

Award Processing Preview

Jim Fong, *Interim* Assistant Director, Contracts Team
Research Administration Forum
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UCLA Office of Contract & Grant Administration received and processed 5,779 award transactions in FY 2017.

This session will explain the process and complexities surrounding the acceptance of an award including: administrative delays due receipt of required internal documents; common problematic terms and conditions; and assuring institutional and sponsor compliance.

ORA by the Numbers

At this time one year ago on February 7, 2017:

- FY17
 - \$548.28 Million Awarded
 - 2956 Award Transactions so far

As of yesterday, February 7, 2018:

- FY18
 - \$607.58 Million Awarded
 - 3413 Award Transactions so far

Overview

Responsibility Matrix (Who does what?)

Internal Processing at OCGA

- Award Intake Team
- Expedited vs. Complex Awards
- Processing of Awards
- Common Delays in Award Processing

Responsibility Matrix

Responsibility for the handling of agreements related to certain sponsored projects is distributed across various UCLA administrative offices based on the nature of the transaction and sponsor.

In some cases, multiple offices may share responsibility for different aspects of the negotiation and administration of the agreement.

This does not include Gifts and Sales & Services funded projects.

Responsibility Matrix

- OCGA - Office of Contract & Grant Administration
 - Government or Non-Profit supported Sponsored Agreements
- TDG - Technology Development Group
 - Industry supported Sponsored Agreements
- CTC&SR - Clinical Trials Contract & Strategic Relations
 - Industry supported Clinical Trials but not Government or Non-Profit supported
- Other Offices involved as well

Responsibility Matrix

- **Other Types of Agreements**
 - Material Transfers Agreements
 - Licensing Agreements
 - Subawards & Subcontracts
 - Data Use Agreements
 - Non-Disclosure or Confidential Disclosure Agreements
- **Is it Inbound or Outbound?**

Internal Processing

Awards are received in a variety of methods and are handled by the Award Intake Team. Awards are received via:

- Automated Email notification (NIH, NSF, ONR)
- individually OCGA staff
- Hardcopy mail
- Retrieval from Electronic Databases (FedConnect)

Awards are then identified with a matching record in internal system (using PI, Sponsor, Proposal Title). Awards are then uploaded into matching record and then either processed by the Award Intake Team or assigned to the appropriate officer or analyst.

Award Intake

What does the Award Intake Team do?

- OCGA classifies awards received into two categories: Expedited and Complex.
 - Expedited Awards are processed by the Award Intake Team
 - Complex Awards are processed by the Grants and Contracts Team

What happens after OCGA processes the award?

Complex Award Processing

- Read the agreement, incorporated attachments and incorporated referenced
- Review the terms for UC policy and legal ramifications, conflicts, etc.
- Compare the agreement and attachments against the proposal (scope of work, budget, justification, etc.)

Complex Award Processing

- Common issues that slow down the process - Violates UC Policy
 - For example, liability to University (indemnification, insurance)
- Negotiate or apply for exception to policy

OCGA Master Training Class

Award Processing

Presenters:

Harveen Kukreja, OCGA Intake Manager

Mellani Nolan, OCGA Contract and Grant Officer

Jim Fong, *Interim* Assistant Director, Contracts

February 21, 2018

9:30 – 11:00 a.m.

10889 Wilshire Blvd

Conference Room 820-20