

September 2023 Research Administration Forum Q&A

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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 CI form does not require it, because we have access to that information on the FDP Exp CI 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 CI 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.