POST-AWARD

1) **FM Basics, Systems Set Up & FM Resources – February 9th**
   - a) Understanding the FAU and the Recharge ID
   - b) UCLA Accounting System & General Ledgers
   - c) FM Responsibilities
   - d) Ordering systems, Filing Systems, Naming Conventions, Shared drives
   - e) Electronic/Shared Drive filing systems and C&G binders
   - f) Websites: ORA, OCGA, EFM, Accounting, Purchasing, Travel, Gifts, NIH, etc.
   - g) Training Resources
   - h) Fund Manager Tools Quiz (Homework in preparation for Class #3)

2) **NIH Grants Management Policies – February 16th**
   - a) OMB Circulars/Uniform Guidance: Allowable costs, Direct vs. Indirect Costs
   - b) NIH Grants Policy Statement
   - c) NIH Prior Approval Requests. Federal Demonstration Partnership (FDP)
   - d) Understanding the Award Snapshot & the sponsor’s Notice of Award (NOA)

3) **FM Post-Award Tools and Reconciliation of Ledgers – February 23rd**
   - a) School of Medicine Systems: Excel QDB, FPM, Fiscal Reporting Application
   - b) Online Financial Web Reports (OFWR)
   - c) ORA Portal & PI Portal
   - d) Recharge Units, Online Recharge billing statements, Recharge Activity Report
   - e) How to reconcile ledgers

4) **Special Post Award Issues – March 1st**
   - a) Petty Cash Funds & Gift Cards: Policies and Considerations
   - b) Human Subject Payments
   - c) Review Revenue Accounts to assure monies have been received from the sponsor
   - d) Purchasing issues: Consultants, Foreign Payees, Sole Source, Prior Approval
   - e) Carryforwards, Offsets, the FFR, the UCLA holding account (400005-8A)
   - f) Stipend vs. salary

5) **Monthly Financial Statements using School of Medicine’s FPM/QDB – March 8th**
   - a) Understanding FPM
   - b) How to prepare monthly financial statements
   - c) How to create the Monthly Batch
   - d) How to create a Summary of Funds batch
   - e) Updating benefit projection rates in FPM

6) **Payroll Topics – March 15th**
   - a) Understanding the Payroll Ledgers
   - b) Understanding Benefits, Fluctuations, Vacation Credits
   - c) Bi-Weekly issues (Funding changes, cost transfers, FPM/QDB projections, ERS, etc.)
   - d) Payroll calendar (PPS Schedule-Current)
   - e) Invalid Transaction Report
   - f) UCPath

DOM Fund Manager Manual

7) Faculty Salaries in the David Geffen School of Medicine – March 22nd
   a) Understanding the School of Medicine’s Faculty Worksheets (aka Ricky’s Worksheet)
   b) NIH Salary Cap & how it may affect DOD TNS and other non-federal grants
   c) Faculty salary related terms: Z, Salary Savings, Salary Scales, Base, Delta, Salary Negotiations, etc.
   d) Payroll Cost Transfers (PETs) – What do I move and how are PETs affected by NIH Cap, Rx/Lx, and ERS?

8) Effort Reporting – March 29th
   a) Effort reporting basic concepts
   b) Using UCLA’s Effort Reporting System (ERS)
   c) ORA Portal: ERS statistics. Who certified the report & why is that important?

9) Understanding & Reconciling F&A, and Closing Funds – April 5th
   a) Understanding F&A. How to reconcile F&A appropriations and expense
   b) How to Close C&G funds (COPs/PAMS), and unrestricted funds
   c) FAU clean up

10) Sales & Service Funds, and Gifts & Endowments Funds – April 12th
    a) Establishing a new S&S fund
    b) Managing a S&S fund once it has been established
    c) Gift definitions, policies & procedures. Foundation vs. Regental.
    d) How to follow up when a gift deposit has not been released by Accounting
    e) Reviewing the Cash Received Undistributed (CRU) fund
    f) MTF Support report to view last available balance

PRE-AWARD

11) Pre-Award Basics & Basic Proposal Preparation – April 19th
    a) Definitions and basic proposal structure
    b) Types of grant submissions: New, Resubmission, Renewal, Revision
    c) NIH grant mechanisms and standard cycle/due dates
    d) NIH SF 424 RR. Cayuse S2S vs. NIH ASSIST
    e) SF424 RR Application Guide, and RFAs, PAs, RFPs
    f) Who is responsible for what (PI or FM)?
    g) Timelines for grant submissions
    h) Detailed Budget vs. Modular Budget
    i) Internal Proposal Paperwork: EPASS, COIs, PI Exception Letters, etc.
    j) PIs with Continuous Submission

12) Cayuse/S2S Proposal Preparation – April 26th
    a) Basic proposal preparation including setting up Professional Profiles
    b) What happens after the proposal is submitted? Grants.gov, NIH eCommons, Errors/Warnings, etc.

13) Subaward Proposal Preparation – May 3rd
    a) Documentation needed and how to integrate the subaward into the prime proposal?
    b) Detailed Budget vs. Modular Budget
    c) What about when UCLA is the Subawardee?
    d) Subaward Set-Up & Monitoring (Post-Award)
14) **JIT Information, NIH Progress Reports, & NIH Public Access Policy – May 10**th
   a) ORA Portal
   b) Just-In-Time (JIT)
   e) Progress Reports – RPPRs, PMCID, Due Dates, OCGA requirements
   f) Financial disclosures: 700U, 740, supplements, the eDGE system
   g) NIH Public Access Policy

15) **Understanding Clinical Trials – May 17**th  
   *Guest Trainer – Clinical Trials Administration Office (CTAO)*
   a) How do CTs differ from grants?
   b) CT Budget Development
   c) Coverage Analysis
   d) CT Post-Award Issues

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**Online Registration Form**
http://goo.gl/forms/WM6A4Sm1H6

*Department of Medicine Fund Managers only use FAU: 401026-2X-69749-WFMT*

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All sessions are on Tuesdays from 9-11 am in the Lawrence Library, 32-126 CHS, unless otherwise indicated.