Welcome and Reminders

• This is NOT being recorded

• We will answer questions at the end of each segment as time permits

• Submit questions via Zoom Q&A window

• Use the “raise hand” option to ask a question orally. You will be allowed to unmute.

• Slides will be posted on the ORA website following the meeting
Agenda

• Welcome & Announcements – Marcia Smith
• Contract and Grant Administration
  ◦ Outgoing Subawards Update – Kristin Lund
  ◦ Sponsor Updates – Kathy Kawamura
• UCLA Business and Finance Solutions
  ◦ IRB Approved Research Payment Requests – Bianca Caulfield
• UCLA Health Informatics Team
  ◦ Research Technology and Data Management Support – Ibraheem Ali, PhD & Clifford Kravit
• Ascend 2.0
  ◦ Research Post Sprint Demo 2 – Katie Cadle
OCGA’s Outgoing Subawards Team (OST): Upcoming Form and Website Changes

Research Administration Forum
September 14, 2023
OST: Upcoming Changes

Upcoming Outgoing Subawards Team (OST) changes, to take effect October 2nd:

- **Forms**
  - Consolidation of OST forms required at proposal stage
  - Streamlining of form questions
  - Subrecipient information now required at award stage (to help streamline and minimize collection volume)
- **EPASS ‘Subawards’ Tab**
  - Submission of subaward proposal documents via a new EPASS Subawards tab
- **Website**
  - Overall reorganization and redesign to be more customer-focused
- **NIH Policy**
  - New NIH reporting requirements for international subrecipients
OST: Form Changes

Proposal Stage Forms (Current)

- FDP LOI
- MCA Commitment
- Subrecipient Commitment & related docs
- Determination Checklist
- Fair & Reasonable
OST: Form Changes

Proposal Stage Forms – *Upcoming Changes Effective October 2nd*

- FDP LOI
- MCA Commitment
- Subrecipient Commitment & related docs
- Determination Checklist
- Fair & Reasonable

'Universal’ Letter of Intent *(Proposal Stage)*

Institutional Information Form *(Award Stage)*

Fair & Reasonable *(For-Profit Entities only)*
OST: Form Updates

Proposal Stage Forms – Effective October 2nd

- **‘Universal’ Letter of Intent**
  - REQUIRED at proposal stage
  - Project information only
  - ‘Smart’ form for FDP expanded clearinghouse members and sister-UC campuses
    - Alternatively, the OST can accept the Multi-Campus Commitment form, if a sister-UC campus prefers to use it

- **Institutional Information Form**
  - Can be collected at proposal stage, but is not required until award stage
  - FAMQ consolidated into this form, removed when Audit question answered ‘yes’

- **Fair & Reasonable Cost Analysis**
  - Determination consolidated into this form (not required in any other situation)
OST: Proposal Stage Forms

**Required Proposal Documents for all Subrecipient entities:**

- ‘Universal’ Letter of Intent *(Site)*
- *For-profit entities only*: Fair and Reasonable Cost Analysis Form *(UCLA)*

**Plus**

- Site’s Detailed SoW *(Site)*
- Site’s Detailed Line Item Budget-Justification (including Cost share Budget/Just. if app.) *(Site)*

**Required Award Documents for Subrecipients who ARE NOT FDP Expanded Clearinghouse Members or Sister-UC campuses:**

- Subrecipient Institutional Information form *(Site)*
OST: ‘Universal’ Letter of Intent

‘Universal’ Letter of Intent

- Selecting FDP Expanded Clearinghouse Member or Sister-UC Campus will remove the indirect cost rate agreement and FCOI policy questions from the forms – the OST already has access to that information for FDP Expanded Clearinghouse Members and Sister-UC Campuses.

- Selecting Sister-UC Campus will also add a campus drop down and auto-fill the unique entity identification (UEI) number and award e-mail address for the selected campus.
## OST: Institutional Information Form

### Subrecipient Institutional Information Form

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Subrecipient</td>
<td>[Name of Subrecipient]</td>
<td>[Value]</td>
</tr>
<tr>
<td>Address</td>
<td>[Address]</td>
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<td>Email</td>
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<td>[Value]</td>
</tr>
<tr>
<td>Website</td>
<td>[Website]</td>
<td>[Value]</td>
</tr>
</tbody>
</table>

### U.S. Public Health Service Act (42 U.S.C. 235f) of the Health Insurance Portability and Accountability Act (HIPAA) Regulations

- The subrecipient is in compliance with HIPAA requirements.
- The subrecipient has implemented policies and procedures to ensure the protection of individually identifiable health information.
- The subrecipient has designated a privacy officer.
- The subrecipient has conducted a risk assessment.
- The subrecipient has developed and implemented a corrective action plan for any identified deficiencies.

### Financial Assistance

- The subrecipient is in compliance with all federal and state financial assistance requirements.
- The subrecipient has implemented controls to ensure the proper use of funds.
- The subrecipient has implemented controls to ensure compliance with cost principles.
- The subrecipient has implemented controls to ensure compliance with accounting standards.

### Data Management and Security

- The subrecipient has implemented controls to ensure the protection of data.
- The subrecipient has implemented controls to ensure the confidentiality of data.
- The subrecipient has implemented controls to ensure the integrity of data.
- The subrecipient has implemented controls to ensure the availability of data.

### Research Administration

- The subrecipient has implemented controls to ensure compliance with research administration requirements.
- The subrecipient has implemented controls to ensure the proper use of federal grants.
- The subrecipient has implemented controls to ensure compliance with federal regulations.
- The subrecipient has implemented controls to ensure compliance with state regulations.

### Comments (please add additional pages if necessary)

- [Additional comments if necessary]
OST: Website Changes

OST Website changes:
- More customer focused
- Ease departmental access to OST information, processes and form requirements
OST: EPASS tab

EPASS – Subawards (Currently)

Currently all information is gathered in one free text field and one document upload table

Outgoing Agreements? If yes, attach Subrecipient/MCA Commitment Form(s) or FDP Expanded Clearinghouse Subrecipient Letter(s) of Intent with applicable attachments, and Subrecipient vs. Contractor Determination Checklist for each subaward. See Outgoing Subawards Form for details and forms.

- Yes  - No

List the name of each subaward entity

Maximum 500 characters.

For each Subaward entity, attach a single, combined, PDF with the applicable documents for that entity.

Upload Outgoing Subaward Documents

File Type: .pdf
The individual file sizes cannot exceed 25MB.

Click the button below to attach a new file.
OST: EPASS tab

EPASS Subawards Tab — Effective October 2nd
OST: EPASS tab

EPASS Subawards Tab – Effective October 2nd
OST: New NIH Reporting Requirements

**NOT-OD-23-133** released May 19, 2023 – Notification of new NIH reporting requirements for international subrecipients

- Effective October 1st
- NIH GPS Section 15.2.1 will be updated to include the following (highlights added):
  - For foreign subrecipients, a provision requiring the foreign subrecipient to provide copies of all lab notebooks, all data, and all documentation that supports the research outcomes as described in the progress report. These supporting materials must be provided to prime recipient with each scientific update (no less than once every three months) in line with the timelines outlined in the agreement.
- NIH is encouraging PTE’s to address this compliance requirement with our international subrecipients at proposal stage; it also recommends language in Subrecipient letters of support indicating their awareness of these requirements and the subrecipient’s willingness to abide
- If a subrecipient cannot comply with this new reporting requirement, we will not be able to proceed with the subaward
  - “…all lab notebooks, all data and all documentation that supports the research outcomes…”
    - Updated guidance notes documentation should be received at least every 6 months
    - Further information is expected from NIH, updates will be provided as they are received
- NIH oversight: NIH is reserving the right to request copies of UCLA’s subaward agreement and relevant supporting documentation to confirm UCLA’s compliance with this reporting requirement
OST: New NIH Reporting Requirements

• ‘Universal’ Letter of Intent has been updated to include a reference/confirmation to this new NIH reporting requirement

<table>
<thead>
<tr>
<th>NIH International Subrecipient Reporting Requirements (For non-U.S. Subrecipients only.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ If the prime sponsor is the U.S. National Institutes of Health (NIH), Subrecipient is aware of the provisions of NIH GPS 15.2.1 requiring that international subrecipients provide copies of all lab notebooks, data, and documentation that support any resulting research outcomes and Subrecipient confirms that it is able to comply with the regular submission of these materials to UCLA (i.e. every 6 months) for the life of the subaward.</td>
</tr>
</tbody>
</table>
Questions?

• For questions regarding specific outgoing subawards, contact the OCGA Outgoing Subaward Team member named in your subaward agreement or send an email to ocgasubawards@research.ucla.edu (for Multi-campus Awards: outgoingMCA@research.ucla.edu). Your question will be forwarded to the Subaward Team member assigned to that Subaward or MCA.

• The e-mail addresses ocgasubawards@research.ucla.edu and outgoingMCA@research.ucla.edu are only for communications regarding outgoing subawards (awards in which funding will flow outgoing from UCLA to the subrecipient)

• General questions?

Thank you!
Proposal & Award Policies & Procedures Guide (PAPPG) (NSF 23-1) | NSF - National Science Foundation (PAPPG NSF 23-1)

Effective: January 30, 2023

Research.gov

- Fastlane – to be sunset on Friday, September 29, 2023
  - Submit - Proposal file updates/budget revision
  - Download – copies of Fastlane proposals

Biographical Sketch and Current/Pending (Other) Support

- Mechanism identified by automatic header/footer
  - Fillable pdf – enter name and date for certification (do not need to use electronic signature until SciENcv implemented until October 2023)
  - SciENcv **must** be used for proposals submitted due on/after October 23, 2023
National Science Foundation (NSF)

When to Submit C &P

Proposal Submission for all Senior Personnel

Prior to an Award being made

Corrective C&P

Research.gov – Post Award Disclosure of Current Support and In-Kind Contributions

“If an organization discovers that a PI or co-PI on an active NSF award failed to disclose current support or in-kind contribution information as part of the proposal submission process, the Authorized Organizational Representative (AOR) must submit the following information within 30 calendar days of the identification of the undisclosed current support or in-kind contribution. The post-award disclosure requirement applies to current support (including in-kind contributions) that was active as of the date the proposal was submitted to NSF.”

Annually – Active Project Reports: Annual and Final Report

October 23, 2023 – SciENcv Required for Biosketch and Current/Pending Support
National Science Foundation (NSF)

Other Support Review Prior to Submission to OCGA

Is the Total Active effort more than 12 Cal Mos or 9 Acad / 3 Summer?

Is Overlap) addressed? (Scientific, Budgetary, Effort Overlap

Electronic Signature? DocuSign required for all UCLA employees

Up to Date? (no expired awards, all pending listed)

October 23, 2023 – SciENcv Required for Biosketch and Current/Pending Support
## Standard Application Deadlines

### Upcoming NIH Cycle 2023

<table>
<thead>
<tr>
<th>Activity Code</th>
<th>Program Description</th>
<th>Due Date</th>
<th>Activity Code</th>
<th>Program Description</th>
<th>Due Date</th>
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</thead>
<tbody>
<tr>
<td>P Series - ALL</td>
<td>Program Project/Center Grants</td>
<td>September 25</td>
<td>R01 – Renewal, Resubmission, Revision</td>
<td>Research Grants</td>
<td>November 5</td>
</tr>
<tr>
<td>T Series - ALL</td>
<td>Institutional Training Grants</td>
<td>September 25</td>
<td>U01 - Renewal, Resubmission, Revision</td>
<td>Research Grants - Cooperative Agreements</td>
<td>November 5</td>
</tr>
<tr>
<td>R01 – New</td>
<td>Research Grants</td>
<td>October 5</td>
<td>K01 - Renewal, Resubmission, Revision</td>
<td>Research Career Development</td>
<td>November 12</td>
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<tr>
<td>U01 - New</td>
<td>Research Grants - Cooperative Agreements</td>
<td>October 5</td>
<td>R21 – Resubmission, Revision</td>
<td>Research Grants</td>
<td>November 16</td>
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<tr>
<td>K01 - New</td>
<td>Research Career Development</td>
<td>October 12</td>
<td>F – New, Renewal, Resubmission</td>
<td>Individual National Research Service Awards</td>
<td>December 8</td>
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<tr>
<td>R21 - New</td>
<td>Research Grants</td>
<td>October 16</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>
Updated F&A Agreement – July 5, 2023

**REMEMBERS:**

- BUDGETS 101 HANDOUT
  - https://ocga.research.ucla.edu/facilities-and-administrative/

- Supplemental Proposal requires the usage of current F&A rates Do not attempt to blend two F&A rates to create one composite rate

- Updated F&A Agreement
  - From July 1, 2023

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**F&A Agreement**

**Current F&A Rates**

Negotiated with

Jeanette Lu, Senior Research Administrator

ORGANIZATION: University of California (UCLA) Los Angeles Campus

AGREEMENT DATE: 07/05/2023

**DEFINITION OF EQUIPMENT**

Equipment is defined as tangible nonexpendable personal property having a useful life of more than one year and an acquisition cost of $5,000 or more per unit.

**DEFINITION OF OFF-CAMPUS RATE**

The off-campus rate is applicable to those projects conducted at facilities not owned or leased by the University. However, if the project is conducted in leased space and lease costs are directly charged to the project, then the off-campus rate must be used.

**PROJECTS CONDUCTED ENTIRELY ON-CAMPUS OR ENTIRELY OFF-CAMPUS**

Projects conducted entirely on-campus or entirely off-campus will be charged the on-campus or off-campus rate respectively.

**PROJECTS CONDUCTED PARTIALLY OFF-CAMPUS AND PARTIALLY ON-CAMPUS**

If the project involves work at both on-campus and off-campus sites, either the on-campus or off-campus rate generally should be applied, consistent with where the majority of the work is to be performed. Salary cost is generally accepted as a measure of work performed in terms of the total project.

**USE OF BOTH ON-CAMPUS AND OFF-CAMPUS RATES**

The use of both on-campus and off-campus rates for a given project may be justified if both of the respective rates can clearly be identified with a significant portion of salaries and wages of the project. For purposes of this provision, significant is defined as approximately 25% or more of the total costs and a project's total salary and wage costs exceed $250,000.

**SPECIAL REMARKS:**

- NIH Policy on indirect costs pertaining to Carcinoid Arrays (NOT-OD-10-007) is effective as of 05/13/10.

  - This agreement updates fringe benefits only.

**NEXT PROPOSAL DUE DATE**

An F&A proposal based on actual costs for fiscal year ending 06/30/24, will be due no later than 12/31/24. Fringe benefits proposal based on actual costs for fiscal years ending 06/30/23 will be due by 12/31/23.
NIH – Data Management & Sharing (DMS) Costs

NOT-OD-22-189

Former Instructions

…”R&R Budget Form as a single line item titled “Data Management and Sharing Costs.” The line item must be used only for DMS costs and cannot be combined with any “Other” costs. If no costs will be incurred, the applicant must enter “0” in the funds requested column. These previous instructions will be rescinded effective October for due dates on or after October 5, 2023.”
NIH – Data Management & Sharing (DMS) Costs

NOT-OD-22-189

Effective for applications submitted for due dates on or after October 5, 2023, NIH will no longer require the use of the single DMS cost line item. NIH recognizes that DMS costs may be requested in many cost categories. Therefore, in line with our standard budget instructions, DMS costs must be requested in the appropriate cost category, e.g., personnel, equipment, supplies, and other expenses, following the instructions for the R&R Budget Form or PHS 398 Modular Budget Form, as applicable. While the single cost line item is no longer required, NIH will require applicants to specify estimated DMS cost details within the “Budget Justification” attachment of the R&R Budget Form or “Additional Narrative Justification” attachment of the PHS 398 Modular Budget Form, pursuant to the instructions.

NEW Instructions

• Include DMS Costs in the “appropriate cost category”
  • personnel, equipment, supplies, other expenses, etc)
• Budget Justification - required
  • If Detailed R&R Budget, use “Budget Justification”
  • If Modular Budget, use “Additional Narrative Justification”
NIH – Data Management & Sharing Plans

NIH WEBSITE FOR SHARING DATA MANAGEMENT

NEW

NOT-OD-22-189 (NIH Application Instruction Updates - Data Management & Sharing Costs) – 7/31/2023

NOT-OD-21-013 (Final NIH Policy for Data Management & Sharing)
NOT-OD-22-189 (NIH Data Management & Sharing Policy)
NOT-OD-22-198 (Changes for Genomic Data Sharing Plans)
NOT-OD-22-195 (Forms H Instructions)

Additional Data Sharing Policies per institute, center, program

• Plan and budget for the managing and sharing of data
• Submit a DMS plan for review when applying for funding
• Comply with the approved DMS plan

The National Institutes of Health (NIH) is issuing this final NIH Policy for Data Management and Sharing (DMS Policy) to promote the management and sharing of scientific data generated from NIH-funded or conducted research. This Policy establishes the requirements of submission of Data Management and Sharing Plans (hereinafter Plans) and compliance with NIH Institute, Center, or Office (ICO)-approved Plans. It also emphasizes the importance of good data management practices and establishes the expectation for maximizing the appropriate sharing of scientific data generated from NIH-funded or conducted research, with justified limitations or exceptions. This Policy applies to research funded or conducted by NIH that results in the generation of scientific data.

UCLA Library Data Management Guide

Contents

This data management guide provides you with practical information on how to manage your research data. This guide includes the following:

• An overview of the steps you can take to manage your data, with detailed discussions to follow. The emphasis is to provide you with actionable, easy-to-implement how-tos.
• A guide for creating data management plans
• A list of discipline-specific data repositories
• And more
OCGA CAMPUS TRAINING
https://ocga.research.ucla.edu/training-calendar/

September
S2S Grants Basics

Wednesday, September 20, 2023
9:00am-11:30 am

This session will provide information to get new users started with the S2S Grants (Cayuse) system for preparation and submission of proposals. Topics include: how to get access to the system, best practices, user resources, and hints and tips. This session is appropriate for individuals responsible for preparation or review of proposals in S2S Grants.
Any Questions?

http://ocga.research.ucla.edu
IRB Approved Research Payment Request

Presented by:
Bianca Caulfield
Payment Solutions and Compliance, Manager

UCLA Business & Finance Solutions acknowledges our presence on the traditional, ancestral and unceded territory of the Gabrielino/Tongva peoples. aisc.ucla.edu
Presentation Overview

- What is an IRB request?
- What has changed?
- Overview of website
- Portal demo
- Process review
- Q&A Feedback
The UCLA institutional review boards (IRBs) are the committees designated by UCLA to review the conduct of research involving human subjects that is conducted by UCLA faculty and staff (conducting studies involving human subjects within the course and scope of their duties) as well as UCLA students (conducting studies involving human subjects within the course of their studies).

The function of the IRBs is to ensure adherence to all federal, state, local, and institutional regulations concerning the protection of human subjects in research. UCLA IRB review is required for both funded and non-funded human subjects research.

Office Of The Human Research Protection Program (OHRPP)

Payment Solutions and Compliance

OHRPP provides bi-weekly reports by to confirm the information below:

- IRB #
- Current study status
- PI Name
- Disbursement type (Gift Card, Cash, BruinCard Deposit)
- Dollar amount study is approved for

What is an IRB Approved Research Payment Request?
What has changed?

PRIOR TO MARCH 28, 2023

Departments would complete a PDF form to request funds to fulfill their IRB Approved Research Payment Requests. After internal discussions and lots of feedback we decided to move our process to an online platform.

AFTER MARCH 28, 2023

On March 28, 2023 Student Finance Solutions (SFS) launched a new portal for the completion of IRB Approved Research Payment Requests. This new portal replaced the former processes of submitting a completed PDF.

The new process allows users to easily track their disbursement status, FAU validation and simplifies the coordination of request approvals.
What has changed?

ARMORED COURIER FEES – FOR PHYSICAL GIFT CARDS AND CASH ONLY

We utilize object code 3495 for Armored Courier services to help track expenses.

After our go-live date we quickly realized that Contract & Grant funds would not pass FAU validation due to the unallowable object code.

On July 17th we went live with an enhancement that allowed C&G funds to pass FAU validation through the online portal. Fund Managers will still need to complete NPEARs for the unallowable object code.
Payment Solutions & Compliance

Payment Solutions & Compliance is the main cashier’s office of UCLA. Learn about the cashiering database, cash handling and security, credit card processing, armored courier services, disbursement requests, policies, and compliance requirements for the Payment Card Industry (PCI) and Data Security Standard (DSS).

Merchant Resources
- Cashiering Services and Supplies Guide
- Become a Credit Card Merchant
- Cashiering Database FInmarket Requests
- How to Gain Cashiering Database Access
- Cashiering Database Cashiering Manual

Payment Solutions
- Payment Methods
  - Petty Cash & Change Fund
  - Incoming Electronic Funds Transfers (EFT)
  - Mobile Payments - Smartphones & Tablets
  - Department (EFT) Payments

Disbursement Requests
- IRB Approved Research Payment Request
- Non-IRB Research Payment Request
- Employee Recognition Request
- Non-Employee Disbursement Request
- Gift Card Catalog
- Unused Preferred Gift Card / Cash Form
- Which disbursement request should I use? (FAQ)

Policies & Compliance
- Cash Handling Policy (BUS-49)
- Cash Handling Safety & Security
- UCLA Safe Requirements
- Ecommerce Terms & Conditions
- Separation of Duties for Cash Handling - Table Guide
- PCI & Data Security Standards
- Physical Security of Cash & Requirements

Contact Us

Message Center
- In alignment with campus safety measures, please consider remote service whenever possible.
- Message Center
  - Monday - Friday
  - 9:00 a.m. - 4:00 p.m.
  - With MyUCLA Access
  - Without MyUCLA Access

Phone
- (310) 794-5333
- Monday - Friday
- 10:00 a.m. - 2:00 p.m.

Fax
- (310) 794-7785

Office Address
- Mail Code: J08901
- 1125 Murphy Hall
- Los Angeles, CA 90095-7609

Office Hours
- Monday - Friday
- 10:00 a.m. - 2:00 p.m.

Mailing Address for Check Payment
- Box 967001, 1125 Murphy Hall
- 485 Hilgard Avenue
- Los Angeles, CA 90095-7609
Research Payment Portal Demo
Process Review

1. Requestor must initiate the request using the Research Payment Portal on MyUCLA.
2. Complete the required sections based on payment type.
3. Fund Manager and Principal Investigator receive an email asking them to approve a request. Request is reviewed in the Research Payment Portal.
4. Requestor alerts SFS of Approved portal request via the MyUCLA Message Center.
5. SFS reviews the request and coordinates disbursement through the Message Center.
UCLA Business & Finance Solutions

Q&A Submit questions using [Chat or Q&A]
Thank You

Bianca Caulfield
bcaulfield@finance.ucla.edu
Research Technology and Data Management Support

UCLA Health IT, DGIT Research Informatics
Sep 2023, Research Administration Forum
Overview

Data Management Strategy and Planning
Safe Data Sharing
Identifying Storage and Compute Resources
Consultations and Referrals
Data Management Strategy and Planning

- NIH 2023 Data Management & Sharing Requirements
- Identifying Data Security Requirements
- File Management & Naming Conventions
- Budgeting for Data Management & Curation
Identifying Storage and Compute Resources

• Depends on data type & collaboration requirements

• Use Health Box for storing files, syncing to cloud and collaborating (HIPAA compliant)

• Leverage cloud storage or compute using Amazon Web Services (HIPAA compliant)

• Network shares available to 2 Terabytes of storage per lab

• Hoffman2 Compute Cluster Storage
Safe Data Sharing and Management

Identify storage options for protected health data

Identify deidentification options, and repositories for sharing protected data

Consultation will likely be required to collect information on specific use cases
Consultations and Referrals

Consult with your business relationship manager for more information on services.

Chat with us (contact info on first slide).
Agenda

- Ascend Research Post-Sprint 2 Demo: Invoice Method and Revenue Method
**Post-Sprint Demo Overview**

**What are post-Sprint demos and why are we facilitating them?**
- Recorded demonstrations of functionalities covered in previous Sprint
- Specific to a functional area
- Allow campus SMEs and stakeholders to provide feedback on system design, which the program team can use to inform future Sprints

**When are post-Sprint demos scheduled to take place?**
- One session per Sprint per functional area
- Duration: 1-3 hours each
- Sponsored Projects post-Sprint 2 occurred Wednesday, September 13, 9:00-11:00 a.m. PST

**Who can participate in post-Sprint demos?**
- Campus SMEs selected based on input from Advisory Committees & other members of program leadership
- Wider range of stakeholders can share feedback after viewing demo recording
Research Post-Sprint Demos are located on the Ascend Website under the Bruin Finance Tab and Research Sub-Tab

Research Post-Sprint Demos are located on the Ascend Website under the Bruin Finance Tab and Research Sub-Tab

Changes Coming to the Research Community

Learn more about some of the changes coming to the research community and what you can do to prepare by reviewing the topics below. You can also visit the FAQs page to find answers to commonly asked research questions.

- The Project Portfolio Management (PPM) Subledger and POETA
- Subaward/Subcontract Invoice Approval in BruinBuy Plus
- Sponsored Projects Post-Sprint 1 Demo

The first Sponsored Projects post-Sprint demo took place on Monday, July 10th. Select representatives from across the research community joined this session to provide feedback on the first set of Sponsored Projects functionalities that were developed for Bruin Finance. Some topics that were reviewed include navigation, award creation workflow, and new reports.

Access the Sponsored Projects Post-Sprint Demo recording to get a preview of the new system.

We want your feedback! Complete our feedback survey so we may share with our project team the functionalities you are excited about!
Share feedback with the Project Team by completing the feedback survey.

We want to hear from you!

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We want your feedback! Complete our feedback survey so we may share with our project team the functionalities you are excited about!
Post-Sprint Demo 2 Demo Topics

1. Introduction
2. Revenue Recognition: Current State vs. Future State
3. Invoicing Methods

1. Revenue Methods
2. Matrix of Invoice and Revenue Methods
3. Oracle Demo
Billing details are available within the Contract Summary section of the award.
Invoice Method and Revenue Method are included in Billing Details
Post-Sprint Demo 2 **Recording & Feedback Survey**

Post-Sprint 2 Demo is now available on the Ascend website.

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Learn more about some of the changes coming to the research community and what you can do to prepare by reviewing the topics below. You can also visit the [FAQs page](https://ascend.comm) to find answers to commonly asked research questions.

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<tr>
<td><strong>Sponsored Projects Post-Sprint 2 Demo</strong></td>
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The second Sponsored Projects post-Sprint demo took place on Wednesday, September 13th. Topics that were reviewed in the session include revenue recognition and a demo on navigation to see invoice and revenue methods.

Access the [Sponsored Projects Post-Sprint 2 Demo recording](https://ascend.comm) to learn more about invoice and revenue methods in the new system.

We want your feedback! Complete our [feedback survey](https://ascend.comm) so we may share with our project team the functionalities you are excited about!

We look forward to hearing your feedback!

**Feedback Survey**
Any Questions?

Contact Information

EFM Website
https://efm.research.ucla.edu/

Ascend Website
https://ascend.ucla.edu/

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Contract and Grant Administration

Q1: Will these forms be available after today’s meeting since many October applications are already in progress?
A1: Let me check on if we are ready to make them available now. We were trying to co-ordinate website / EPASS and form changes at the same time to prevent conflicting info. But we might be able to release the forms early - we will send out a note if we are able to do that.

Q2: Is the universal form applicable for applications due on or after Oct 2nd OR will the forms be available for use on Oct 2nd?
A2: See answer to Q1 above, and we will be flexible.

Q3: I have proposal due 10/16/23 that will have 20 subawards. We have already asked the entities to complete the forms based on current process given the amount of time it takes to coordinate the collection of these forms. Will the current forms still be accepted for this proposal past 10/2/23?
A3: Absolutely. We will be flexible in the transition period - but we hope the form / process updates will be easier going forward.

Q4: I’m assuming this new NIH reporting requirement is applicable for only new awards moving forward, or do we need to apply for existing awards?
A4: Unfortunately, we understand it’s going to apply to amendments too.

Q5: Does this new Notice apply to existing subawards?
A5: Only if there needs to be a modification / supplement etc.

Q6: Do we still need to go into BruinBuy to set up the PO for subaward? Do we still need to use the checklist to do the Amendment?
A6: Yes, you will still need to go into BruinBuy for Req/PO, and an OCGA Subaward Checklist will still be required for amendment requests.

Q7: Your new EPASS subaward section asks to attach an IDC rate agreement, but this wasn’t listed in the slide for required proposal documents for all subrecipients. Can you please advise?
A7: Indirect cost rate agreements are triggered through our proposal forms. The FDP Exp Cl form does not require it, because we have access to that information on the FDP Exp Cl website. But an indirect cost rate agreement is expected with our current Subrecipient Commitment form (question #1, first checkbox). This will continue to be a question for our non-FDP Exp Cl members and non-UC sister campuses on our new 'universal' Letter of Intent.

Q8: Are you able to route the EPASS for PI signature before receiving universal LOI from subaward?
A8: Yes, the EPASS can be routed for signature before attaching the universal LOI. The EPASS is editable up to the point that the EPASS is submitted to OCGA, so the LOI could be uploaded at any point prior to that.

Q9: What if your Data Management Sharing Plan costs are zero? Under the new guidance, should that zero be mentioned in the “appropriate category” of the Justification, or not at all?
A9: Keep in mind that NIH has indicated that while you can put in no costs, depending on the scope of work, that could flag a concern that a sufficient data management plan may not be appropriately supported. So, as Kathy mentioned, the PI should definitely be involved in the decision to put in zero.

UCLA Business and Finance Solutions
Q1: PIs have indicated 'carrier fee' should be as part of Petty cash disbursement cost. Can you please advise?
A1: Transportation charges are recorded separately from the actual fund request.

Q2: In the future, will we be able to route the request to payment solutions through the approval system vs. needing to send a message with request number?
A2: This is a goal for us in the future but as of right now the systems do not talk.

Q3: Are we required to list a safe type for electronic gift cards? I think I’ve seen this on a previous PDF form. I don’t think it makes sense since we are not receiving anything physical.
A3: No safe type needed for eCodes however you need to have an electronic safety process in place.

Q4: Can the 4-digit request number be referenced when the expense is processed so that we can track expenses on the ledger? Right now, the description of the expense doesn't reference anything except the IRB #.
A4: Historically we have used the IRB as the description for tracking purposes. I have recorded your feedback for future discussions. Thank you.

Q5: Can gift cards be sent to home address?
A5: Absolutely not. Gift cards/cash can only be sent to a UCLA address either on or off- campus.

Q6: Is the process the same for petty cash requests?
A6: Petty cash requests use a manual form. PSC does not manage the petty cash requests however we disburse the cash. Please feel free to reach out to the Student Accounts Office for any additional information on petty cash funds.