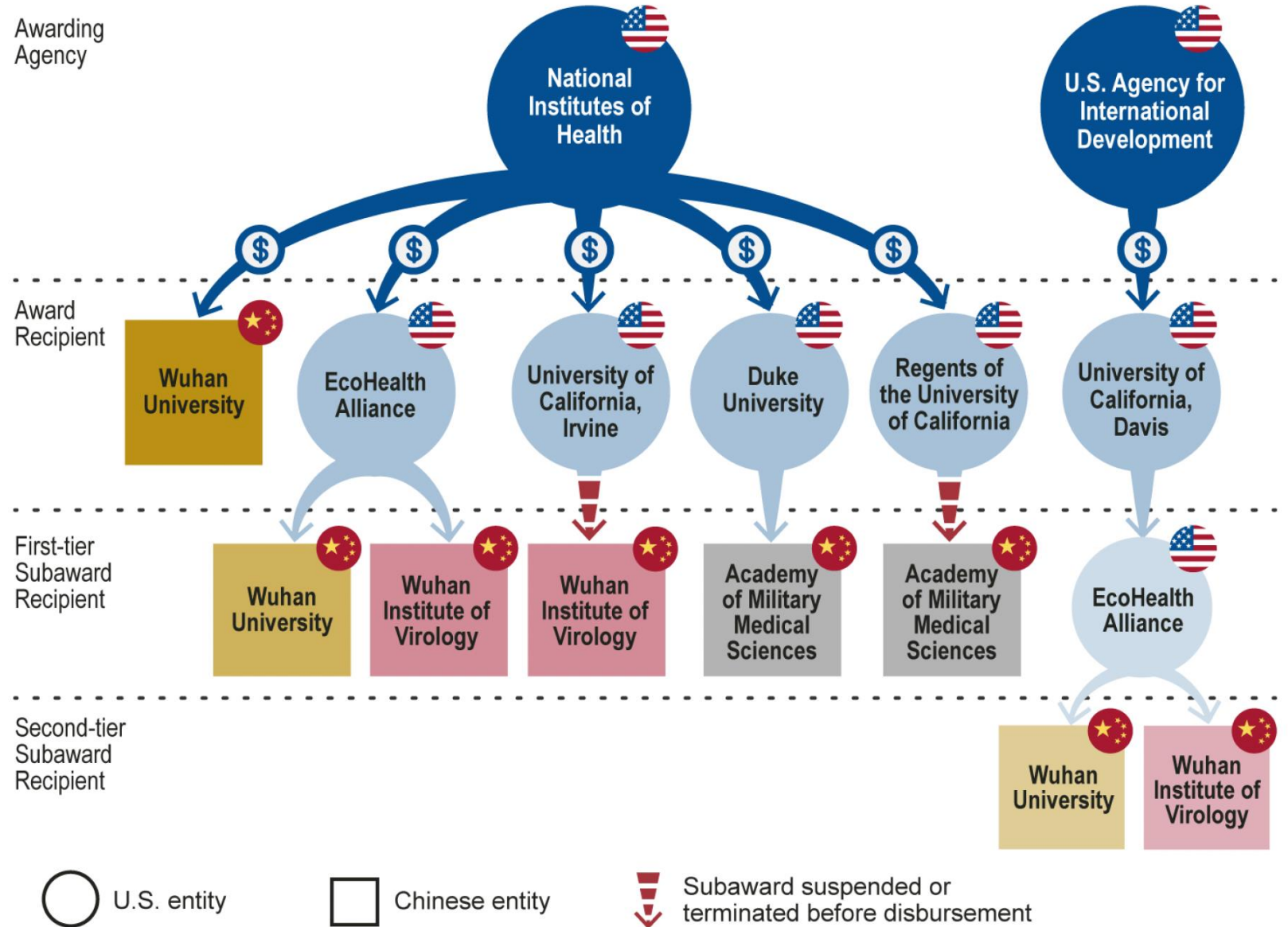
GAO-23-106119

Awards and Subawards Identified to Three Selected Chinese Entities, Calendar Years 2014-2021

Agency

“Prime”

Subrecipient



Terms & Conditions



OIG Commentary

“Although documentation indicates that WIV cooperated with EcoHealth’s monitoring for several years, WIV’s lack of cooperation with the international community following the COVID-19 outbreak—consistent with the response from China—limited EcoHealth’s ability to monitor its subrecipient, and greater transparency is needed ...”

OIG Recommendations

“Implement enhanced monitoring, documentation, and reporting requirements for recipients with foreign subrecipients.”

<https://oig.hhs.gov/oas/reports/region5/52100025.asp>

NIH Implementation

Effective January 1, 2024, international subrecipients under NIH funded awards must provide the prime award recipient (UCLA) with *“access to copies of all lab notebooks, all data, and all documentation that supports the research outcomes as described in the progress report.”*

Requirements



Subrecipient provides information to the UCLA PI at least annually

Usually prior to submission of the RPPR
Electronic access is acceptable



UCLA PI documents receipt, reviews and retains full access to the information

For three years after submission of UCLA's final financial report to NIH



NIH may request UCLA provide the information

At any time

Active Foreign Subawards



- OCGA informed the relevant contracting official of all active international NIH funded subrecipients of the new requirements
- OCGA is currently issuing subaward amendments incorporating the mandatory requirements
 - Amendments must be fully executed by March 1, 2024
- **PIs should:**
 - **Ensure their counterparts are aware of the requirement**
 - **Collaboratively, with their counterparts, establish a process, method of transmittal and timeline to meet the new requirement**

New Foreign Subawards: Proposal Stage

Requirements

- Principal Investigators must:
 - Inform Subrecipient of requirement
 - Obtain subrecipient's consent by submitting the UCLA [Letter of Intent](#)

NIH International Subrecipient Reporting Requirements *(For non-U.S. Subrecipients only.)*

- If the prime sponsor is the U.S. National Institutes of Health (NIH), Subrecipient is aware of the provisions of [NIH GPS 15.2.1](#) requiring that international subrecipients provide access to copies of all lab notebooks, data, and documentation that support any resulting research outcomes, and Subrecipient confirms that it is able to comply and provide UCLA with regular access to these materials (i.e. annually) for the life of the subaward.

New Foreign Subawards: Award Stage



PI notice included in the updated OCGA Subaward Checklist



New Terminology in the subaward

Per NIH GPS 15.2.1, [subrecipient] must provide [UC campus] with access (which may be electronic) to copies of all lab notebooks, all data, and all documentation associated with the research as described in [subrecipient's] progress reports to [UC campus]. This access must be provided at least once a year and at [UC campus's] request. By signing this agreement, your organization certifies that it will comply with this requirement.



Automatic notifications will be sent to the UCLA PI upon full execution of the initial subaward and annually thereafter reminding them of the responsibility to collect, review and maintain the required information



Disclosures

**Bio-Sketch, Other Support and
Current & Pending Reports**

Disclosure Requirements



Prior to sending Other Support / Current & Pending reports to OCGA:

- Review and verify reports for completeness, reasonableness and accuracy
- If you have access, compare against the NIH or NSF reports available on the ORA portal

Common Disclosure Errors



- Listing past awards as current
- Listing received awards as pending
- Including prior period effort data
- Not including current and future effort data
- No overlap statement when there is over 12 months committed effort

Biographic Sketch Reminders



Include all academic, professional or institutional appointments and positions

- Whether or not, remuneration is received
- Full-time, part-time, and voluntary
- Current domestic or foreign professional appointments outside of UCLA

Current & Pending or Other Support Reports Reminders



Include all:

- Projects currently under consideration **from any source**, including the current project
- Ongoing projects from any source
 - Funding awarded through UCLA, another organization, and directly to the individual
 - Monetary and non-monetary support (e.g., even if the support received are in-kind contributions such as office/laboratory space, equipment, supplies, or employees)
- Current or pending participation in, or applications to, programs sponsored by foreign governments, instrumentalities, or entities
 - Including foreign government sponsored talent recruitment programs



Potential Government Shutdown

January 20th

Active Federal Awards



- Can continue as long as there is no:
 - Specific agency approval required by the terms of award to proceed with a project task, or
 - Notice from the awarding agency that specifically orders a work stoppage.
- Notify OCGA immediately If you receive a stop-work notice.
 - Expenses incurred during a Stop Work period are NOT reimbursable, even when the government resumes normal operations, until a written notice to resume work is received.

Federal Proposals



- Each agency will provide guidance on the status of proposal systems and whether submission deadlines will be revised
 - Proposals will likely not be processed by agencies until normal operations resume
- Watch for announcements from agencies for extensions of deadline dates
- Grants.gov Contact Center may remain available. However, it's unclear if all Help Desks systems will remain functional.
- The UCLA S2S Grants (Cayuse) system will remain available for proposal preparation and submission

Other Notes



- PIs should continue to meet all deadlines set forth in their awards and should be able to submit annual and final project reports and Project Outcomes Reports via Research.gov.
- Peer reviews/study sections are not expected to meet
- Federal personnel will not be available.
- For federally funded work that requires access to federal facilities or federal staff affected by a shutdown, the PI should evaluate whether there are portions of the work that can continue.
 - If the work cannot continue without access to federal facilities/staff, or a stop work notice is issued, the department should determine if persons working under the agreement can be redirected to other work and/or fund sources.
- Faculty working at a federal agency on an IPA agreement should immediately contact the agency to determine next steps.

OCGA Monthly Training

Budgets 101

Wednesday, January 17, 2024

9:30 – 11:00 AM

Virtual – Zoom Meeting

This session will cover basic extramural budgeting concepts, including the Federal Cost Principles, distinguishing between direct and indirect costs, and calculating indirect costs.

Thank You

[UCLA Office of Contract and Grant Administration](#) | [UCLA Office of Contract and Grant Administration \(OCGA\)](#)





ASCEND 2.0

01/11/2024

AGENDA

- BruinBuy *Plus* Launch
- Contract and Grant Expenditure Type List

BRUINBUY *PLUS* LAUNCH

UCLA Research
Administration

BRUINBUY *PLUS* R1 LAUNCH



*UCLA's new procure-to-pay system,
BruinBuy Plus, successfully launched
on January 2, 2024!*

To prepare for success in the new system, we will review the following topics:

1. New invoice submission process
2. Change order limitations on migrated Purchase Orders

NEW INVOICE SUBMISSION PROCESS

New invoice submission process:

- Transcepta and the invoice submission portal have been decommissioned
- Vendors must email invoices to noreply@invoices.ucla.edu
- For more information, visit the [BruinBuy Plus hub](#)

Outgoing subaward Invoices:

- All subaward invoices submitted to noreply@invoices.ucla.edu will need to be approved by the PI and Fund Manager in BruinBuy *Plus*, even if the invoice is already signed by the PI
- If departments receive invoices directly from subawardees, submit invoices immediately upon receipt (without PI signature); then, complete approvals in BruinBuy *Plus*

CHANGE ORDERS ON MIGRATED PURCHASE ORDERS

Policy for Change Orders on Migrated POs:

- Change orders cannot be made to Purchase Orders that have been migrated from BruinBuy to BruinBuy *Plus*
- A new PO must be requested, and the old PO must be closed out

Impact on Research:

- Procedure applies to any modifications to POs, including outgoing subawards (e.g., NCE)
- Departments must request creation of new POs in a timely fashion to allow OCGA sufficient time to execute modifications to subawards
- Delay in request of PO can cause delay in execution of modification to subawards

BRUINBUY PLUS ACCESS & TRAINING



Who has access?

- All PIs with outgoing subawards have been granted access to BruinBuy Plus
- Fund Managers are provided access to the system upon completion of required training



Training

If access is needed for Fund Managers to assist PI's with review of subaward invoices:

1. Access the [Fund Manager BruinBuy Plus course page](#) on Bruin Learn and log in via SSO
2. Click **Begin Course Now** and navigate through the training materials
3. Complete the final assessment to receive credit
Course length is approximately 30 min

CONTRACT & GRANT EXPENDITURE TYPES

UCLA Research
Administration

EXPENDITURE TYPES

Background:

- Expenditure Type represents the classification of the expense and is the “E” in the POETAF chart string
- Will be used to charge contract and grant expenses in PPM and will roll up to the Account segment in the CoA
- Initial list of [Expenditure Types](#) was shared at the [April 2023 RAF](#)
- Thank you to those who shared input – the updated Expenditure Types list reflects your feedback

Additional Review Conducted

- Incorporated CoA Account values into analysis to confirm Expenditure Types are not less granular than the CoA → added additional Expenditure Types for these cases
- Some boundary systems (ex. BAR) cannot accommodate POETAF → updates made to align the Expenditure Type list with the CoA Account values as needed

EXPENDITURE TYPES

Request for Additional Feedback:

- Your feedback is requested on the updated Expenditure Type list!
 - List will be shared following RAF meeting via the ORA News mailing list
 - Email kcadle@research.ucla.edu with any feedback by end of day **Wednesday, January 24th**

Expenditure Types:

Inventorial Equipment for Project - Other Equipment
Inventorial Equipment for Project - Scientific Medical
Inventorial Equipment for Project - Scientific Non-Med
Inventorial Equipment for Project - Telecom/Networking
Inventorial Equipment for Project - Vehicles
IRB Fees
IV Solutions
Lab/Shop Glass/Plastic/Ceramics
Lab/Shop Instruments And Supplies
Lab/Specialized Equipment < \$200
Laboratory - Gases-Compressed
Laboratory - Gases-Cryogenic
Laboratory - Precious Metals
Laboratory - Specimens
Laboratory Animals & Supplies (Purchase)
Laboratory Testing Services - External
Laboratory Testing Services (Recharge)

CONTACT INFORMATION

KATIE CADLE

kcadle@research.ucla.edu

ASCEND 2.0 RESEARCH WEBSITE

<https://ascend.ucla.edu/research/overview>

January 2024 Research Administration Forum Q&A

Contents

Human Research Protection Program	1
Contract and Grant Administration	1
Ascend 2.0.....	4

Human Research Protection Program

Q1: Just to confirm the submission deadlines: if an industry-sponsored study that would previously have been reviewed by MIRB2 is submitted after January 16th and before January 25th, would that submission be returned to the study team with directions to proceed with reliance on a commercial IRB?

A1: The varying meeting submission deadlines for each of the medical IRBs will impact how each committee will handle the transition.

The implementation date was set to fall after the submission deadline for the 1st February meeting for each of the MIRBs. The first February meeting for each MIRB will be the last meeting at which affected submissions are guaranteed to be reviewed by a UCLA MIRB. Because MIRB2 meets earlier in the month- the cut off is a week earlier, however, we can consider honoring the January 25th date for MIRB2 new and affected studies submitted BEFORE January 25th.

Our intent is to be as supportive as possible to study teams during this change in process.

January 25th is the date we will begin to redirect affected studies to a commercial IRB submission for all medical UCLA IRBs.

Q2: If the sponsor of a trial that would be affected (industry-sponsored, multi-site, etc.) is not using a commercial IRB, will the UCLA IRB still review the study?

A2: At this time, UCLA will not review. The rationale for the proposed FDA-rule change, as well as the revised DHHS Common Rule (45 CFR 46) is to facilitate the conduct of clinical trials and minimize administrative burden and duplication of efforts. The UCLA Human Research Policy Board (HRPB) recommendation to defer review of industry-sponsored, multi-site studies is to place the responsibility for the simplification of the regulatory oversight of the clinical trial on the Sponsor. The affected studies are often those where UCLA IRBs will have limited input, so it makes sense to defer to sIRB. The UCLA Letter to Sponsors is being revised to note this change and will be posted by the implementation date.

Q3: Are there templates or FAQ information on using DocuSign as a tool for consent forms?

A3: Guidance for remote consent is included in a [guidance memo](#) developed by the Office of Clinical Research and posted on ResearchGo and under the section, Documenting Informed Consent, pages 6-9, of the IRB guidance on Informed Consent.

Contract and Grant Administration

Q1: Does this new NIH requirement also apply to International SERVICE CONTRACTS (not Subawards)?

A1: From [NIH NOT-OD-23-182](#): “The following highlights several areas within the consortium relationship that the recipient needs to address with consortium organizations receiving subawards...Note that most of these requirements

only apply to a recipient's consortium relationships with sub-recipients. When the relationship is with a vendor that is providing routine goods and services within normal business operations that are ancillary to the operation of the research program, the public policy requirements listed below do not apply. The vendor must also be providing similar goods and services to many different purchasers and provide them in a competitive environment."

Q2: Does the foreign subaward require to send a letter of support (LOS) within the application agreeing to the conditions?

A2: This is still under discussion. We will communicate once a decision is made.

Q3: Can OCGA provide template language/emails that have been sent to the foreign subs regarding this new NIH requirement, that they can provide the departments to use to follow up with the PIs with foreign subs?

A3: This is an extract of the email that went to PI's and fund managers:

NIH recently issued new procedural requirements for international subrecipients. Effective January 1, 2024, NIH is requiring that international subrecipients under NIH funded awards provide the prime award recipient (UCLA) with "access to copies of all lab notebooks, all data, and all documentation that supports the research outcomes as described in the progress report." International subrecipients must provide this information to the UCLA PI at least once per year, usually prior to submission of the RPPR. NIH has confirmed that electronic access is acceptable, however we are required to have full access to the information listed above for three years after submission of UCLA's final financial report to NIH. Additionally, as part of its oversight responsibilities, NIH may request UCLA to provide some or all of the information.

Over the course of the next few weeks OCGA will begin contacting active international NIH funded subrecipients to inform the relevant contracting official of this new requirement and to issue a subaward amendment incorporating these mandatory requirements. We also encourage you to discuss this with your international subrecipient counterparts to ensure they are aware of the new requirements and to work together to establish a process to meet the new requirement.

Principal Investigators are responsible for documenting receipt of, and ensuring access to, the information listed above and retaining it for three years after submission of UCLA's final financial report to NIH.

Additional NIH resources and FAQs are available here.

Q4: Is there any way to remove submitted-but-not funded proposals from the ORA Portal database (the NIH Other Support tool)?

A4: Please send an email (including the lead PI) to myocgadata@research.ucla.edu confirming the 'not funded' status of the project and we can update the PATS record - which is where the NIH tool pulls its info from.

Q5a: UCLA letter of intent is updated with the new language of the new requirement, but on the proposal, is the foreign sub PI required to send a LOS agreeing to the terms and conditions? Since the LOI is generally signed by the business office, at application stage PI is aware of this requirement and included in the submitted proposal.

A5a: This is still under discussion. We will communicate once a decision is made.

Q5b: To put this from the perspective of a reviewer: When we see a proposal with a foreign subaward, do we need any written document within the proposal (ie. letter of support)? Or is the signed letter of intent that is included in the submitted proposal to NIH sufficient?

A5b: At this time a signed LOI will work. As noted above we will communicate when a final decision is made.

Q6: For foreign subawardees, are there any guidelines for the non-physical sciences? Often, there is very little in terms of “lab notebooks” or new data, and it’s more of a shared collaboration analyzing existing data. Should we just consider email communication to be the data that they provide? Or should we collect something that attests that there is nothing additional to share?

A6: If NIH is funding a scope of work, including work to a foreign sub then there should be something from the sub to support the results or outcome of the work reported in the RPPR. The support documentation will be dependent upon the scope of work being funded.

Q7: Is it okay to include on C&P that award that expired by date but has an ongoing NCTE approval that has not been entered or updated in the system?

A7: If OCGA is the approver it should be in the system already. If it’s a second request or it’s related to an incoming subaward it is reasonable to include that comment on the C&P.

Q8: Can we have a similar Table as presented by Rebecca on when Reviewing Committee is reviewing imminent Awards; nowadays it looks that OCGA is taking much longer than before to issue a new award. sometimes, months.

A8: OCGA turnaround times are reviewed and remain consistent. However, at individual awards, may be delayed because of outstanding paperwork or compliance approvals. If you are not aware of any of those issues, contact your OCGA POC.

Q9: What is the definition of “any source”? Department funding, gift funding, FTE, practice plan.... Does “any source” mean specific projects that were applied for? What about directorships, vice chair, chiefs?

A9: Here is the link to the [federal definitions](#). It does not include UCLA start-up funds provided to the PI or gift funds as long as there is no associated time commitment.

Q10: This isn’t really a question, but just something that I found helpful, and it isn’t in the standard NIH Other Support guidance (it’s only in the FAQs): if a project crosses over calendar years, the budget period listed should be the year that the budget period ENDS. So even if it is a Feb 2024-Jan 2025 budget period, the year should be 2025 for that period.

A10: Please see NIH FAQ # 25: “The New Other support format page includes a chart that asks for the Year (YYYY). Is that calendar year or fiscal year: It is calendar year (e.g., the grant budget period). If PD/PI’s are reporting person-months that span two calendar years, they should enter the latter year. For example, if the budget period runs from June 2019 through May 2020, the PD/PI should enter “2020” for the year and include the corresponding person months.”

Q11: For the current and pending support, to report the effort by year, is the year when the budget period starts, when the budget period ends, or the year when the PI plans to take summer ninth? Also, is the effort to be reported the effort level awarded or the effort PI plans to take which could be different?

A11: Effort in OS and C&P should be the effort the PI plans to expend on the project in the current and future years. It is actual effort, not budgeted effort or effort for which salary is requested. So, if I plan to charge 1 month salary to a project but work 2 person months on it, I report 2 months in the C&P.

Ascend 2.0

Q1: How can fund managers and PIs view subaward/subcontract invoices if they are sent to a centralized email address (noreply@invoices.ucla.edu)?

A1: After the invoice is sent to the centralized email address, it will enter BruinBuy *Plus* workflow. Fund managers and PIs will automatically receive a notification when an invoice tied to a fund for which they are an approver requires their approval.

Q2: If the vendor submits their invoices directly to me, can I submit them to noreply@invoices.ucla.edu myself, or does the vendor need to submit them themselves?

A2: You can submit the subaward invoice directly to noreply@invoices.ucla.edu. There is no need to go back to the vendor.

Q3: According to information on the BruinBuy *Plus* Hub, invoices must be submitted by vendors directly to the centralized email address. Are subaward invoices managed differently?

A3: No - all invoices need to be submitted to noreply@invoices.ucla.edu email address to enter BruinBuy *Plus* workflow.

Q4: Do PIs and fund managers get notifications that an approval of a subaward/subcontract invoice is required?

A4: Yes, they get a notification when there is an invoice pending their approval.

Q5: What happens if a fund manager for a certain PI changes?

A5: You can let us know via the Help Desk at help@it.ucla.edu. Alternatively, when an amendment takes place against that sub, you can indicate the fund manager change while filling out the amendment in BruinBuy *Plus*.

Q6: Can you please confirm where to upload invoices?

A6: Please send invoices to noreply@invoices.ucla.edu.

Q7: Moving forward, do subaward invoices still require PI signatures?

A7: PIs are still required to review and approve the subaward invoices; however, the approval will take place in the system, BruinBuy *Plus*. Putting a signature on the invoice copy is no longer needed as the PI's approval will be tracked in the system.

Q8: Is what the PI sees in BruinBuy *Plus* when approving invoices the same view that a fund manager sees? I want to show a PI where to complete this approval.

A8: Yes, PIs and fund managers see the same thing in the system.

Q9: What is the turnaround time from when invoices are submitted to when they need be approved in BruinBuy *Plus* by the fund manager and PI?

A9: Right now, since the system is so new, we are unable to project or indicate turnaround times.

Q10: Is there a way to find PANs that need to be reviewed? Does the system generate a notification when a PAN is read?

A10: There are no notifications and there is no automatic way to know if you have reviewed a PAN. You will review the reporting dashboard, and then filter by Requisitions, POs, or invoices to review the transactions you need to review. Additional information can be found in the [PAN Reviewer Quick Reference Guide](#).

Q11: Does the new invoice submission process apply to existing (old BruinBuy) subaward POs or only new subaward POs?

A11: The new invoice submission process (sending the invoice to noreply@invoices.ucla.edu) is the only way that any invoice can be received.

Q12: We used to submit a subaward amendment for each year to release funds to the subawards. Will we need to request a new PO for the amendments in BruinBuy Plus?

A12: No, you can create a change request against the original PO. Navigate to the Research Subcontract/Subaward form and under the questions "New Subaward or Subcontract Amendment," select "amendment."

Q13: A subaward invoice was sent to the invoice submission email and we can see it in BruinBuy Plus, but no approval email was generated. How do we approve if nobody has received an email?

A13: There was a glitch with the workflow for invoices against subs. As of week of 1/15/24, invoices will now prompt notification emails. If invoices were received prior to week of 1/15/24, AP may reach out for manual approval.

Q14: If a migrated PO is still open, how will it be closed if a new PO will be created for that transaction?

A14: All migrated POs were automatically closed in legacy BruinBuy and the encumbrances released. If you are seeing a migrated PO not closed in legacy BruinBuy, email the PO number to the Help Desk.

Q15: After a subaward invoice is submitted to the appropriate email address, I assume the fund manager and PI receive an email to log in and review/approve, is that correct? Can we get a screenshot or example of what that looks like? There is nothing on the Hub. How is Receiving handled? Is it incorporated into the fund manager invoice approval process, or is it a separate action that must be taken after approvals are received? If the latter, is there an email/notification that goes out to the fund manager to inform them that Receiving can now be done? It would be great if we could see a how-to or guide for this process.

A15: A notification is sent via email, to the PI and fund manager. The eLearning courses show what the notification looks like. For a screenshot, send a ticket to the Help Desk and we can supply that image for you. The Receiving step is separate from approval. See [receiving instructions in a QRG](#) or [receiving instructions in a video](#).

Q16: Can you please clarify if Receiving for subaward should be done before invoice submission? It seems that way based on the training, but doing Receiving first means the service has been received/approved.

A16: Receiving, by definition, means you are receiving an amount against the PO for services rendered and that amount can be paid by AP towards an invoice. It should be done prior to the invoice approval.

Q17: Do Admins have access to BruinBuy *Plus*? I have completed the Campus Buyer training and am able to log in, but I can't find any of our existing subaward POs or invoices in the system when I search for them. These are POs that should have been migrated.

A17: A known issue has been identified: not everyone can view migrated P, G, S POs because they are "owned by purchasing." The team is working to find a workaround.

Q18: Should receiving for a subaward be done before invoice submission?

A18: You will not be able to do Receiving until the invoice has been sent to the centralized email address, noreply@invoices.ucla.edu, and it's matched in BruinBuy *Plus*.

Q19: Our department discovered that migrated encumbrances no longer include sales tax in the "Encumbrance" column of the ledgers. This has negative downstream impacts for our C&G funds since it gives departments a false sense that there are more funds available in our FAU. We brought this up to BFS and they said that the encumbrance of sales tax will "be implemented in Release 2 of Oracle Cloud". However, they indicated that they don't have a timeline. Is this something that EFM can help us follow up on? This is extremely concerning and would require fund managers to manually calculate sales taxes to be included in their internal projection reports.

A19: That is correct. With R2, that will be brought back in. R1 cannot support the sales tax, technically, in the encumbrance.

Q20: I have a subaward PO that was incorrectly set up by Purchasing. Before the transition to BruinBuy *Plus*, I submitted a POCR to fix this, which hasn't been done yet. Based on the new policy, it sounds like I instead need to request a new subaward PO. What is the new procedure for this?

A20: You will need to click onto the Research Subaward form in BruinBuy *Plus* to create this new PO.

Q21: Do you have any tips for getting assistance from the BruinBuy *Plus* team? Specifically, I'm looking for assistance reviewing PANS. I've taken the training, gone to the BruinBuy *Plus* Hub to look for resources, and created a ticket, but haven't been able to obtain answers to my questions.

A21: Please reach out to the Help Desk at help@it.ucla.edu.

Q22: Since we need to create new POs for amendments (new budget period), do we still select "amendment" and reference the new PO BruinBuy *Plus* provides? Should we include the previous PO in the comments? What is the procedure for the checklist form?

A22: Yes, a new BruinBuy *Plus* PO number will be generated. Then, to make any changes to that PO, you will simply pull up that PO in BruinBuy *Plus*, navigate to the top and click on "Change Requests," and then click on the "+" button. That will start the change request process against that PO number. See the [Change Requests and PO Modifications guide](#) on this process.

Q23: I have submitted several invoices on POs that should have been migrated, but when I go into the system, I can't find the invoices or any of our existing subaward POs when I search for them, nor have I received an email notification. This is time sensitive because we are closing Awards this month. Who is the best contact for this issue? I have contacted help@it.ucla.edu but have not heard back.

A23: If you are looking for migrated POs, this may be due to the fact that the PO Owner was a Purchasing Buyer, and not under your name. We are working on updating this and should have it done week of 1/22/24. You can reach out to the [Help Desk](#) and indicate the migrate POs you are unable to view, and we can update that for you.

Q24: If we are only requesting to extend the subaward project period and not add additional funds, do we still need to create a new PO in BruinBuy *Plus*?

A24: Yes, our understanding is that a new PO will need to be requested.

Q25: How long does it take for the notification to be sent to fund managers/PIs after the invoice is sent to the centralized email address? I have sent invoices to the centralized email address but have yet to receive any notification.

A25: It takes some time, given we just went live, for invoices to get processed by AP. Also, please note, you will not receive a notification to approve any invoices until that invoice is actually in the PI/fund manager approval workflow step. There could be other workflow steps prior, needing approval, before it gets to a PI/fund manager for approval.

Q26: If we submit an amendment PO, what happens if the subaward has not reached the \$25K F&A? If did, does the new PO show the correct object code?

A26: You will need to communicate this in the requisition and cross reference the original PO. If the original did not hit the \$25K, then you will need to create a new PO in BruinBuy *Plus*. The first line should carry the balance of the first \$25K, with the 7310 object code, then any additional lines should carry any extra funding, using the object code 7300.

Q27: For changes to migrated POs, do we need to submit a new subaward checklist too, or just create a new PO?

A27: If it was attached to the legacy PO, they can pull it up in legacy BruinBuy.

Q28: Regarding the creation of a new PO in BruinBuy *Plus* for amendments to existing subawards, does that require going through the whole forms procedure in BruinBuy *Plus* to create a new PO? It was mentioned in the trainings, but they did not go into greater detail about the process, except in the full day-long Campus Buyers class, so do we need to ask our Campus Buyers to do that process? Or can we request a new PO from Purchasing by submitting the amendment paperwork to OCGA?

A28: All transactions need to be processed in BruinBuy *Plus*. That is how the PI/fund manager gets assigned to the invoice approval process and how you get the PO number. PO numbers need to be requested from BruinBuy *Plus* - OCGA cannot submit requests for PO.

Q29: Do we need to close out the subaward PO created in BruinBuy and create a new PO through BruinBuy *Plus*?

A29: If a PO is migrated to BruinBuy *Plus*, that PO was closed out in legacy BruinBuy - there is nothing for you to do in legacy BruinBuy. You can find the migrated PO in BruinBuy *Plus*, and invoices can be processed against it.

Q30: Rather than assigning a specific fund manager to approve a subaward invoice, can a general shared email address that a department uses be listed in the system?

A30: No, a specific fund manager must be assigned, because that is uniquely tied to an individual's login and DACSS profile.

Q31: Where should I reach out for PAN-related questions?

A31: Please direct your questions to the Help Desk at help@it.ucla.edu.

Q32: We are not able to backdate for period of performance and project period when creating a subcontract. How do we proceed with subcontracts with a 1/1 start date?

A32: On the calendar, select today's date. In the line details or in the internal notes section, type the full period of performance.

Q33: Can you provide a sample timeline of subaward invoice processing? I submitted an invoice to the noreply@ address on Tuesday, but haven't received any notifications yet.

A33: It takes some time, given we just went live, for invoices to get processed by AP. Also, please note, you will not receive a notification to approve any invoices until that invoice is actually in the PI/fund manager approval workflow step. There could be other workflow steps prior, requiring approval, before it gets to a PI/fund manager for approval.

Q34: Is there some sort of training on how to complete (and cancel) Receiving for invoices?

A34: Please refer to this [resource on Receiving](#).

Q35: Do subawards now need a new PO for each budget year? If yes, that would be unfortunate, since it adds an unnecessary administrative complication vs. having a single PO for the entire sub.

A35: No, they do not. Once a PO is created in BruinBuy *Plus*, you just need to amend it, and can add lines to it. To create a change order, pull up the BruinBuy *Plus* PO number, navigate to the "Change Request" tab, and click on the "+" sign. That will start the change request process against that PO. Additional information can be found in the [Change Requests and PO Modifications guide](#).

Q36: If a PI is unsure about what to do if a notification was sent to him/her, can a fund manager help by directing the PI where to go in BruinBuy *Plus*?

A36: Yes. They can also reference training material found on the [BruinBuy *Plus* Hub](#)

Q37: How do we upload subaward invoices?

A37: Invoices must be emailed to noreply@invoices.ucla.edu.

Q38: We have an IARPA grant which we created a requisition for a subaward, and a subaward PO was issued via the legacy BruinBuy. The subaward PO was not migrated. We were asked to create a new PO. We are not sure why the subaward PO was not migrated. During the transition, the subaward agreement was submitted to the subaward with the PO # via the legacy BruinBuy system. The downside is that we will need to resubmit an amendment or change to the subaward agreement to the new PO #. Is it possible to submit a case and have the legacy BruinBuy subaward PO be migrated to BruinBuy *Plus*?

A38: What was this PO number? It may have been migrated and you just are unable to view it. See the [list of migrated subs](#).

Q39: Should the subject line or the body of the email have reference to the Subaward?

A39: If this question is referring to the invoice submission process to noreply@invoices.ucla.edu, no, the subject line is not read by digital capture.

Q40: There are a lot of BruinBuy *Plus* activities that affect C&G funding, and many of us are unable to get questions answered via procurement, Ascend 2.0, or BruinBuy *Plus* teams. Marcia and/or Yoon, can you please advocate to have them work on some sort of open house sooner than later for subawards, PANS, expense encumbrances, etc. that affect our PI's C&G funds?

A40: We will communicate the need for these types of events and keep the Research community informed of relevant dates, times, and details.

Q41: O.T. Wells is listed as the owner of our subaward PO. Is he receiving our approval emails for invoices?

A41: Yes, he is. Can you please reach out to the Help Desk to indicate the migrated POs that need to be switched to you? If you are looking for migrated POs, this may be due to the fact that the PO Owner was a Purchasing Buyer, and not under your name.

Q42: When I search in the system for POs on our subawards, I am unable to find them. Nothing populates when I search the PO. These are POs that should have been migrated, but now seem not to exist.

A42: If you are looking for migrated POs, this may be due to the fact that the PO Owner was a Purchasing Buyer, and not under your name. We are working on updating this and should have it done week of 1/22/24. You can reach out to the Help Desk and indicate the migrated POs you are unable to view and we can update that for you.

Q43: Can we submit multiple invoices in one email to the centralized email address?

A43: Yes, as long as each invoice is a unique PDF within that email.

Q44: I have not received any notifications to review submitted orders. I know our Purchasing team has already submitted several orders in the new BruinBuy *Plus*.

A44: There are no notifications for reviewers to review orders. You will review the reporting dashboard, and then filter by Requisitions, POs, or invoices to review the transactions you need to review. Additional information can be found in the [PAN Reviewer Quick Reference Guide](#).

For subawards, notifications will be sent once the PI/fund manager workflow step is triggered. A notification will not be sent prior.

Q45: The training guidance available to us at this point in time is insufficient. We all have so many questions and it is very hard to get answers. A lot of us are creating our own groups to find answers. Can we request more help/guidance/training from BruinBuy *Plus* leadership?

A45: Please come to our Office Hours or reach out requesting Procurement to host a Q&A session with your specific group. Everyone, including central Procurement, is enduring all the changes with learning the new tool.

Q46: Is there a set of instructions we can send to PIs that show them how to do the approval process?

A46: They should have taken the PI training - you can refer them to the eLearning on the [BruinBuy Plus Hub](#).

Q47: Will EFM continue to allow to bill for subaward invoices that have not posted to the ledger? I am anticipating that there will be a backlog due to the transition to BruinBuy Plus.

A47: EFM will continue to follow the current business process for outstanding subaward invoices that have not been processed and posted to the General Ledger as expenses. Please include such subaward expenses in the Closeout Packet as an adjustment so it is included in the final expenses. As long as a copy of the subaward invoice is included that EFM can review to verify that service period is applicable to the project period and to confirm the amount, EFM will include subaward expenses in the final to submit to the sponsor so we can recover costs in full.

Q48: For subaward continuation/modification in BruinBuy Plus, do we need to close the migrated PO even though there are still balances left, and then include the carryover balance in the new PO?

A48: Migrated POs were closed out in legacy BruinBuy, and the encumbrances were released. The balance migrated over to BruinBuy Plus, which reflects that encumbrance now.

Q49: We are in need of more immediate help. The assistance available is either not clear or unresponsive altogether. Would be grateful for further guidance.

A49: The BruinBuy Plus team would be happy to hold a Q&A session with your group, if desired. You can email the Help Desk at help@it.ucla.edu - let them know Genelle Vinci referred you and indicate proposed dates.