

March 2021 Research Administration Forum Q&A

Q1: Do all UCPATH defects need to be resolved before Policy 913 funds can be released to the department? Or can they be addressed with a journal entry?

A1: It depends on which UCPATH issue it may be related to. Please contact your EFM accountant. Or feel free to contact your EFM manager or me (yoon.lee@research.ucla.edu) as well.

Q2: We are having trouble with exception effort reports with negative percentages. The issue is we cannot locate the UCPATH retro lines to match the GL/payroll lines to move. Can the helpdesk work with us?

A2: Certainly, please contact the ERS helpdesk: ershelp@research.ucla.edu. Val Gomez and Paula Dion in EFM monitor the ERS helpdesk on a daily basis. If you prefer to review cases via Zoom, they can also be reached at valeria.gomez@research.ucla.edu and paula.dion@research.ucla.edu respectively.

Q3: If I understood correctly, conversion will be completed based on the date EFM invoices. Does this mean EFM will be invoicing on a monthly basis to cut down on the liability to the faculty?

A3: EFM prepares invoices and financial reports for all awards including the awards received in foreign currency based on the terms required by the sponsor. Frequency of invoicing/reporting is determined by what is required by the sponsor. If the sponsor requires monthly, EFM submits the invoice/report monthly. If the sponsor requires quarterly, EFM submits the invoice/report quarterly.

Q4: We still have effort reports that have a check mark under prelim review. I'm not sure if they are ready to be certified or not. Are the UCPATH defect issues resolved?

A4: Unfortunately, four issues described on the EFM presentation slide 14 are not resolved yet. However, the effort reports flagged "prelim review" and if the comment in the report describes the first issue on the slide, "Incorrect effort percent for effort bearing payroll line," you can still certify after making adjustments based on the Excel supplementary schedule EFM provided. Effort reports flagged with "Prelim review" and comments describe any other three issues on the slide, these fall into 1,135 reports on the slide and are not ready for certification pending resolution of UCPATH issues. You can find more detailed instruction on <https://efm.research.ucla.edu/special-instructions-ers-release/>. There is a recorded webinar for the instructions on how to certify effort reports flagged with "prelim review" as well.

Q5: We also have two effort reports that the effort is not reported correctly. I have submitted direct retro to make correction and it is posted to the ledger. However, the effort report didn't reflect the change. The effort report last modified date is still 09/21/2020 v1.0, so should we wait until the effort report reflected the changes before certifying?

A5: Please wait until DR gets reflected in the effort report. You will see DR updates when we load payroll data for the next release in April/May.