



OCGA UPDATES

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Research Administration Forum
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OCGA Updates

- 700-U submissions to OCGA
- NSF Current & Pending and NIH Other Support Updates

OCGA 700-U Submissions

- Effective immediately use DocuSign to collect signatures for 700-U submissions to OCGA
- Scanned copy of a wet signature will not be accepted

OCGA 700-U Submissions

- A “secure electronic signature” means an electronic signature that *“Is submitted via the official’s agency email address and conforms to the definition and attributes of a “digital signature” as set forth in Section 16.5, specifically it is:*
 - *(A) Unique to the person using it;*
 - *(B) Capable of verification;*
 - *(C) Under the sole control of the person using it”**

* Source: [State of California Fair Political Practices Commission \(FPCC\) regulations](#)

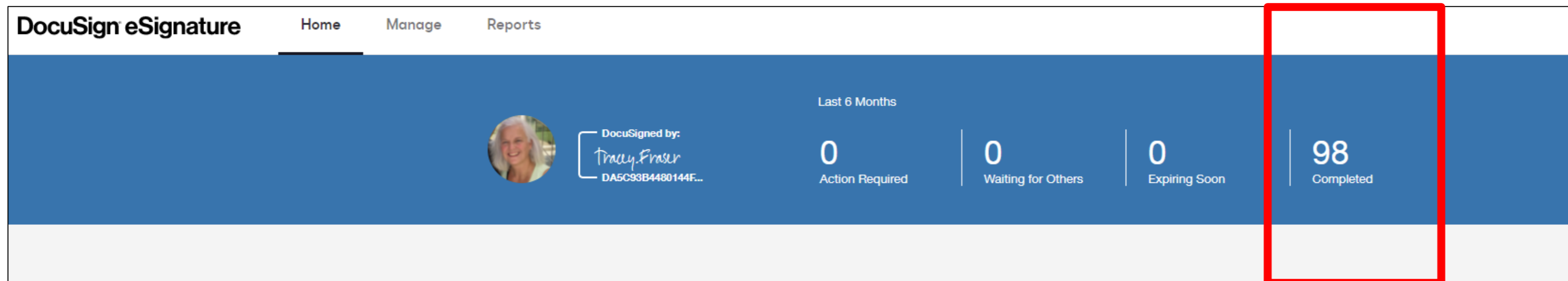
OCGA 700-U Submissions

- To meet the States requirements for electronic signature both the PDF of the electronically signed document and the PDF DocuSign Certificate of Completion (Summary) should be submitted to OCGA
 - PDFs must be submitted with the EPASS

Certificate of Completion

Both the Signer and the Router can access the certificate of Completion.

Sign into DocuSign and click on the completed box on the Home page

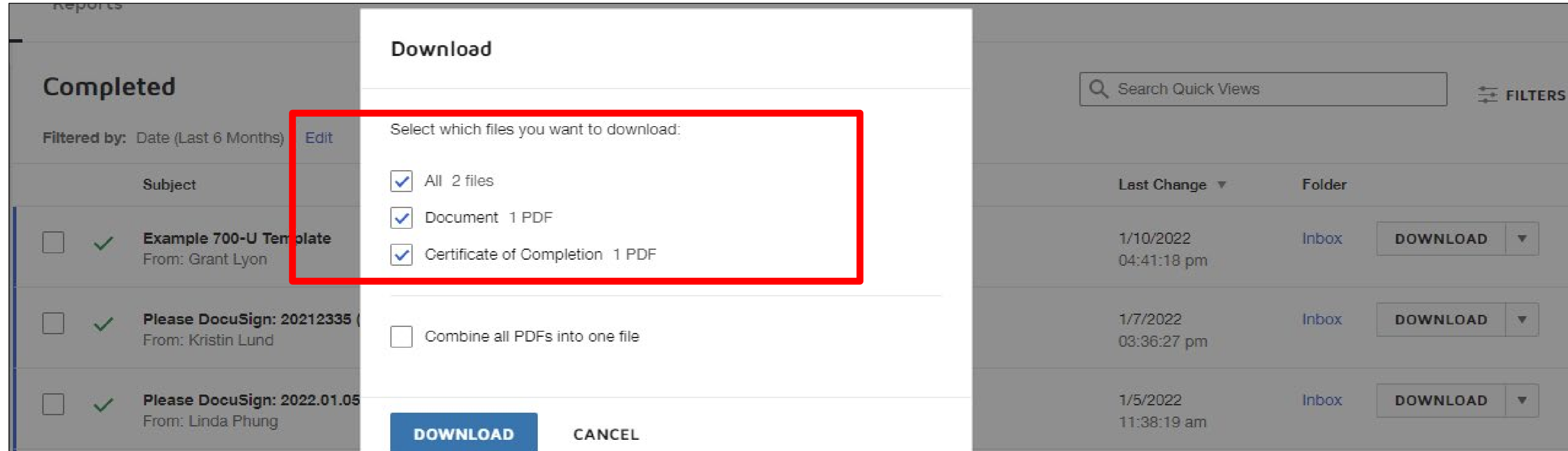




Identify the relevant 700 U in the queue and click on the download button



Certificate of Completion


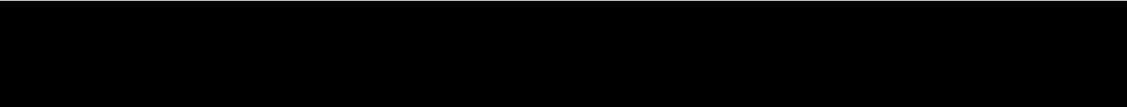
Confirm the Certificate of Completion PDF box is checked



| Name | Type | Compressed size | Password protected | Size |
|--|------------------------|-----------------|--------------------|------|
|  Form_700-U | Adobe Acrobat Document | 318 KB | No | |
|  Summary | Adobe Acrobat Document | 293 KB | No | |

The Summary PDF is the Certificate of Completion. Submit both documents to OCGA.

Certificate of Completion

| Signer Events | Signature | Timestamp |
|--|---|--|
| Tracey.Fraser Tracey.Fraser@research.ucla.edu Senior Director OCGA | DocuSigned by:  DA5C93B4480144F... | Sent: 1/10/2022 3:14:22 PM Viewed: 1/10/2022 4:37:35 PM Signed: 1/10/2022 4:41:18 PM |
| Security Level: Email, Account Authentication (None) Login with SSO | Signature Adoption: Pre-selected Style  | |

NSF Update

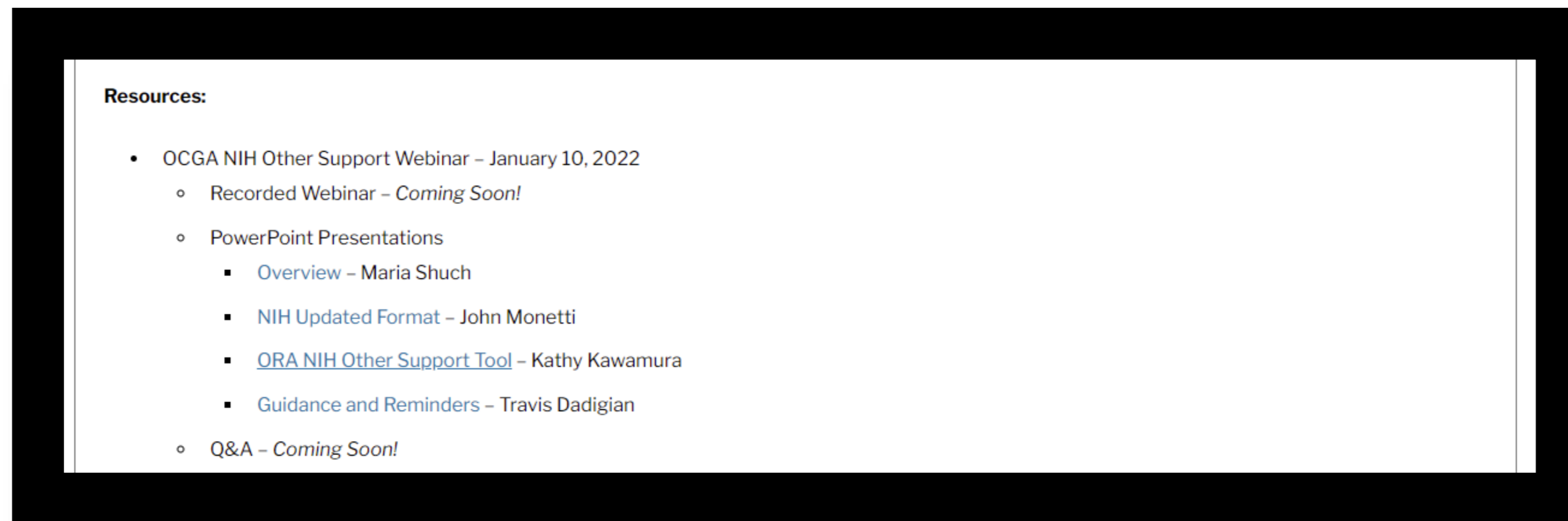
[NSF Pre-award and Post-award Disclosures table Updated](#)

NSF Pre-award and Post-award Disclosures
 Relating to the Biographical Sketch and Current and Pending Support
 January 10, 2022

| Type of Activity | Biographical Sketch | Current & Pending Support | Facilities, Equipment & Other Resources | Project Reports | Post-Award Information Term & Condition | Disclosure Not Required |
|---|---------------------|---------------------------|---|-----------------|---|-------------------------|
| In-kind contributions not intended for use on the project/proposal being proposed to NSF and have an associated time commitment | | ✓ | | ✓* | ✓◆ | |
| Consulting that is permitted by an individual's appointment and consistent with the proposing organization's "Outside Activities" policies and procedures | | | | | | ✓ |
| Consulting that falls outside of an individual's appointment | | ✓ | | ✓* | ✓◆ | |
| Travel supported/paid by an external entity to attend a conference or workshop | | | | | | ✓ |
| Travel supported/paid by an external entity to perform research activities with an associated time commitment | | ✓ | | ✓* | ✓◆ | |
| Honoraria | | | | | | ✓ |
| Teaching commitments | | | | | | ✓ |
| Startup company based on organization-licensed Intellectual Property (IP) | | | | | | ✓ |
| Startup company based on non-organization-licensed IP | | ✓ | | ✓* | ✓◆ | |
| Organizational startup packages provided to the individual from the proposing organization | | | | | | ✓ |
| Startup packages from other than the proposing organization | | ✓ | | ✓* | ✓◆ | |

NIH Other Support

- **OCGA Other Support Webinar January 11, 2022**
 - Slides now available on [OCGA Other Support](#) website



The screenshot shows a slide with the following content:

Resources:

- OCGA NIH Other Support Webinar – January 10, 2022
 - Recorded Webinar – *Coming Soon!*
 - PowerPoint Presentations
 - [Overview](#) – Maria Shuch
 - [NIH Updated Format](#) – John Monetti
 - [ORA NIH Other Support Tool](#) – Kathy Kawamura
 - [Guidance and Reminders](#) – Travis Dadigian
 - Q&A – *Coming Soon!*

- **Anecdotal NIH Updates**
 - [OS FAQs](#) will be updated this week
 - [SciENcv](#) may not be implemented until next (Federal) fiscal year
 - Plans to add a certification to the Bio sketch too

Reminder: Reporting Person Months In C&P and OS

- Don't confuse money (salary) and time (effort)
- NSF and NIH want researchers to report on the time a researcher has spent / will need to spend to bring their part of a project to completion

Example

PI committing 1.2 cal months effort
 PI requesting \$0 salary

**This must be included in Other Support, noting 1.2 cal months effort*

| | | | | |
|---|---------------------------------------|-----|------|-----|
| Project/Proposal Title | HIV Studies | | | |
| Major Goals | | | | |
| Status of Support | Pending | | | |
| Project Number | 20221254 | | | |
| Name of PD/PI | Bruin, Joe | | | |
| Source of Support | NIH - National Institutes of Health | | | |
| Primary Place of Performance | University of California, Los Angeles | | | |
| Project/Proposal Support Start Date | 4/1/2022 | | | |
| Project/Proposal Support End Date | 3/31/2024 | | | |
| Total Project Award Amount (including Indirect Costs) | \$429,000 | | | |
| Person Months Per Budget Period | Year | Cal | Acad | Sum |
| | 2023 | 1.2 | 0 | 0 |
| | 2024 | 1.2 | 0 | 0 |

- (Reminder: Salary charged to the project should not exceed effort expended)

Any Questions?