



UCLA

Extramural Fund Management

EFM Updates

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Agenda

- **EFM Business Process Changes**
- **Organization Update**

Business Process Changes

Business Process Changes

- **P913 Transfers**
 - **Old Process**
 - Balance \leq 25%: Final approval by EFM Supervisor
 - Balance $>$ 25%: Final approval by ORA AVC
 - **New Process**
 - Balance \leq 25%: Final approval by EFM Supervisor
 - Balance $>$ 25%:
 - Balance \leq \$10,000: Final approval by EFM AD or Director
 - Balance $>$ \$10,000: Final approval by ORA AVC
 - **Benefit**
 - Quicker approvals for P913 transfers

Business Process Changes

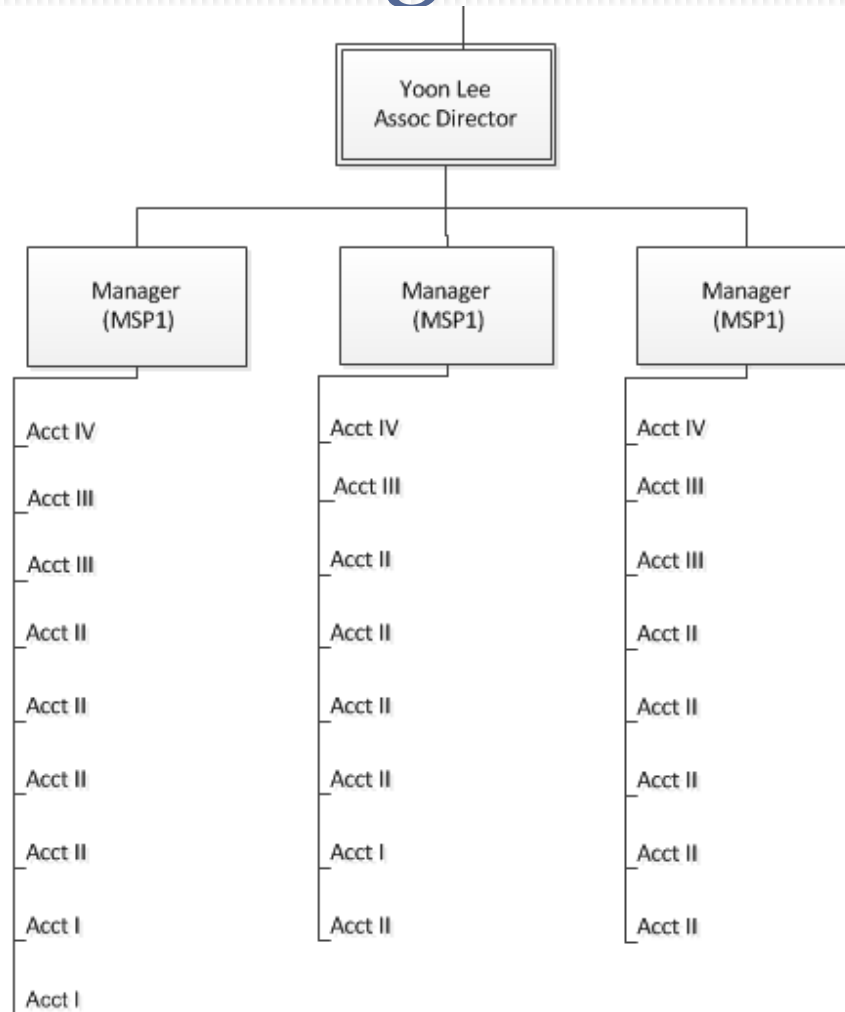
- **Signature Authority**
 - **Change**
 - Added signature authority to additional individuals in EFM
 - **Benefit**
 - Quicker sign off and submission of invoices and reports
 - Allows EFM Supervisors to refocuses efforts in other priority areas
- **Invoicing and Reporting**
 - **Change**
 - Invoicing quarterly rather than monthly when sponsor allows
 - **Benefit**
 - Fewer invoices and reports to submit allows EFM frees up capacity to focus on other priority areas
 - Decreased workload increases customer service and response times

Organization Update

Goals of New EFM Team Structure

- **Create long term relationships with departments**
- **Focus points of contact departments have with EFM**
- **Streamline existing team structure**
- **Provide opportunities for advancement and outline a clear career path**
- **Facilitate consistent practices**
- **Maximize production output**
- **Create a more robust and independent team structure**

New Fund Management Team



New Cash and A/R Team

