



**UCLA**

Extramural Fund Management

# EFM Updates

Research Administrator's Forum  
February 11, 2016

# Today's topics



- EFM Staff update – Yoon Lee
- Closeout packet due date – Yoon Lee
- PAMS/RAPID COP update – Yoon Lee/Katie Cadle
- Effort reporting –Connie Brown

## New Assistant Director of Fund Management Teams

### Jennifer Aguilar

- Effective February 1, 2016
- Lead 3 fund management teams of 30 members
- Oversee invoicing, financial reporting, closeout, overall fiscal compliance and management of sponsored awards
- Has been with ORA since 2001
- Proven track record of success in both technical and managerial areas
- Has experience working in OCGA, ORDM, and EFM

# Closeout Packet Due Date:



## Due date of the final cost claim in the outgoing sub-agreement on federal awards:

- UCLA currently required subawardees to submit the final cost claim to UCLA within 45 days after the subaward end date.
- FDP member institutions use the standard FDP cost reimbursement subaward agreement.
- FDP standard agreement requires the final cost claim to be submitted to PTE within 60 days after the subaward end date, not 45 days.
- UCLA agreed to honor 60 days in the standard agreement as a FDP member.
- Effective January 5, 2016, the outgoing sub-agreement from UCLA on federal awards will have 60 day requirements instead of 45 days.

# Closeout Packet Due Date



## Implication of this change to closeout packet due date to EFM

- Currently closeout packets for federal awards are due to EFM within 60 days after the fund end date.
- When the federal award has subawardee(s):
  - Recognizing the due date for the final invoice from the sub is 60 days, 7 additional calendar days will be provided for the department to include subaward expenses in the closeout packet.
  - Closeout packets will be due to EFM no later than 67 days, not 60 days, after the fund end date.

## For all sponsored awards except for the federal with subaward

- No change to the due dates of closeout packets

# PAMS Go Live

- Scope: what will go live?
  - Worklist
  - Deliverable
  - RAPID COP to upload to PAMS
- Timeline and rollout process
- Training
- Next steps

# PAMS Go Live: Scope



## WORKLIST PAGE

- Customized worklists for the individual user to prioritize work and monitor progress updated in near real time
- Ability to track who is responsible for completing a given task at any time

The screenshot displays the 'Worklist' page in the PAMS system. At the top, there are navigation tabs: 'My Funds', 'Fund Details', 'Deliverables', and 'Administration'. Below these are 'Worklist' and 'Fund Search' tabs. The main content area is titled 'Worklist' and includes a dropdown menu for 'My Action Required'. A 'DASHBOARD' section contains three main panels:

- Invoices and Reports Due to Sponsor:** A tree diagram showing 0 total items. It branches into 'Upcoming 60 Days' (0) and 'Past Due' (0). 'Upcoming 60 Days' further branches into 'Interim' (0) and 'Final' (0). 'Past Due' branches into 'Interim' (0) and 'Final' (0).
- Closeout Packets:** A tree diagram showing 8 total items. It branches into 'Upcoming 60 Days' (2) and 'Past Due' (6). 'Upcoming 60 Days' branches into 'Due To EFM' (1) and 'Due to Home' (1). 'Past Due' branches into 'Due to EFM' (1) and 'Due to Home' (5).
- Missing Managing PI:** A single box showing 888 Account CCs.

# PAMS Go Live: Scope



## DELIVERABLE PAGE

- Easy access to key information about all financial deliverables in one place, including due date, a type of invoice or financial report, frequency, EFM contact, status, etc.
- Ability to retrieve a copy of invoice or financial report submitted to the sponsor

Due Date	Category	Type	Frequency	Owner	Status	Submitted Date	Approved Deliverable
02/28/2016	Invoice	Final	Once	EAR, SHEH JEN	COP Not Started		
12/31/2015	Invoice Milestone	Interim	Monthly	EAR, SHEH JEN	Deliverable Not Started		
10/31/2015	Invoice Milestone	Interim	Monthly	EAR, SHEH JEN	Deliverable Not Started		
07/31/2015	Invoice Milestone	Interim	Monthly	EAR, SHEH JEN	Deliverable In Process		
06/30/2015	Invoice Milestone	Interim	Monthly	EAR, SHEH JEN	Reviewed Not Submitted	06/19/2015	
05/31/2015	Invoice Milestone	Interim	Monthly	EAR, SHEH JEN	Submitted-Revised	05/20/2015	
05/30/2015	Invoice Milestone	Interim	Once	EAR, SHEH JEN	Deliverable Submitted	05/20/2015	
04/30/2015	Invoice Milestone	Interim	Monthly	EAR, SHEH JEN	Deliverable Submitted	05/13/2015	
03/31/2015	Invoice Milestone	Interim	Monthly	EAR, SHEH JEN	Reviewed Not Submitted	03/10/2015	
02/28/2015	Invoice Milestone	Interim	Monthly	EAR, SHEH JEN	Reviewed Not Submitted	03/10/2015	
01/31/2015	Invoice Milestone	Interim	Monthly	EAR, SHEH JEN	Deliverable Submitted	01/30/2015	



# PAMS Go Live: Scope

## FUND BALANCE APPROVAL PAGE

- Ability to upload the RAPID Closeout Packet in PAMS
- PAMS will facilitate the approval process and automatically update the status of the packet → accurate status of all finals in the worklist
- Will enable us to store all key financial documents in PAMS, official system of record for financial management of sponsored awards




[Fund Details](#) > [Overview](#) > Fund Balance and Approvals

My Funds | **Fund Details** | Deliverables | Administration

Overview | Financial Summary ▶ | Expenditure Review ▶ | Review ▶

<< [Overview](#) Fund No: PI:

### Fund Balance and Approvals

Approvals History	Approval Comments: 
Dept Preparer ( ): Approved by ( ) on 02/06/2015	
Dept Approver ( ):	<input type="button" value="Approve"/> <input type="button" value="Reject"/>
PI ( ):	<input type="button" value="Upload RAPID COP"/>
EFM Preparer ( ):	
EFM Approver ( ):	

Set Fund Panel

# PAMS Go Live: Roll out Process



## GO LIVE IN PHASES

- Rollout will occur in approximately 3 waves
- Department/Universes that make up each wave are currently being reviewed
- Each wave will take at least 1 month to complete from the beginning of the process until access is granted
- Go live with the first wave is planned to start in the spring 2016

# PAMS Go Live: Training



- Variety of training will be available to suit the needs of different users
  - Online training videos covering individual pages within PAMS
  - In-Person Training: Dates to be scheduled around and after go live
  - Open Houses
  
- Training will not be mandatory to gain access to PAMS but is highly recommended

# PAMS Go Live: Next Steps

- Tasks that will need to be completed by departments prior to gaining access to PAMS:
  - Determine the PAMS Universe assignment
  - Fill out a PAMS Access Form
  - Obtain approval for employees to have PAMS access
  
- The PAMS Team will reach out to each department when it is time to start obtaining information and provide next steps at that time
  - We are starting early!
  - The PAMS Team will start reaching out to Wave 1 departments within the next few weeks

# RAPID COP Update

- PI certification required by Uniform Guidance are added to the certification page in the RAPID closeout packet (2. CFR 200.415)
- The statement will be populated in the closeout packet only for federal and federal pass through fund.
- Updated version of RAPID Smart closeout tool will be uploaded today, 2/11/16, to ORA portal

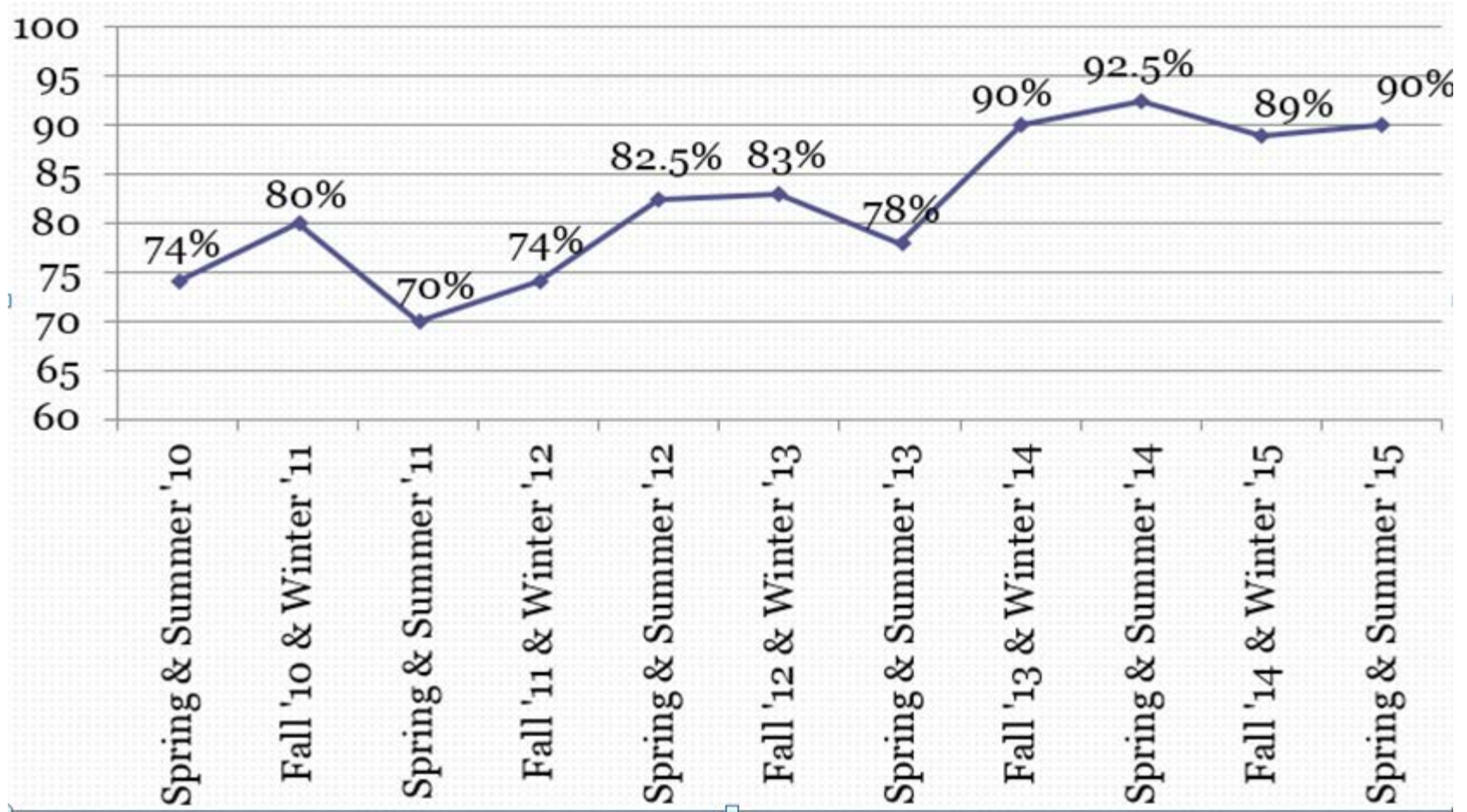
## **2. CFR §200.415 Required certifications:**

(a) To assure that expenditures are proper and in accordance with the terms and conditions of the Federal award and approved project budgets, the annual and final fiscal reports or vouchers requesting payment under the agreements must include a certification, signed by an official who is authorized to legally bind the non-Federal entity, which reads as follows: “By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).”

# Effort Reporting Statistics

- **As of 2/11/16**
  - **UCLA's Campus Rate (Spring'06 - Summer'15)**
    - **99% Certified**
  - **Spring & Summer 2015 deadline, 2/5/16**
    - **On-Time Rate – 90%**
    - Generated: 11,145
    - Certified: 10,108
    - Open: 1,037
  - **Spring & Summer 2015 to date**
    - **Current Rate – 92%**

# Historical On-time submission



# ERS Announcement



- ❑ Fall 2015 & Winter 2016 reports will be released in April 2016
  
- ❑ ERS Training Course
  - Date: Wednesday, May 4<sup>th</sup>
  - Time: 9:00 a.m. - 3:00 p.m.
  - Place: Wilshire Center, 10<sup>th</sup> Floor
  - (Sign-up through LMS)
  
- ❑ To Receive ERS Notifications
  - **To subscribe:** Send an e-mail to: [ers-subscribe@lists.ucla.edu](mailto:ers-subscribe@lists.ucla.edu). The subject line and body of the e-mail can be blank.
  
  - **To subscribe:** Send an e-mail to: [ora-news-subscribe@lists.ucla.edu](mailto:ora-news-subscribe@lists.ucla.edu). The subject line and body of the e-mail can be blank.



# ERS Reminder and support

- Off-campus access
  - Virtual Private Networking (VPN):  
<https://www.bol.ucla.edu/services/vpn/pptp>
  - ERS logon: <https://ers.it.ucla.edu>
- Outreach Support
- Help Desk: [ershelp@research.ucla.edu](mailto:ershelp@research.ucla.edu)
  - Connie Brown
  - Leticia Calderon

# 100% On-Time

As of February 5, 2016 Deadline

DEPT CODE	DEPARTMENT	DEPT CODE	DEPARTMENT	DEPT CODE	DEPARTMENT
0070	EDUCATION	1245	INTERREGIONAL PROGRAMS	1720	SURGERY-LIVER AND PANC. TRANSP
0125	BIOENGINEERING DEPARTMENT	1250	CNTR FOR LATIN AMERICAN STUDIE	1916	CANCER PREVENTION & CNTRL RESE
0130	CHEMICAL ENGINEERING	1265	NR EASTERN STDS-VON GRUNEBaum	1918	CNTR FOR HEALTH POLICY RESEARC
0135	CIVIL & ENVIRONMENTAL ENGINEER	1269	CTR FOR SOUTHEAST ASIAN STUDIE	1920	COMMUNITY HEALTH SCIENCES
0142	CENTER OF FUNCTION ACCEL NANOM	1295	SOCIAL SCIENCES GRANT SUPPORT	1930	ENVIRONMENTAL HEALTH SCIENCES
0145	COMPUTER SCIENCE	1370	DENTAL RESEARCH INSTITUTE	1935	EPIDEMIOLOGY
0157	THE WESTERN INSTI FOR NANOelec	1400	DEANS OFFICE-SCHOOL OF MEDICIN	2040	CRUMP INSTITUTE FOR MOLECULAR
0160	ELECTRICAL ENGINEERING	1430	NEUROBIOLOGY	2060	ASIAN AMERICAN STUDIES CENTER
0285	INFORMATION STUDIES	1445	BIOLOGICAL CHEMISTRY	2075	CHICANO STUDIES RESEARCH CENTE
0350	SOCIAL WELFARE	1460	BIOMATHEMATICS	2090	INST OF GEOPHYSICS & PLANETARY
0464	FILM, TELEVISION & DIGITAL MED	1505	PHYSIOLOGY	2095	JOINT INSTI REG EARTH SYST SCI
0505	INSTITUTE OF PLASMA SCI & TECH	1554	MEDICINE-DERMATOLOGY	2112	JONSSON CANCER CENTER
0513	EDUCATIONAL INITIATIVES	1555	MEDICINE-ENDOCRINOLOGY	2135	MOLECULAR BIOLOGY INSTITUTE
0518	CALIF NANOSYSTEMS INSTITUTE	1558	MEDICINE-GERIATRICS	2155	INST OF ENVIRONMENT AND SUSTAI
0519	UNDERGRADUATE RESEARCH CENTERS	1559	MEDICINE-HEMATOLOGY-ONCOLOGY	2200	RESEARCH AND EDUCATION TECHNOL
0521	CTR FOR ENVTL IMPACTS OF NANOT	1560	MEDICINE-INFECTIOUS DISEASE	2890	OFFICE OF EMERGENCY PREPAREDNE
0523	ACADEMIC ADVANCEMENT PROGRAM	1568	MEDICINE-CARE CENTER	2933	SMH: RAPE TREATMENT CENTER
0725	SLAVIC LANGUAGES AND LITERATUR	1570	MEDICINE-CENTER FOR HUMAN NUTR	3020	LUSKIN CENTER FOR INNOVATION
0755	DEPARTMENT OF COMMUNICATION ST	1574	MEDICINE-NANO MEDICINE	3835	UCLA INTERNATIONAL INSTITUTE
0757	INST FOR PURE & APPLIED MATHEM	1581	NEUROLOGY-LONI	4550	OFFICE OF VP INFORMATION TECHN
0845	INTEGRATIVE BIOLOGY & PHYSIOLO	1644	PEDIATRICS-CRITICAL CARE	4806	EAO PROGRAMS/URBAN COLLAB
0875	PSYCHOLOGY	1645	PEDIATRICS-ENDOCRINOLOGY	4807	BRUIN CORPS
0910	DUCHENNE MUSCULAR DYSTROPHY RE	1655	PSYCHIATRY/BIOBEHAVIORAL SCI	5300	GRADUATE DIVISION
0920	BOTANICAL GARDENS	1670	RADIATION ONCOLOGY	5415	BIOMEDICAL LIBRARY
0995	EARTH, PLANETARY, AND SPACE SC	1685	RADIOLOGICAL SCIENCES	5625	UNEX-EDUCATION
1010	MATHEMATICS	1705	ORTHOPEDIC SURGERY	8022	RES GRANTS PRGM OFFICE
1085	ANTHROPOLOGY	1711	SURGERY-GENERAL	8052	DIVERSITY AND ENGAGEMENT
1182	PUBLIC POLICY	1713	NEUROSURGERY	8088	CALIFORNIA DIGITAL LIBRARY
1205	SOCIOLOGY	1714	SURGERY-ONCOLOGY	8642	BUDGET OFFICE
1210	SOCIAL SCI COMPUTING	1716	SURGERY-PEDIATRIC	8644	CA WATER RESRC RES INSTITUTE
1215	CALIFORNIA CNTR FOR POPULATION	1717	SURGERY-PLASTIC	8650	ACCOUNTING & FINANCIAL RPTNG
1230	CENTER FOR WORLD LANGUAGES	1718	SURGERY-CARDIOTHORACIC	<b>Count</b>	<b>95</b>

# 100% Club

As of February 5, 2016 Deadline

DEPT CODE	DEPARTMENT	DEPT CODE	DEPARTMENT	DEPT CODE	DEPARTMENT
0070	EDUCATION	1210	SOCIAL SCI COMPUTING	1720	SURGERY-LIVER AND PANC. TRANSP
0125	BIOENGINEERING DEPARTMENT	1230	CENTER FOR WORLD LANGUAGES	1916	CANCER PREVENTION & CNTRL RESE
0130	CHEMICAL ENGINEERING	1245	INTERREGIONAL PROGRAMS	1918	CNTR FOR HEALTH POLICY RESEARC
0135	CIVIL & ENVIRONMENTAL ENGINEER	1250	CNTR FOR LATIN AMERICAN STUDIE	1920	COMMUNITY HEALTH SCIENCES
0142	CENTER OF FUNCTION ACCEL NANOM	1265	NR EASTERN STDS-VON GRUNEBAUM	1930	ENVIRONMENTAL HEALTH SCIENCES
0145	COMPUTER SCIENCE	1269	CTR FOR SOUTHEAST ASIAN STUDIE	1935	EPIDEMIOLOGY
0157	THE WESTERN INSTI FOR NANOELEC	1295	SOCIAL SCIENCES GRANT SUPPORT	2040	CRUMP INSTITUTE FOR MOLECULAR
0160	ELECTRICAL ENGINEERING	1370	DENTAL RESEARCH INSTITUTE	2060	ASIAN AMERICAN STUDIES CENTER
0285	INFORMATION STUDIES	1400	DEANS OFFICE-SCHOOL OF MEDICIN	2090	INST OF GEOPHYSICS & PLANETARY
0350	SOCIAL WELFARE	1430	NEUROBIOLOGY	2112	JONSSON CANCER CENTER
0464	FILM, TELEVISION & DIGITAL MED	1460	BIOMATHEMATICS	2135	MOLECULAR BIOLOGY INSTITUTE
0505	INSTITUTE OF PLASMA SCI & TECH	1505	PHYSIOLOGY	2155	INST OF ENVIRONMENT AND SUSTAIN
0513	EDUCATIONAL INITIATIVES	1554	MEDICINE-DERMATOLOGY	2200	RESEARCH AND EDUCATION TECHNOL
0518	CALIF NANOSYSTEMS INSTITUTE	1555	MEDICINE-ENDOCRINOLOGY	2890	OFFICE OF EMERGENCY PREPAREDNE
0519	UNDERGRADUATE RESEARCH CENTERS	1558	MEDICINE-GERIATRICS	2933	SMH: RAPE TREATMENT CENTER
0521	CTR FOR ENVTL IMPACTS OF NANOT	1559	MEDICINE-HEMATOLOGY-ONCOLOGY	3020	LUSKIN CENTER FOR INNOVATION
0523	ACADEMIC ADVANCEMENT PROGRAM	1560	MEDICINE-INFECTIOUS DISEASE	4550	OFFICE OF VP INFORMATION TECHN
0725	SLAVIC LANGUAGES AND LITERATUR	1570	MEDICINE-CENTER FOR HUMAN NUTR	4807	BRUIN CORPS
0755	DEPARTMENT OF COMMUNICATION ST	1574	MEDICINE-NANO MEDICINE	5300	GRADUATE DIVISION
0757	INST FOR PURE & APPLIED MATHEM	1644	PEDIATRICS-CRITICAL CARE	5415	BIOMEDICAL LIBRARY
0845	INTEGRATIVE BIOLOGY & PHYSIOLO	1645	PEDIATRICS-ENDOCRINOLOGY	5625	UNEX-EDUCATION
0875	PSYCHOLOGY	1655	PSYCHIATRY/BIOBEHAVIORAL SCI	8022	RES GRANTS PRGM OFFICE
0910	DUCHENNE MUSCULAR DYSTROPHY RE	1685	RADIOLOGICAL SCIENCES	8052	DIVERSITY AND ENGAGEMENT
0920	BOTANICAL GARDENS	1705	ORTHOPEDIC SURGERY	8088	CALIFORNIA DIGITAL LIBRARY
0995	EARTH, PLANETARY, AND SPACE SC	1711	SURGERY-GENERAL	8642	BUDGET OFFICE
1010	MATHEMATICS	1714	SURGERY-ONCOLOGY	8644	CA WATER RESRC RES INSTITUTE
1085	ANTHROPOLOGY	1716	SURGERY-PEDIATRIC	8645	PROGRAM PLNNG REPTG
1182	PUBLIC POLICY	1717	SURGERY-PLASTIC		
1205	SOCIOLOGY	1718	SURGERY-CARDIOTHORACIC	<b>Count</b>	<b>85</b>

“SEE YOU AT ...”



# Questions

## Contact information

Yoon Lee

X40375

[yoan.lee@research.ucla.edu](mailto:yoan.lee@research.ucla.edu)

