



Research Administration Forum

February 8, 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*
- **Ascend 2.0** – *Genelle Vinci*
 - BruinBuy Plus Update
- **Extramural Fund Management** – *Yoon Lee*
 - ERS Replacement Project
 - UCPath Salary Cost Transfer and GAEL Redirect
- **Contract and Grant Administration** – *Tracey Fraser*
 - Common Disclosures / SciENcv Updates
 - Subaward Process updates
 - Research Security



ASCEND 2.0

02/08/2024

AGENDA

- BruinBuy *Plus* Update
- Preview: Subaward/Subcontract Tips & Resources Guide

BRUINBUY *PLUS* UPDATE

UCLA Research
Administration

UPDATE: WORKFLOW FIX FOR SUBAWARD/ SUBCONTRACT INVOICES

During the first few weeks of hypercare, the Procurement team identified an issue with workflow for invoices against subawards/subcontracts.

Known Issue: Due to a system glitch, invoices against subawards/subcontracts were not prompting notification emails to PIs and fund managers to alert them that an invoice was ready to approve

Identified Resolution:

- As of 1/19/24, the workflow issue has been fixed. Invoices ready for PI and fund manager approval will now prompt notification emails
- For invoices submitted to noreply@invoices.ucla.edu prior to 1/19/24: The PI and fund manager tied to the invoice do not need to take immediate action; however, in some cases, Accounts Payable team may reach out directly to the PI and/or fund manager for manual approval
- For invoices submitted to noreply@invoices.ucla.edu on or after 1/19/24: Workflow routes invoice for approval as designed

REQUESTING PI & FUND MANAGER SYSTEM ACCESS

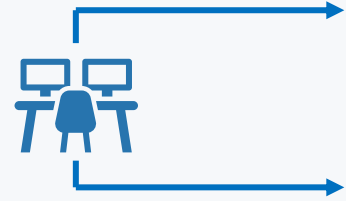
The process outlined below explains how PIs and fund managers gain BruinBuy Plus system access.



An admin (likely the fund manager) navigates to the “Research Subaward” or “Research Subcontract” form in BruinBuy Plus



Within the form, the admin inputs the name and email of the fund manager and PI associated with the subaward or subcontract



The form routes to PSG (Procurement Solutions Group), who checks whether the fund manager and PI are in the system and hold the correct role

If the fund manager and/or PI listed in the form **already has the correct role in BruinBuy Plus**, the central team simply adds them to the workflow to review invoices specific to that subaward/ subcontract

If the fund manager and/or PI listed in the form **does not already have the correct role in BruinBuy Plus**, the central team provides them access to relevant training and to BruinBuy Plus, and adds them to the right workflow in the system

UPDATING A PI OR FUND MANAGER FOR SUBCONTRACT/SUBAWARD INVOICE APPROVAL

- For an **Invoice** that is currently in workflow with the **incorrect PI/fund manager**, please email help@it.ucla.edu and indicate with whom to **replace** the current **PI/fund manager**
- The most effective way to **update PI/fund manager information** is when creating an **amendment** to a **Subaward/Subcontract**, to update the fields asking, “Who are the UCLA PI/fund manager?”
- For R1 (through December 2024), PIs and fund managers will be maintained by the **Procurement Solutions Group (PSG)**. The original list (reflected in workflow for existing Subcontracts/Subawards) was developed utilizing data from **PATS** – with validation in some cases from departments.

NEED HELP? CONTACT THE BRUINBUY *PLUS* HELP DESK

BruinBuy *Plus* users who require assistance are encouraged to contact the help desk.



PHONE

Call **310-267-4357** and a service ticket will be created on their behalf.



EMAIL

Email questions directly to help@it.ucla.edu and a ticket will be auto-created.



SERVICENOW

Log a ticket yourself in [Service Now](#) and ITS will route it accordingly.

NEED HELP? JOIN RESEARCH-SPECIFIC OFFICE HOURS

To ensure the Research community gets clear, timely answers to questions related to UCLA's new procurement processes, the BruinBuy *Plus* team is facilitating office hours featuring a Research-specific breakout session at the following dates/times:



- Tuesday, February 13, 11:00-12:00 p.m. PST – [register here](#)
- Tuesday, February 20, 11:00-12:00 p.m. PST – [register here](#)

NEW! Submit questions in advance via the survey below:

[SURVEY LINK](#)

NOTE: There is only one survey link for all Office Hours sessions.

SUBAWARD/SUBCONTRACT TIPS & RESOURCES GUIDE

The BruinBuy *Plus* and Ascend 2.0 Training Team collaboratively developed the [Subaward/Subcontract Tips & Resources Guide](#), a helpful resource addressing many common questions and issues raised by UCLA's Research community. The guide includes information about the following:

- User Access
- Invoices
- Notifications
- Approvals
- How to see migrated POs
- How to create a new PO for a migrated PO for which we cannot do a change order
- F&A Rates
- When to do Receiving
- How to create amendments against a BruinBuy *Plus*-originated Subaward/Subcontract
- How to reach out for help
- How to update a fund manager for Subaward/Subcontract invoice approval

Visit the [BruinBuy *Plus* hub](#) to access other helpful BruinBuy *Plus* resources

PREVIEW: SUBAWARD/SUBCONTRACT TIPS & RESOURCES GUIDE

UCLA Research
Administration

Subaward/Subcontract Tips and Resources Guide


Invoices

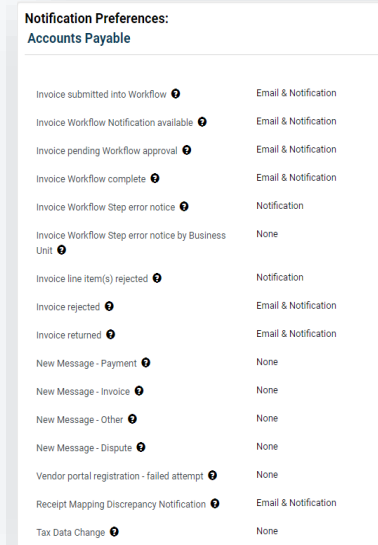
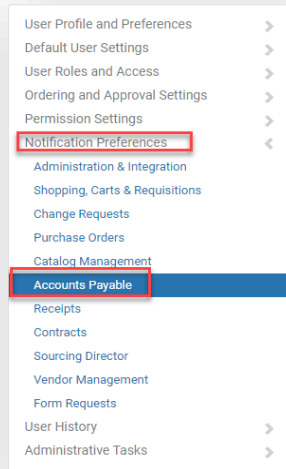
- All **Invoices** need to be sent to noreply@invoices.ucla.edu for the **Invoice** to get into BruinBuy *Plus* and start workflow.
- All **Invoices** against a **Subaward/Subcontract** will require a Fund Manager **AND** a PI to approve the **Invoice**.
- All **Invoices** against a **Subaward/Subcontract** require **Receiving**.
- Notifications can be sent to alert you to the following actions:
 - An **Invoice** against a **PO** you are the **PO Owner** on has entered BruinBuy *Plus* (at this point you can view it by accessing your **PO** and locating the **Related Documents**, and accessing the **Invoice**).
 - An **Invoice** is in **Workflow** and now requires **Receiving**.
 - An **Invoice** is in a **Workflow Step** that requires your **Approval**.
 - An **Invoice** or **Credit Memo** has successfully completed all workflow review processes and has sent to **PAC** for payment
- It is preferred for the **Subrecipient** to email the invoice to noreply@invoices.ucla.edu



Subaward/Subcontract Tips and Resources Guide

Notifications (1 of 5)

- Notifications can be changed within your **User Profile**.
- To review notifications, navigate to the top right of your home screen in BruinBuy *Plus*, and select the **Silhouette Icon** to access your unique **User Profile**. 
- On the left side menu, select **Notification Preferences**, then **Accounts Payable**.
- This will direct you to the notifications or **Accounts Payable**.
- You will notice which notifications you currently have enabled and what type of notification is being sent.

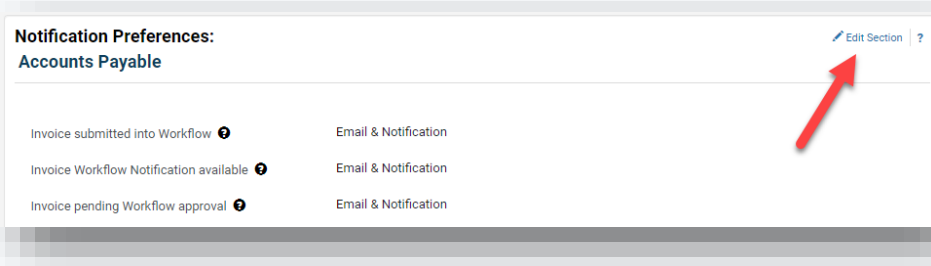




Notification Preferences: Accounts Payable	
Invoice submitted into Workflow	Email & Notification
Invoice Workflow Notification available	Email & Notification
Invoice pending Workflow approval	Email & Notification
Invoice Workflow complete	Email & Notification
Invoice Workflow Step error notice	Notification
Invoice Workflow Step error notice by Business Unit	None
Invoice line item(s) rejected	Notification
Invoice rejected	Email & Notification
Invoice returned	Email & Notification
New Message - Payment	None
New Message - Invoice	None
New Message - Other	None
New Message - Dispute	None
Vendor portal registration - failed attempt	None
Receipt Mapping Discrepancy Notification	Email & Notification
Tax Data Change	None

Subaward/Subcontract Tips and Resources Guide

Notifications (2 of 5)

- To update **Notification Preferences**, navigate to the top right of the **Notification Preferences: Accounts Payable** screen and select **Edit Section**.



- Once you select **Edit Section**, you will notice **Blue Radio Buttons** and options for you to select.
- To turn **On** a notification
 - Select the **Override Button**
 - Then select the notification type you wish to receive.
 - None – no notifications
 - Email – Only an email notification
 - Notification – This is a notification within BruinBuy *Plus* that will appear with the **Bell Icon** next to your **Profile Icon**  
 - Email and Notification – This will send both an email and a notification in BruinBuy *Plus*.

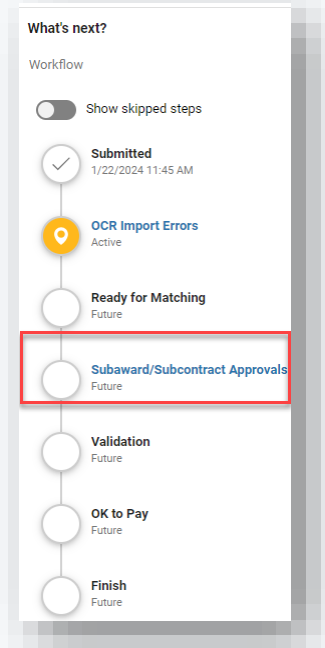
Subaward/Subcontract Tips and Resources Guide

Notifications (3 of 5)

When will you receive a notification?

- If you created a **Requisition/PO**, a notification can be sent to you when **Receiving** needs to be completed.
- When the invoice is in the **Subaward/Subcontract Approvals** workflow step.

NOTE: There may be other workflow approval steps before an invoice gets to this step, so it could take time to get to your workflow approval step.

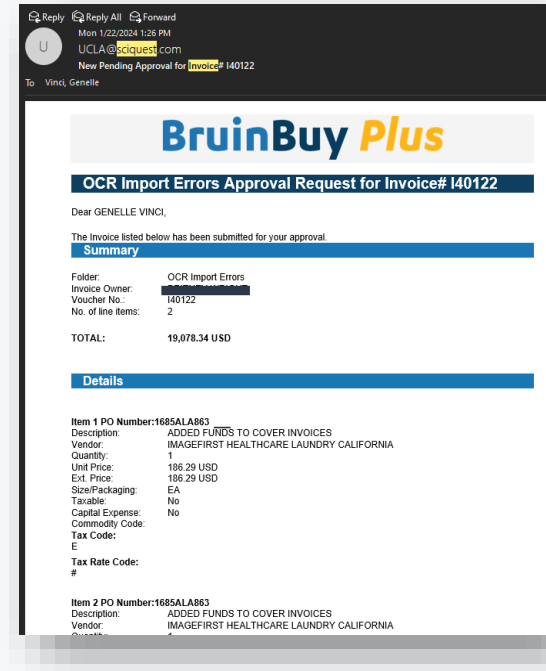


Subaward/Subcontract Tips and Resources Guide

Notifications (4 of 5)

You have the ability to approve invoices from the notification itself **OR** from within BruinBuy *Plus*.

Email notifications (Pictured to the right) contain useful information such as the workflow step, the PO Number, and line item details.



Subaward/Subcontract Tips and Resources Guide

Notifications (5 of 5)

Scrolling down the body of the email will reveal a section to Take Action.

From here, if you select the yellow **Take Action** button, it will direct you to a new page giving you the options to **Approve**, **Reject/Cancel**, or **Assign to Myself**.

Ready to approve, reject or assign this document to yourself? **Take Action**

Bruin Plus

Invoices: I40122

Owner:	BRITNEY WRIGHT
Subtotal:	19,078.34 USD
Terms Discount:	0.00 USD
Discount:	0.00 USD
Tax1:	0.00 USD
Tax2:	0.00 USD
Shipping:	0.00 USD
Handling:	0.00 USD
No. of line items:	2
Vendors:	IMAGEFIRST HEALTHCARE LAUNDRY CALIFORNIA
Assigned To:	Not Assigned

> **Addresses**

Attachments 1

> **Line Items**

> **Other Approvers** 10

Actions

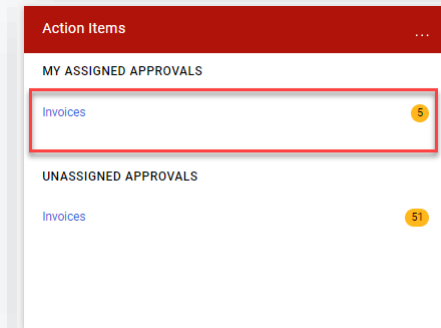
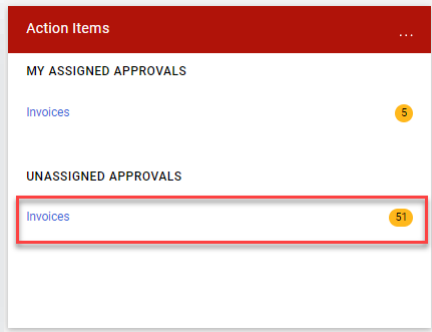
Comment

Subaward/Subcontract Tips and Resources Guide

Approvals (1 of 3)

- As mentioned in the [Notifications Section](#), you can **Approve** directly from the notification, or you can **Approve** from within BruinBuy *Plus*.
- After Logging into BruinBuy *Plus*, under the **Home Shopping Dashboard** there is a widget called **Action Items**.
 - Here you will notice your **Unassigned Approvals**
 - Then you can select **Invoices**

NOTE: You can also access **Invoices** you have already assigned to yourself in the **My Assigned Approvals** section.



Subaward/Subcontract Tips and Resources Guide

Approvals (2 of 3)

Once you select **Invoices**, you can review the **Invoices** you need to approve by **Fund**.



Subaward/Subcontract Tips and Resources Guide

Approvals (3 of 3)

You can select a folder and review approvals two ways:

Mass Approval

Approval One-by-

- Select the **Invoice Number** to open it.

- Once you are in the **Invoice**, you can review the fields (Vendor name, FAU, Amount, etc.), then **Approve**.

INVOICE NO.	VENDOR INVOICE NO.	VENDOR NAME	ASSIGNED APPROVER	CREATE DATE	PO NO.	MATCH STATUS	AMOUNT
132600	Test124	Skyinet Industries	Not Assigned	12/7/2023 9:16 AM	3260000000000000	Unmatched	25,000.00 USD
132750	4831	FISHER SCIENTIFIC COMPANY LLC	Not Assigned	9/19/2023 2:39 PM	3275000000000000	Matched	40.52 USD
132750	4831	FISHER SCIENTIFIC COMPANY LLC	Not Assigned	9/19/2023 2:39 PM	3275000000000000	Matched	23.00 USD
132750	4831	FISHER SCIENTIFIC COMPANY LLC	Not Assigned	9/19/2023 2:39 PM	3275000000000000	Matched	86.51 USD

INVOICE NO.	VENDOR INVOICE NO.	VENDOR NAME	ASSIGNED APPROVER	CREATE DATE	PO NO.	MATCH STATUS	AMOUNT
1326001	Test124	Skyinet Industries	Not Assigned	12/7/2023 9:16 AM	3260000000000000	Unmatched	25,000.00 USD

CONTACT INFORMATION

GENELLE VINCI

gvinci@finance.ucla.edu

ASCEND 2.0 RESEARCH WEBSITE

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

An aerial photograph of Los Angeles, California, showing the city skyline with several skyscrapers in the center, surrounded by dense residential and commercial areas. In the foreground, the UCLA campus is visible, featuring various academic buildings, a large green field, and a swimming pool. The image is used as a background for a presentation slide.

EXTRAMURAL FUND MANAGEMENT

FEBRUARY 8, 2024

AGENDA

- ERS replacement project
- UCPath Salary Cost Transfers and GAEL Redirect

ERS REPLACEMENT PROJECT

YOON LEE

UCLA Research
Administration

EFFORT REPORTING SYSTEM

- Federal regulation, Uniform Guidance requires that an entity receiving federal funding to have **adequate documentation to support that compensation** charged to federal grants is reasonable for the work performed (*2 CFR. §200.430 Compensation - personal services*).
- **Effort reporting** is UCLA's current method of complying with the requirement, certifying to the sponsors that the salary and wages charged reasonably reflects the effort spent on a sponsored agreement.
- Individuals who committed effort on a federal or federal flow-through funds are required to certify the effort reports using **Effort Reporting System (ERS)** .

ALTERNATIVES TO EFFORT REPORTING

- **The Uniform Guidance** (2 CFR Part 200) that went effect in December 2014, replacing OMB A-21, **allowed for flexibility** in how entities implement processes to document compensation, removing “effort reporting” although there is added emphasis on having a system of internal controls that reasonably reflects work performed.
- Research universities explored alternatives to the traditional “effort reporting” which is considered less intuitive and administrative burdensome.
- UCLA was interested in exploring for more intuitive and efficient alternatives but decided not to pursue it early on due to untested audit environment to those alternative methods.
- Transition to UCPATH in September 2018 and the UCPATH post-go live challenges further delayed UCLA’s effort to search for alternatives to effort reporting.

OPPORTUNITY TO IMPROVE EFFICIENCY

Why Now?

- A few other certification methodologies that are more efficient than effort reporting adopted by other institutions have successfully passed the audits.
- The major UCPATH defects have been addressed; however, the process of loading earnings to the ERS from UCPATH became highly manual and inaccurate derived effort percentage in UCPATH requires unnecessary manual reconciliation and adjustments in the effort reports, increasing compliance risk.
- Replacing the ERS aligned with Ascend go-live gives an opportunity for UCLA to integrate with the new system as a part of Ascend program, eliminating the need to retrofit the ERS separately, which is planned to be replaced.
- Considering these, ORA decided to replace the ERS, reviewed multiple vendor systems and decided to implement the web-based system, Employee Compensation Compliance (ECC) with the goal to reduce administrative burden for both faculty and the institution while staying in compliance with UG.

NEXT STEPS

- The new system ECC provides several approaches to documenting personnel costs; traditional effort reporting, project certification, and a hybrid certification method (effort reporting for the faculty + project certification).
- ORA is planning to invite the PIs and ERS Coordinators who have a high volume of effort reports today across campus to the new system demo sessions to solicit their feedback on different certification methodologies.
- ORA will communicate more details on the project timeline, system features, and updates from the demo sessions at future RAF.

UCPATH SALARY COST TRANSFER TOOL AND GAEL REDIRECT

YOON LEE

UCLA Research
Administration

GAEL INCORRECTLY ASSESSED

CRU Announcement on February 7, 2024: ["SCT Technical Error: GAEL Charges Posted to Federal Funds 11/13/23 - 1/31/24"](#)

Payrolls transferred using the new Salary Cost Transfer tool released on 11/13/23 resulted in incorrectly assessing GAEL (General And Employment Liability) to the federal or federal flow through (FFT) project funds.

When moving payroll onto Federal/FFT funds: Unallowable GAEL expenses are charged incorrectly increasing the total expense on the project fund.

When moving payroll off from Federal/FFT funds: GAEL credit were posted incorrectly reducing the total expense on the project fund.

GAEL CORRECTION

Go-forward correction: UCPATH implemented the fix in the system to stop the errors effective January 29, 2024.

Historical data correction: UCPATH is developing a script to correct the GAEL debit and credit incorrectly posted to federal and federal flow through funds between 11/13/23 – 1/31/24.

CRU plans to inform the campus once the historical data is corrected. To subscribe CRU news, visit [here](#), the CRU newsletter page.

QUESTIONS?

Contact Information

EFM Website

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

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Email: yun.lee@research.ucla.edu

Ascend Website

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

Katie Cadle

Phone: (310) 794-0223

Email: kcadle@research.ucla.edu

OCGA UPDATES

TRACEY FRASER, SENIOR DIRECTOR

OFFICE OF CONTRACT & GRANT ADMINISTRATION

FEBRUARY 2024 RAF

UCLA Research
Administration

OCGA UPDATE TOPICS

01

SUBAWARD PROCESS

Updated process for
requesting POs for
subawards

02

SPONSOR UPDATES

Common Disclosures
SciENCv
Miscellaneous

03

RESEARCH SECURITY

New Review Process
Research Security
Training

Subaward Process

This is a transitional
short-term process

SUBAWARD PROCESS

Requesting a PO for an amendment to a subaward that was transitioned into BB+

1. Dept submits a purchasing requisition to BB+ **NEW**
 - Include subaward checklist
2. Purchasing will review and issue a PO # to OCGA Outgoing Subs Team (OST) only **MODIFIED**
3. OST will draft amendment
4. OST will send a copy of the Fully Executed amendment, incorporating the new PO number to the PI/ dept

SUBAWARD PROCESS (DRAFT FINAL)

Requesting a PO in BB+ for new subaward

1. Department submit a purchase requisition in BB+
 - Include the award snapshot and subaward checklist
2. Purchasing will review and, if needed, work with the dept to correct
3. The requisition is then moved to on-hold status by Purchasing MODIFIED
4. Separately / simultaneously dept submits required subawardee paperwork (including the req #) directly to OST to request drafting of subaward agreement.
5. OST sends Purchasing and dept the executable subaward referencing the NEW
 - Usually, no additional action required by the department
6. Purchasing issues a PO number to OCGA MODIFIED
7. OCGA finalizes the agreement with the sub and then sends the fully executed agreement to the dept

Sponsor Updates

SPONSOR UPDATES: NSF

- NSF PAPPG 24-1
 - Released January 22, 2024
 - Effective Date May 20, 2024
- Common Forms for the Biographical Sketch and Current and Pending Support
 - NSF has required use of SciENCv since October 2023
- Malign Foreign Talent Recruitment Program Certification

SPONSOR UPDATES: NIH

- Forms I and Grants Policy Manual Update
 - Awaiting finalization of Uniform Guidance updates
- Implementing the Common Forms (Biosketch and Current and Pending (Other) Support) in a phased approach
 - Estimating January 2025 for new forms
- SciENCv
 - Forms available in SciENCv – estimating May 2025
 - Will not mandate until SciENCv is more user friendly / institutions can automatically upload their own information

SPONSOR UPDATES: NIH

Reminder:

- Until the Common Forms are fully adopted by NIH, NIH requires applicants and recipients to use the current NIH:
 - Biosketch and Other Support formats for applications,
 - Just-in-Time (JIT) Reports, and
 - Research Performance Progress Reports (RPPRs)
- Electronic signatures and supporting documentation are required
- Failure to follow the appropriate formats may cause NIH to withdraw applications from or delay consideration of funding

SPONSOR UPDATES: OTHER

- DOD working on finalizing arrangements for deployment of Common Forms
 - Anticipating minimal or no customization
- DOE also in mid-review of the Common Forms

Research Security:

UCOP Enhanced Review & Approval Process

“In an era defined by rapid technological advancements and an increasingly interconnected world, the landscape of research security has undergone a profound transformation and continues to evolve. The federal government has prioritized protecting the U.S. research enterprise, issuing new legislation, policies, and regulations”



ENHANCED REVIEW AND
APPROVAL PROCESS



INVENTORY OF INTERNATIONAL
COLLABORATIONS



ROUTINE COMPLIANCE
REPORTING

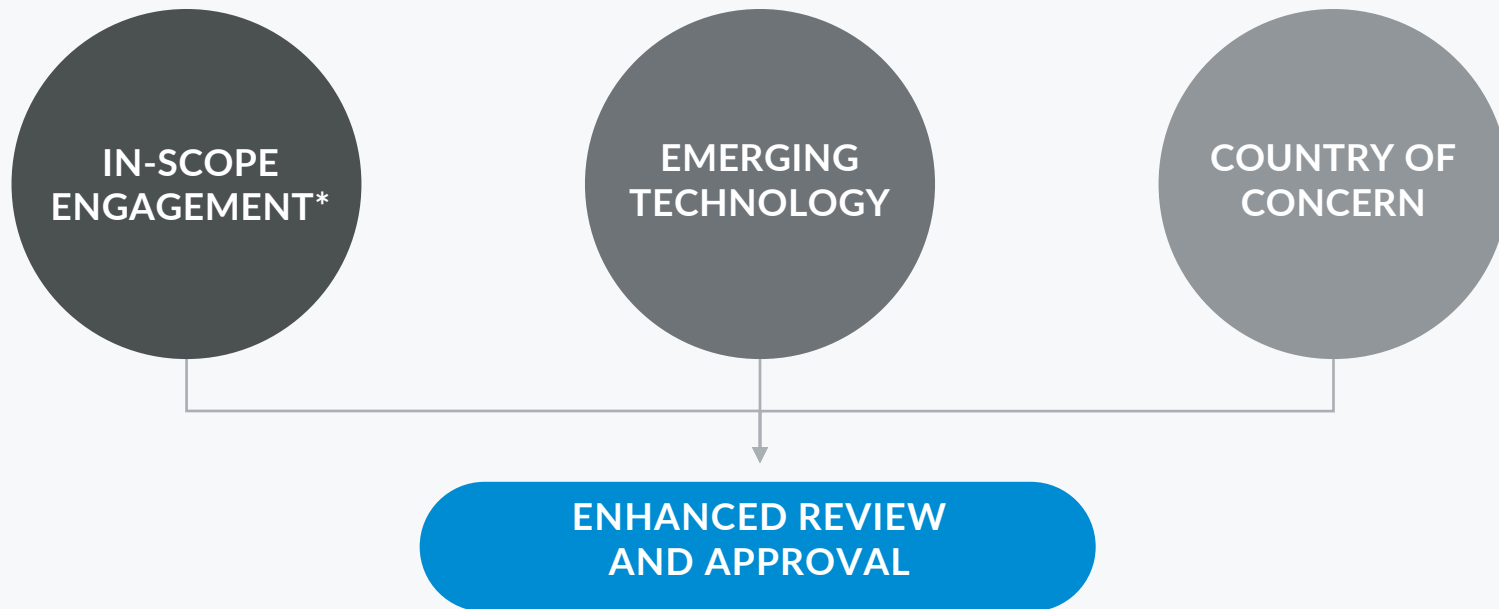
Comprehensive
Framework for UC
international
engagements involving
emerging technology
and countries of
concern

WHAT IS AN ENHANCED REVIEW & APPROVAL PROCESS?

- A review of an in-scope engagement that involves emerging technology and a country of concern
 - Involves identifying and mitigating any relevant legal, compliance, financial, or reputational risks
- Initially vetted by campus then routed to UCOP for evaluation and endorsement
- Continued monitoring after initial approval

WHEN IS AN ENHANCED REVIEW & APPROVAL PROCESS REQUIRED?

**Engagement encompasses engagements, affiliations, agreements and collaborations*



UCOP review is required for projects involving in-scope activities, an emerging technology and a country of concern.



IN-SCOPE ENGAGEMENTS

Engagements, affiliations, agreements and collaborations involving:

- Non-federal sponsored research
- Gifts
- International agreements
- Degree-granting programs
- MOUs



OUT-OF-SCOPE ENGAGEMENTS

- **Federally sponsored:**
 - **Grants and contracts**
 - **Research with foreign subawards**
 - **Research with foreign-located collaborators**

Other out of Scope Activities include:

- Non-Disclosure Agreements, Confidentiality Agreements, Sales & Service Agreements, Material Transfer Agreements, Data Use Agreements, Patents, and IP Licensing, purchasing or procurement, gifts <\$50k from a foreign source associated with a country of concern, degree granting programs without a research component or exchange

UCOP review is not required for out-of-scope engagements even if the activities involve countries of concern and emerging technologies

Still need local (UCLA) research security review to identify and mitigate any relevant legal, compliance, financial, or reputational risks.

ENHANCED REVIEW AND APPROVAL

UCOP is required for projects involving in-scope activities, an emerging technology and a country of concern.



EMERGING TECHNOLOGY

[Sec 1758 of the Export Control Reform Act \(ECRA\)](#)

- Biotechnology
 - Nanobiology
 - Synthetic biology
 - Genomic and genetic engineering
 - Neurotech
- Artificial intelligence (AI) and machine learning
- Positioning and navigational technology
- Microelectronics or Semiconductors
- Advanced computing
- Data analytics technology
- Quantum information and sensing
- Additive manufacturing
- Robotics and autonomous systems
- Brain-computer interfaces
- Hypersonics



COUNTRY(IES) OF CONCERN

Includes more countries that Export Control list

- Qatar
- Saudi Arabia
- United Arab Emirates
- China, including Hong Kong & Macau
- Russia
- Iran
- North Korea

ENHANCED REVIEW AND APPROVAL PROCESS

Detailed process in development

LOCAL (UCLA) REVIEW

Coordination, consultation and input between Academic Leadership, OCGA*, Export Controls, Campus Counsel, Research Compliance and other campus leadership, including the Chancellor

PI/department will be notified that Presidential approval is required prior to submission

UCOP REVIEW AND APPROVAL

If a decision is made to proceed, information will be sent to UCOP detailing the proposed engagement, the review process, the risks identified and an outline of the mitigation steps that have, or will be, taken to address risks

UC ECAS, in consultation with RPAC and UC Legal will review before forwarding for the President's review and approval

CONTINUED MONITORING

Approved engagements will be monitored for:

- Potential material changes
- New regulatory requirements or enforcement priorities, or
- Other changes that might occur as the engagement progresses.

Updated information will be provided to UCOP as necessary

01

02

03

PROPOSAL SUBMISSION

If a proposal is submitted to a funding entity prior to review and approval by the President, the sponsor and proposer (i.e., principal investigator or responsible party) will be notified that approval by the President must be secured before the location can accept a subsequent agreement or support.

Enhanced Review & Approval Process Key Takeaways

- Comments here are limited to sponsored research going through OCGA
- Non-federal research + emerging technology + country of concern
- Contact OCGA / Export Controls Office as early as possible so that we can:
 - Assess if a review will be needed, and
 - Co-ordinate with the parties who may need to be involved

Research Security: Training Videos

RESEARCH SECURITY TRAINING

- **NSPM-33**
 - In an effort to mitigate risks to the nation's research enterprise, universities and research institutions awarded \$50M or more annually in federal sponsored research funding annually must develop Research Security Programs that include research security training
 - Covered research organizations must annually certify their training meets requirements
- **Chips & Science Act**
 - Federal agencies must establish a requirement that each covered individual listed on an award application completes research security training and that institutions certify that this training has been provided

RESEARCH SECURITY TRAINING

Resources

- UCOP Ethics, Compliance and Audit Services – Video Shorts
- NSF – Training Modules
- Links to UCOP and NSF training are UCLA's RPCs [Foreign Engagement webpage](#)

RESEARCH SECURITY TRAINING: UC VIDEO SHORTS

1. Disclosures: Conflicts of Interest and Conflict of Commitments
2. Talent Recruitment Programs
3. International Collaborations
4. Data Security

RESEARCH SECURITY TRAINING: NSF TRAINING MODULES

Four [interactive online research security training modules](#) designed to:

- *‘Facilitate principled international collaboration in an open, transparent and secure environment that safeguards the nation's research ecosystem’.*
- *‘Provide researchers with clear guidelines and effective strategies to protect against existing and emerging research security threats.’*

RESEARCH SECURITY TRAINING: NSF TRAINING MODULES

NSF was tasked with the development of the modules, but they are for the research community at large

- Not limited to NSF funded projects
- Supported by funding from NSF, NIH, DOE and DOD

RESEARCH SECURITY TRAINING: NSF TRAINING MODULES

1. Introduction to Research Security
2. The importance of Disclosure
3. Manage and Mitigate Risk
4. The importance of International Collaboration

Research Security Training: Key Takeaways

- Message today is that videos are available
- Not mandatory ...Yet
- Not limited to NSF funded projects
- More information should be available in the coming months on **who** needs to take **what** training and **when** to meet the new NSPM33 and Chips Act research security training requirements.


Thank You

OHRPP REMINDER

FEBRUARY 8, 2024

UCLA Research
Administration

Maintaining Future Protocol Amendments and Consent Updates – OnCore Coordination

- UCLA CTSI/Health Services has requested that protocol and consent updates be submitted through BruinIRB to allow for the revised documents to be passed through to the study file in OnCore.
 - See [IRB Reliance Guidance](#) for information on the type of amendments requiring submission in BruinIRB for Reliance submissions.
- BruinIRB new activity: [Update Study Details](#) (see link for User Guide)
 - New activity allows for the upload of revisions to the protocol and/or informed consent documents that have received approval by an External IRB.
 - Proposed revisions or changes updated through this process neither require nor will receive standard UCLA OHRPP review and should only be used to upload  revised documents approved by the reviewing IRB.

February 2024 Research Administration Forum Q&A

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Ascend 2.0

Q1: At the last RAF it was mentioned that approval workflow should work after January 19. Will it apply to all POs even for legacy POs? Or just apply to POs created in BruinBuy *Plus* system?

A1: Correct, this is for both PO's (migrated and organic PO's in BruinBuy *Plus*).

Q2: In the last office hours for subaward, a question was raised where PI was asked to do a receiving. Was this a one off? A suggestion, can we disable the receiving function for PIs? This will confuse PIs.

A2: They can turn their notifications off, so they don't get that receiving notification.

Q3: Can you provide a link to the Subaward/Subcontract Tips and Resources Guide?

A3: Here is a link to the [Subaward/Subcontract Tips and Resources Guide](#).

Q4: What is the procedure to clear invoice in H&I? Whom do we contact?

A4: You can reach out to Leilani Schelstrate at this email address: lschelstrate@finance.ucla.edu

Q5: Do POs auto-close? In the BruinBuy *Plus* FAQs, it seems that Declining Balance POs don't auto-close; but shouldn't other POs auto-close once PO amount is fully invoiced?

A5: Only the Catalog PO's (with the exception of Ricoh) close. Any other PO will need to be manually closed by submitting a ticket to the help@it.ucla.edu email address.

Q6: So we no longer need to add an extra \$1 to keep a subaward PO open, is that correct? Since they do not close (even if spent in full) unless we submit a ticket asking for it to be closed?

A6: Yes, that is correct. I heard them instruct no longer adding the \$1 in one of the office hours.

Q7: How much longer will the legacy POs migrate to BruinBuy *Plus*?

A7: We only have done one batch of migration, and that was at go-live. We brought over 38,000. There might be one more migration effort prior to us closing down BruinBuy.

Q8: They mentioned something about invoices going to the PIs and the Fund Managers. Is that happening? Because it doesn't sound like our FMs are getting anything, but we know there were a few new invoices sent (subawards).

A8: If invoices were submitted prior to 1/19, they were not triggering the workflow, but if an invoice is submitted to the noreply email address on or after 1/19, those invoices will trigger notifications & approvals in BruinBuy *Plus*.

Q9: What if our PO is sitting on I status in the legacy system? What happens then? Like it was not posted by purchasing.

A9: You can reach out to Leilani Schelstrate at this email address: lschelstrate@finance.ucla.edu

Extramural Fund Management

Q1: Once ECC is brought online, will it be used only for new reports, or also for older overdue reports that have not been resolvable with ERS?

A1: A current plan is not to convert the old data to the new system, meaning that older overdue reports in the ERS will need to be completed in the ERS, but there will be more updates to share at the future RAFs.

Q2: One of our professors had a question about effort report certification for an employee who was on medical / sick leave. For the new effort reporting certification - will there be language in the certification statement that allows a PI to certify that the salary was paid in accordance to university policy on the grant (but not specifically certifying that effort was contributed to the grant, since the employee would not be contributing effort while they are out on leave)?

A2: A great question. This is one of scenarios we will think about as we evaluate certification methodologies (effort reporting, project certification, or hybrid) and have it in our mind as we develop the business processes around the new methodology we select. Thank you.