



**Patti Manheim**  
**Director**

**February 9, 2017**

# EPASS Updates

## 5. Sponsor Information (Entity which will provide funding directly to UCLA)

Sponsor Name: \_\_\_\_\_

Sponsor Due Date: \_\_\_\_\_  Time (Pacific): \_\_\_\_\_

Deadline Type: \_\_\_\_\_ 

Sponsor Guidelines and/or FOA/RFA/RFP:

Yes  No

Attached:  URL (Section 9)  Name/No. # \_\_\_\_\_

Contact (if known): \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

## Prime Sponsor Information (Complete this section when UCLA is a subrecipient)

Prime Sponsor Name: \_\_\_\_\_

Prime Sponsor Due Date: \_\_\_\_\_  Time (Pacific): \_\_\_\_\_

Prime Sponsor Guidelines and/or FOA/RFA/RFP:

Yes  No

Attached:  URL (Section 9)  Name/No. # \_\_\_\_\_

Contact (if known): \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Allows for more complete information leading to efficient, thorough review.

# EPASS Updates

## 6. Proposal Checklist - *Carefully Review and Answer All Questions*

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	PI Exception Required? ( <a href="#">Check Requirements</a> and <a href="#">Look up Eligibility</a> ). If yes, attach approval form ( <a href="#">Sample Approval Form</a> )
<input type="checkbox"/>	<input type="checkbox"/>	On Campus Space? Indicate location: Building: _____ Room: _____
<input type="checkbox"/>	<input type="checkbox"/>	Off Campus Space? Indicate location: _____
<input type="checkbox"/>	<input type="checkbox"/>	Outgoing Agreements? If yes, provide entity names in Section 9, Remarks, and attach <a href="#">Sub-recipient Commitment Form(s)</a> or <a href="#">FDPExpanded Clearinghouse Subrecipient Letters(s) of Intent</a> for each entity. PI signature below indicates review and approval of cost reasonableness. (See <a href="#">Subaward Initiation and Management</a> )
<input type="checkbox"/>	<input type="checkbox"/>	Does this project involve activities outside the U.S. or partnership with International Collaborators?
<input type="checkbox"/>	<input type="checkbox"/>	Is any Cost Sharing/Matching proposed in this application? ( <i>Cash, unfunded effort, or in-kind contributions - do not include salary cap differential.</i> ) Yes, required by sponsor? <input type="checkbox"/> Yes (mandatory committed) <input type="checkbox"/> No (voluntary committed) Cost Share Amount: _____ Source/FAU#: _____
<input type="checkbox"/>	<input type="checkbox"/>	Is any unfunded effort proposed in this application? <i>In accordance with UC policy, "unfunded effort", must be reported in ERS.</i> (Do <u>not</u> include salary cap differential here) Source/FAU#: _____
<input type="checkbox"/>	<input type="checkbox"/>	Do you anticipate program income? If yes, specify: _____

# EPASS Updates

## *Carefully Review and Answer All Questions*

- Receive incomplete/incorrect Checklists.
- Information is important for compliance:
  - University – PI Exception, Cost Sharing (identification of funding source), space, university IP,
  - State - COI,
  - Federal – Export Control, COI, Subrecipients, animal and human subjects
- Data capture is retrievable/reportable

# EPASS Updates

*Is any Cost Sharing/Matching proposed in the application?*

Project costs not borne by the sponsors but supported by contributions from the University and/or third parties.

# EPASS Updates

**Mandatory Cost Sharing** – that portion of the University contribution to a sponsored project which is **required by the terms** of the project's Request for Proposal or Application (RFP/RFA).

- requires tracking via the financial system
- auditable documentation
- reporting to the sponsor and is part of the award eligibility criteria

[UC Contract and Grant Manual; 5-310](#)

# EPASS Updates

**Voluntary Committed – Not required by sponsor. University-initiated contributions to a sponsored project.**

Voluntary cost sharing is discouraged under the University's policy requiring full cost recovery for work conducted under extramural awards as it commits University resources and creates additional award administration documentation requirements.

- requires tracking via the financial system
- auditable documentation
- reporting to the sponsor

[UC Contract and Grant Manual; 5-320](#)

# EPASS Updates

## Voluntary Uncommitted Cost Sharing

Voluntary uncommitted cost sharing refers to any effort of University faculty (and possibly senior researchers) beyond that which is committed and budgeted for in a sponsored agreement. Such voluntary uncommitted cost sharing is not included in either the proposal budget or the narrative.

[UC Contract and Grant Manual; 5-340](#)



# EPASS Updates

## Cash

- Actual cash transactions
- Value of a cash transaction
- University purchased equipment

## Unfunded Effort

- Effort committed to execution/performance of the project
- University covers the costs
- Costs not borne by the sponsor

# EPASS Updates

## Unfunded Effort

*Is any unfunded effort proposed in this application? In accordance with UC Policy “unfunded effort”, must be reported in ERS.*

### 5-330 Committed Cost Sharing/Matching

“Committed cost sharing includes mandatory and voluntary cost sharing identified in the project proposal (in the proposed budget or in the project narrative). It represents a commitment by the University that must be fulfilled if the proposal is accepted as offered by the University and awarded by the sponsor. By accepting an award with committed cost sharing, the University also incurs an obligation to document the financial contribution provided to the sponsored project. **Reporting may also be required by the sponsor. (See 5-500, Cost Sharing records and Reports.) In addition, all information on commitments must be identified for proper effort reporting** and for F&A rate proposal development.

Should the awarded amount be reduced from the proposed amount, the committed cost sharing may need to be adjusted accordingly, particularly if the awarded budget reduction requires a change in the Scope of Work. Any reduced cost sharing should be correctly stated in the award.”

# EPASS Updates

**In-Kind Contributions** - the value of non-cash contributions provided by the University or non-federal third parties to a sponsored project when such contributions directly benefit that project.

- services provided by volunteers and
- property donated by non-federal third parties.

[UC Contract and Grant Manual; 5-420](#)

# EPASS Updates

For proposal submissions funded by [Federal Public Health Service \(PHS\)](#) or an agency that has adopted the PHS regulations, **provide, below, the name and email address** for all project personnel responsible for the design, conduct, or reporting of research. **All named individuals must have a current disclosure in eDGE, which is accessed at [coi.research.ucla.edu](http://coi.research.ucla.edu).**

No other project personnel responsible for the design, conduct, or reporting of research.

[Click here to copy Investigators information from section 1](#)

First Name	M.I.	Last Name	Email Address	For ORA Use Only

Clarifying language and removal of outdated information.

# eDGE Disclosure Tracking Form Updates

## eDGE **Annual Financial** Disclosure Tracking for PHS **Non-Competing Continuation**, Progress Reports and No-Cost Extensions

eDGE (Electronic Disclosure Gateway) disclosure required for **non-competing continuation (incremental funding)**, progress report (RPPR or hard copy) submissions and no cost extensions funded by **Federal Public Health Service (PHS) or an agency that has adopted the PHS regulations**.

In lieu of filing the 740(s), complete the information below for all **current and new** project personnel responsible for the design, conduct, or reporting of research. To access the web-based disclosure system, go to [coi.research.ucla.edu](http://coi.research.ucla.edu).

### Clarifying Language:

- *Annual* requirement
- *Non-competing continuations* (generally applies to flow-through funding)
- Emphasis on both *current and new* investigators

# eDGE Disclosure Tracking Form Updates

Progress Report Deadline Date	_____	NCE Request Date	_____
PI Name	_____	Sponsor Award #	_____
Fund #	_____	Date	_____

Please check applicable boxes below:

Non-Competing Continuation – Budget Period: \_\_\_\_\_

Progress Report – Deadline Date: \_\_\_\_\_

NCE Request Date: \_\_\_\_\_

PI Name: \_\_\_\_\_ Sponsor Award #: \_\_\_\_\_ Fund #: \_\_\_\_\_

No other project personnel are responsible for the design, conduct, or reporting of research.

Yes project personnel below are responsible for the design, conduct, or reporting of research.

- Added Non-competing Continuation
- More user friendly format
- Move “date” to the signature line
- Added affirmative response

# eDGE Disclosure Tracking Form Updates

**Principal Investigator Signature(s)**  
(Only required for PHS **Non-competing Continuations** or Progress reports submitted by OCGA. Not required if PI submitted RPPR to NIH in Commons.)  
*The Investigator(s) certifies to the following: (1) that the information submitted within this application is true, complete and accurate to the best of their knowledge; (2) that any false, fictitious, or fraudulent statements or claims may subject the Investigator(s) to criminal, civil or administrative penalties; (3) agrees to accept responsibility for the scientific conduct of the project and to provide the required progress reports if a grant is awarded as a result of the application; and (4) that you are not currently debarred, suspended or ineligible to receive federal or non-federal funds. When multiple Investigators are proposed in an application this assurance must be obtained by all named Investigators.*

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Signature(s) Date

- Added Non-competing Continuation
- Added “date” to the signature line

# Staff Update

Saima Sharoff – Grant Analyst – Grants and Cooperative Agreements

Senior Fund Manager in the Department of Medicine, Division of Infectious Diseases, with both pre-award and post-award responsibilities. Four years plus years' experience in this position with extensive knowledge of NIH and non-profit sponsors.