



# Family Medicine Research Unit Monthly Meeting

## October 2023

# WebClock

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- Effective November 12, non-exempt (bi-weekly) employees will utilize WebClock Timekeeping System
- Timesheets will now autofill from WebClock
- You must clock in at the start and clock out at the end of your shift
- Overtime must be approved in advance
- Supervisors must approve timesheets
- Instructions went out via email last week
- Invited Speakers: Monica Bolanos and Sandra Fernandez will answer questions

# New Personnel: Chris Ashikyan

- Pre- and Post-Award Senior Analyst
  - All future proposal/pre-award requests
  - Post-award fund management for Drs. Moreno, Tarn, Bholat, Sur, and other clinical faculty
- Comes to us with 11 years of experience at University of Illinois, Urbana-Champaign, including 8 years of Post-Award management and 3 years of Pre-Award

## ***What is a personal accomplishment you'd like to share?***

One thing that I'm proud of is that 2 years ago I was the first person in my family to ever get my Master's Degree in Business Administration.



“I’m amazed at the research that develops from proposal stage to close-out and have always been excited to see the dreams of our Principal Investigators and their teams come to life.”

# Volunteers

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- Volunteers must apply through and approved by the UCLA Health Sciences Volunteer Office (UHSVO) before starting volunteer activities
- <https://www.uclahealth.org/volunteer/programs/uhs-volunteer-programs>
- Determine if clinical or non-clinical. Non-clinical volunteers cannot have:
  - Patient or human research subject contact/interaction
  - Access to/handling of any identifiable/clinical/medical information
  - Any duties involving activity within clinical settings and areas
- Complete an Opportunity form about the position, so that UHSVO can create a link for volunteers to apply with
- Volunteers will then work with UHSVO to complete requirements

# Hiring Work-Study Students

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- To post a work-study position, the supervisor should send the following to Staff HR:
  - Job description
  - Qualifications
  - Working Hours
  - Work Location
- HR will post the position and you will receive resumes for review
- Supervisor will select candidate and inform HR for onboarding



# Winter Closure

- Sat Dec. 23 – Tues Jan. 2
- Includes 4 paid holidays (Dec 25-26, and Jan1-2)
- Wed-Fri, Dec 27-29 should be reported as vacation (or leave without pay)
- Must have supervisor permission to work during closure

WINTER CLOSURE							
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
23	24	25	26	27	28	29	30
	PAID HOLIDAY	PAID HOLIDAY					
31	1	2	3	4	5	6	7
	PAID HOLIDAY	PAID HOLIDAY					



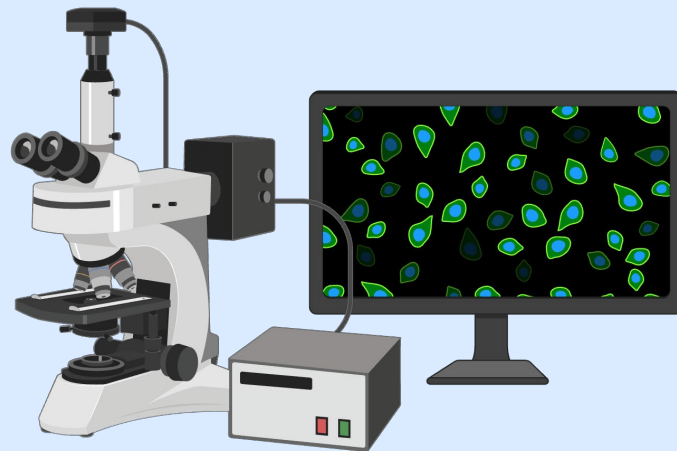
Ibraheem Ali, PhD

iali@mednet.ucla.edu



Clifford Kravit

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## Research Technology and Data Management Support

UCLA Health IT, DGIT Research Informatics  
Oct 2023, Family Medicine Research Unit Meeting



# Overview

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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](#)



[File Management & Naming Conventions](#)



[Identifying Data Security Requirements](#)



[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 drives available](#) up 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](#) (BRM) for more information on services (Jose Gil)

[Connect with us](#) (Clifford and Ibraheem)

# Recently Processed Awards (since August)

PI	Award Title	Sponsor	Prime Sponsor	Action Type	Project Period Begin Date	Project Period End Date
Gelberg, Lillian	Subthreshold Opioid Use Disorder Prevention (STOP) Trial	NEW YORK UNIVERSITY	NIH-NIDA	Continuation	02/15/2019	02/29/2024
Shoptaw, Steven	Screen, Treat and Retain Meth-Using Opioid Drug Users at Methadone Clinics (STAR-OM)	Hanoi Medical University (Vietnam)	NIH-NIDA	Continuation	06/01/2020	03/31/2025
Donohoe, Thomas J	Ending the HIV Epidemic: A Plan for America – Technical Assistance Provider	Cicatelli Associates	DHHS-HRSA	Continuation	03/01/2020	02/28/2025
Tarn, Derjung	Medicare Annual Wellness Visit Practice Redesign Toolkit: A Tailored Intervention to Improve Preventive Health Service Use	NIH-NIA National Institute on Aging	-	Continuation	08/15/2020	07/31/2025
Sur, Denise Kc	SBPCR-1000497: UCLA Family Medicine Residency Program (Song-Brown 2020)	CA-Dept of Health Care Access and Information	-	Continuation	06/30/2021	06/29/2024
Shoptaw, Steven J	UCLA Alcohol Medication Research Unit - Base Contract	NIH-NIAAA	-	Modification/Amendment	03/25/2021	03/14/2028
Shoptaw, Steven J	HPTN 094 Integra	FHI 360	NIH-NIAID	Modification/Amendment	10/01/2020	03/31/2025

# Recently Submitted Proposals (since August)

PI	Title	Sponsor	Prime Sponsor	Type
Gelberg, Lillian	Effect of an Adapted Community-Based Biofeedback Program on Heart Rate Variability and Mental Health among People Experiencing Homelessness	UNIVERSITY OF CALIFORNIA, IRVINE	NIH	Resubmission - New
Sur, Denise Kc	CalMedForce Grant (2023-2026)	Physicians for a Healthy California	-	New
Sur, Denise Kc	HCAI Song-Brown Grant Primary Care Residency Program	CA-Department of Health Care Access and Information	-	New
Tarn, Derjung	iCARE, Improving the Quality of Care in Asthma Patients at Risk of Exacerbations	BRIGHAM AND WOMEN'S HOSPITAL	PCORI	New
Li, Michael Jonathan	A whole-person approach to biomarker assessment in substance use and HIV intervention	NIH-NIDA National Institute on Drug Abuse	-	New
Li, Michael Jonathan	Midwest Integration of the National HIV Curriculum (MINHC) Grant (Yr 2)	UNIVERSITY OF ILLINOIS	DHHS-HRSA	Modification/Amendment
Shoptaw, Steven J	CTN-0110 MURB Non-HEAL YR19	Univ of Texas-Southwestern Med Center at Dallas	NIH-NIDA	Supplement
Shoptaw, Steven J	CTN-0109: Randomized, placebo-controlled trial of injectable naltrexone and monthly injectable buprenorphine for cocaine use (CURB-2)	Univ of Texas-Southwestern Med Center at Dallas	NIH-NIDA	Supplement

# **October Grand Rounds**

**Friday, October 27, 2023**

**12:00pm-1:00pm**

**Theodore C. Friedman, MD PhD**  
**Chairman, Dept. of Internal Medicine**  
**Charles R Drew Univ.**

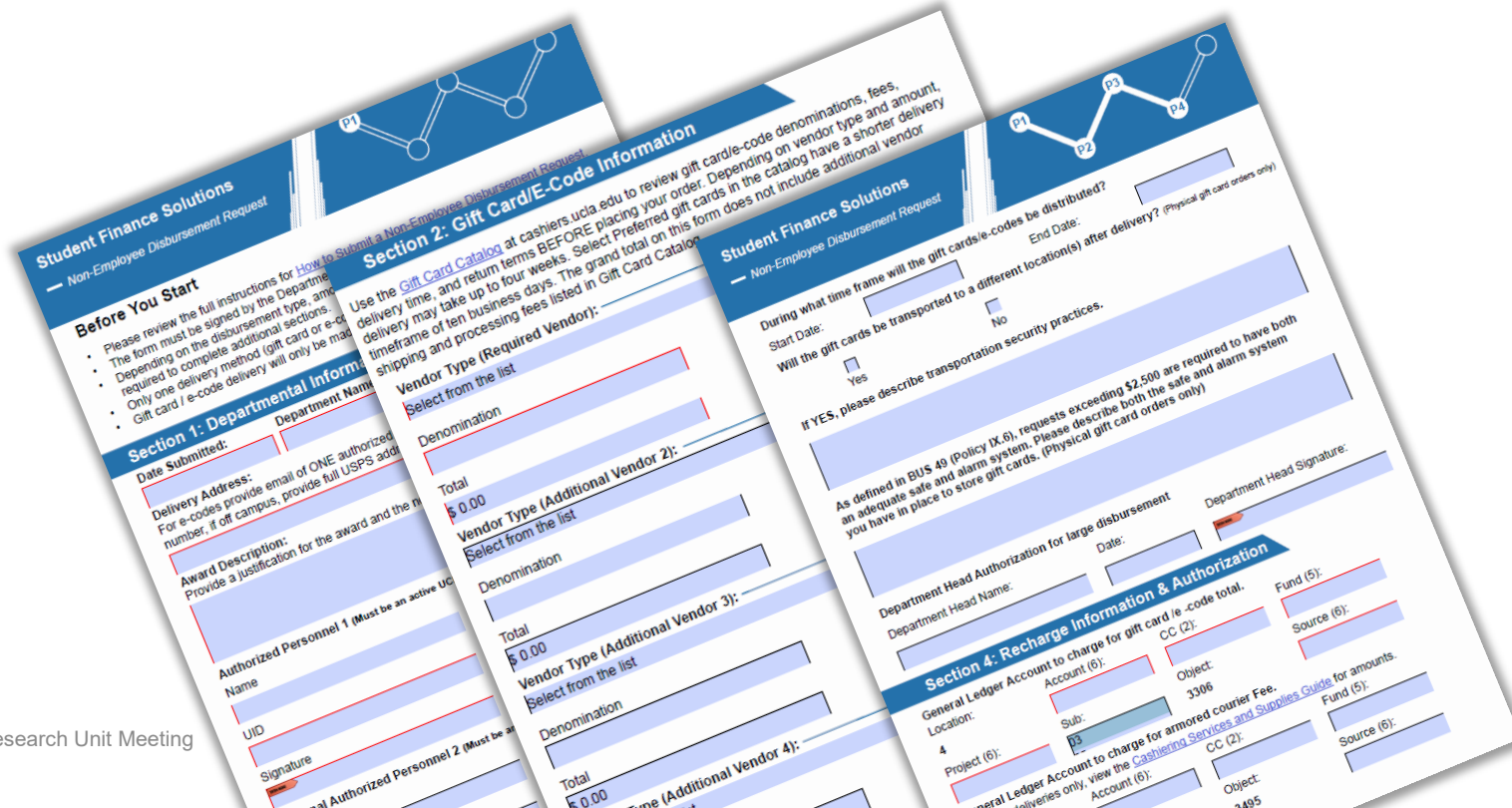


# Transitioning from Desktops to Laptops

- Department wants to sunset all desktops and transition to laptops (with docking stations)
- Personnel should bring their laptop to the office for in-person work, and home for remote work
- Please reach out to Laura if you are still using a desktop computer so that we can add you to the transition list



# Non Employee Disbursement Requests



# Non Employee Disbursement Requests

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- Please remove the word “compensation” from any future requests. Per G-42 policy, gifts are allowed for **volunteering** or completing a survey or questionnaire, or **participation**.
- Please pay close attention to “Deliver Address” field, e-codes should list authorized personnel’s email address and physical cards should shows the campus address for delivery
- **New Process:** Please route future non-employee requests to the fund manager via **DocuSign**. This allows all signatures to be captured and submitted to the processing department without any issues.

# Preparing for BruinBuy Plus

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- The [Ascend 2.0 Program](#) is launching BruinBuy Plus, UCLA's new procure-to-pay system, on January 2, 2024
- BruinBuy Plus brings modernized, streamlined, and efficient procurement processes that will benefit the current and future Bruin community
- BruinBuy Plus will further support Accounts Payable (AP) efforts currently underway to provide faster payments and less payment uncertainty
- End-user training kicks off on October 30, 2023

# Preparing for BruinBuy Plus

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- **There will be a procurement blackout/shut down from December 23 through January 2**
- You will not be able to place orders during this time unless they are emergent, and those will require special approval and processing
- Please plan ahead! We encourage you to place supply orders, pay invoices, set up subawards, etc. no later than early December
- Delay non-urgent requests in December until after roll-out

# Preparing for BruinBuy Plus

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- The invoicing process will change. PO's will be automatically sent to the vendor and they will be instructed to submit invoices to a centralized email address
- **Starting December 14, vendors must submit invoices through the new centralized email address. Transcepta and the Invoice Submission Portal will be decommissioned on this date!**
- Non-procurement transactions (e.g. guest speaker fees) will follow a different process, which will be announced shortly
- All active vendors will be notified of these changes in the coming weeks

# Updated Proposal Intake Form

**DEPARTMENT OF FAMILY MEDICINE  
PROPOSAL INTAKE FORM**

PRINCIPAL INVESTIGATOR AND DEPARTMENT INFORMATION	
PI Name: <i>[If applicable]</i> Co-PI or Multiple-PI Name:	
Is another UCLA department submitting this proposal? (e.g. is the Fam Med faculty listed above serving as a Co-I or MPI on a proposal with a PI in another department?)	YES <input type="checkbox"/> NO <input type="checkbox"/> <i>If yes, provide the name and home department of the PI. You do not need to complete the Other Required Information section below.</i>
PROPOSAL INFORMATION	
Proposal Title:	YES <input type="checkbox"/> NO <input type="checkbox"/>
Is this COVID-19 subject matter?	
Project Period (month/day - month/day):	Choose an item.
Award Type:	Choose an item.
Proposal Type:	
If Mod/Amendment, list Current Award ID #:	
Program Type:	Choose an item.
SPONSOR INFORMATION	
Sponsor Name:	
(If we are a subaward, the Pass-Through Entity)	
Sponsor's PTE's contact name and email (if known):	YES <input type="checkbox"/> NO <input type="checkbox"/>
Are we a subaward?	
<i>If yes, please list the Prime Parent Sponsor:</i>	
Due Date and Time:	
<i>[If applicable]</i> RFA/PA/RFPP/FOA #:	
<i>[If applicable]</i> Link to Opportunity Guidelines:	YES <input type="checkbox"/> NO <input type="checkbox"/>
Is the sponsor a for-profit entity?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Is this a limited submission opportunity (is there a limit on the number of applicants from UCLA)?	<i>If yes, please visit the <a href="#">LSO webpage</a> for more info on requirements</i>
OTHER REQUIRED INFORMATION	
Will the majority of work be conducted off-campus?	YES <input type="checkbox"/> NO <input type="checkbox"/>
<i>If no, list on-campus address:</i>	YES <input type="checkbox"/> NO <input type="checkbox"/>
Any Outgoing Subawards?	YES <input type="checkbox"/> NO <input type="checkbox"/>
<i>If yes, list institutions and contact info for all sites:</i>	YES <input type="checkbox"/> NO <input type="checkbox"/>
Any activities outside the U.S. partnership with foreign collaborators?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Human subjects?	YES <input type="checkbox"/> NO <input type="checkbox"/>
NIH Clinical Trial?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Will study utilize UCLA Health System resources, including but not limited to patient care costs?	<i>If yes, then Policy 915 Coverage Analysis is required (contact <a href="#">coverageanalysis@mednet.ucla.edu</a>)</i>

Non-UCLA materials/equip to be used? *If yes, what type and source:* YES ☐ NO ☐

BUDGET INFORMATION	
Have you read the sponsor guidelines?	
<i>[Add Sub]</i> Is this a modular budget?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Do you need assistance creating your budget or justification?	
<i>If yes, please email <a href="mailto:Cashkayan@mednet.ucla.edu">Cashkayan@mednet.ucla.edu</a></i>	YES <input type="checkbox"/> NO <input type="checkbox"/>
<i>If no, please submit far enough ahead of the 5-business-days OCGA due date to allow us time to review your budget or justification for compliance and errors.</i>	YES <input type="checkbox"/> NO <input type="checkbox"/>
OPTIONAL ADDITIONAL INFORMATION	
List specific Cent Center, if desired:	
List all other Key Personnel (including their roles):	
For proposals using 515 Cayuse, list anyone (besides the PI) who should be granted access to the proposal:	
<p><b>PROPOSALS MUST BE SUBMITTED TO OCGA 5 BUSINESS DAYS BEFORE SPONSOR DEADLINE. THIS FORM AND ANY ACCOMPANYING DOCUMENTS SHOULD BE SUBMITTED TO <a href="mailto:CASHKAYAN@MEDNET.UCLA.EDU">CASHKAYAN@MEDNET.UCLA.EDU</a> FAR IN ADVANCE OF THAT DEADLINE.</b></p> <p><b>For complex proposals, that means at least 15 business days prior to sponsor due date. (Complex proposals are proposals that have multiple PIs OR at least one subaward OR complicated/unusual sponsor guidelines). For other proposals, that means at least 10 business days prior to sponsor due date. If you are a Co-PI or MPI and another UCLA department will be submitting the proposal, you must submit this form at least 8 business days prior to sponsor due date.</b></p>	

# Required Subaward Documents

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- **UCLA Subrecipient Letter of Intent (LOI)** or **UCOP MCA Commitment Form** must be completed and signed by the subrecipient's or participating campus' authorized official
- **Scope of work (SOW)** that describes the subrecipient's objectives, tasks or deliverables, milestones, and timeframes
- Subrecipient's detailed **budget** and **budget justification** in prime sponsor's format
- Other proposal documents required by the sponsor (e.g. biosketches, facilities, etc.)
- *If the subrecipient is a for-profit entity, the UCLA Principal Investigator completes a Fair & Reasonable Cost Analysis.*

UCLA OCGA requires this form to be completed and submitted with each subaward proposal. This form provides project-specific information and represents the Subrecipient's intent to collaborate with UCLA. This form may also be used for proposed outgoing Multi-Campus Awards (MCAs). It must be endorsed by the Subrecipient's Authorized Official prior to proposal submission. FDP Expanded Clearinghouse Members and Sister-UC Campuses indicate your membership in the below "Subrecipient Information" section to remove entity-specific questions from this form. Should this project be awarded, an institutional information form will be required for any non-UC entities that do not belong to the FDP Expanded Clearinghouse.

<b>UCLA Project Information</b>			
Principal Investigator		UCLA Sponsor	
Proposal Title			
<b>Subrecipient Information</b> <small>FDP Expanded Clearinghouse Member? YES <input type="checkbox"/> Sister-UC Campus? YES <input type="checkbox"/></small>			
Legal Name		UEI Number*	
Principal Investigator		Total Requested Costs	
Project Start Date		Project End Date	
Indirect Cost Rate(s)		Total Cost Share	
<input type="checkbox"/> U.S. Federally negotiated rate <input type="checkbox"/> No IDC (no indirect costs requested)		<input type="checkbox"/> Prime Sponsor dictated rate <input type="checkbox"/> Other (specify basis):	
<small>*UCLA OCGA requires all Subrecipients have a Unique Entity Identifier (UEI) number before any subaward is issued.</small>			
<b>Proposal Components. The following documents are included in the Subrecipient proposal submission</b>			
<input type="checkbox"/> Statement of Work (required) <input type="checkbox"/> Detailed Budget (required, in prime sponsor format (U.S. dollars)) <input type="checkbox"/> Budget Justification (required)			
<input type="checkbox"/> Negotiated Indirect Cost Rate Agreement (required, if applicable) <input type="checkbox"/> Other:			
<b>Project Use. The proposed Subrecipient research involves the use of (check all that apply)*</b>			
<input type="checkbox"/> Human Subjects <input type="checkbox"/> Animal Subjects <input type="checkbox"/> Recombinant DNA <input type="checkbox"/> Stem Cells			
<input type="checkbox"/> Genomic Data Sharing (Reference: NOT-OD-14-124) <input type="checkbox"/> Dual Use Research of Concern (DURC) (For applicable agents, see policy page)			
<small>*UCLA OCGA requires all approvals be provided by Subrecipient to UCLA PI before any subaward is issued.</small>			
<b>Additional Subrecipient Information</b>			
Is Subrecipient a for-profit entity?		Is Subrecipient registered in SAM.gov?	
<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is Subrecipient a U.S. entity?		<small>*UCLA OCGA requires Subrecipients have an active SAM.gov registration at time of award.</small>	
<input type="checkbox"/> Yes <input type="checkbox"/> No			
Payment Address			
<b>Conflict of Interest Requirement</b> (UCLA OCGA does not allow Subrecipients to rely on UCLA FCOI policy.)			
<input type="checkbox"/> If the prime sponsor is the U.S. National Science Foundation (NSF), Department of Energy (DOE), Public Health Service (PHS, inclusive of the National Institutes of Health (NIH)), or a prime sponsor that has adopted the PHS Conflict of Interest regulation, Subrecipient certifies that it has implemented and is enforcing a written policy of financial conflict of interest (FCOI) compliant with the prime sponsor's Conflict of Interest policy. All required reports and disclosures have been made to the Subrecipient's institutional official in accordance with its policy.			
<input type="checkbox"/> My organization DOES NOT HAVE a compliant Conflict of Interest policy in place, as referenced above, but will at the time of award. (Sample PHS FCOI policy & related resources available at <a href="https://thefda.org/committees-subcommittees/research-compliance-committee/coi-subcommittee/">https://thefda.org/committees-subcommittees/research-compliance-committee/coi-subcommittee/</a> ).			
<input type="checkbox"/> Not applicable because this project is not being funded by NSF, DOE or PHS (or prime sponsor that has adopted PHS FCOI regulation).			
<b>NIH International Subrecipient Reporting Requirements (For non-U.S. Subrecipients only.)</b>			
<input type="checkbox"/> 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 access to copies of all lab notebooks, data, and documentation that support any resulting research outcomes, and Subrecipient confirms that it is able to comply and provide UCLA with regular access to these materials (i.e. annually) for the life of the subaward.			

In signing below and offering to participate in this sponsored project, Subrecipient certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from receiving funds from any U.S. federal department or agency or sponsor, and are not presently delinquent on any U.S. federal debt. This proposal has been reviewed and approved by the appropriate official(s) of Subrecipient, and certified to its accuracy and completeness. The appropriate programmatic and administrative personnel of Subrecipient involved in this application are aware of the prime sponsor's policies, agree to accept the obligation to comply with award terms, conditions, and certifications and are prepared to establish the necessary inter-institutional agreement consistent with that policy.

Name and Title of Authorized Official:	Email Address for Subaward Issuance:
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Date:

Signature:

# New Guidance Updated on Website

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## RESEARCH PROJECT FORMS:

[Facilities and Resources Page for Proposals](#)

[Proposal Intake Form](#)

[Subaward Invoice Certification Form](#)

[Subawards - Required Information for Proposals](#)

# NIH Reporting Requirements for International Subrecipients

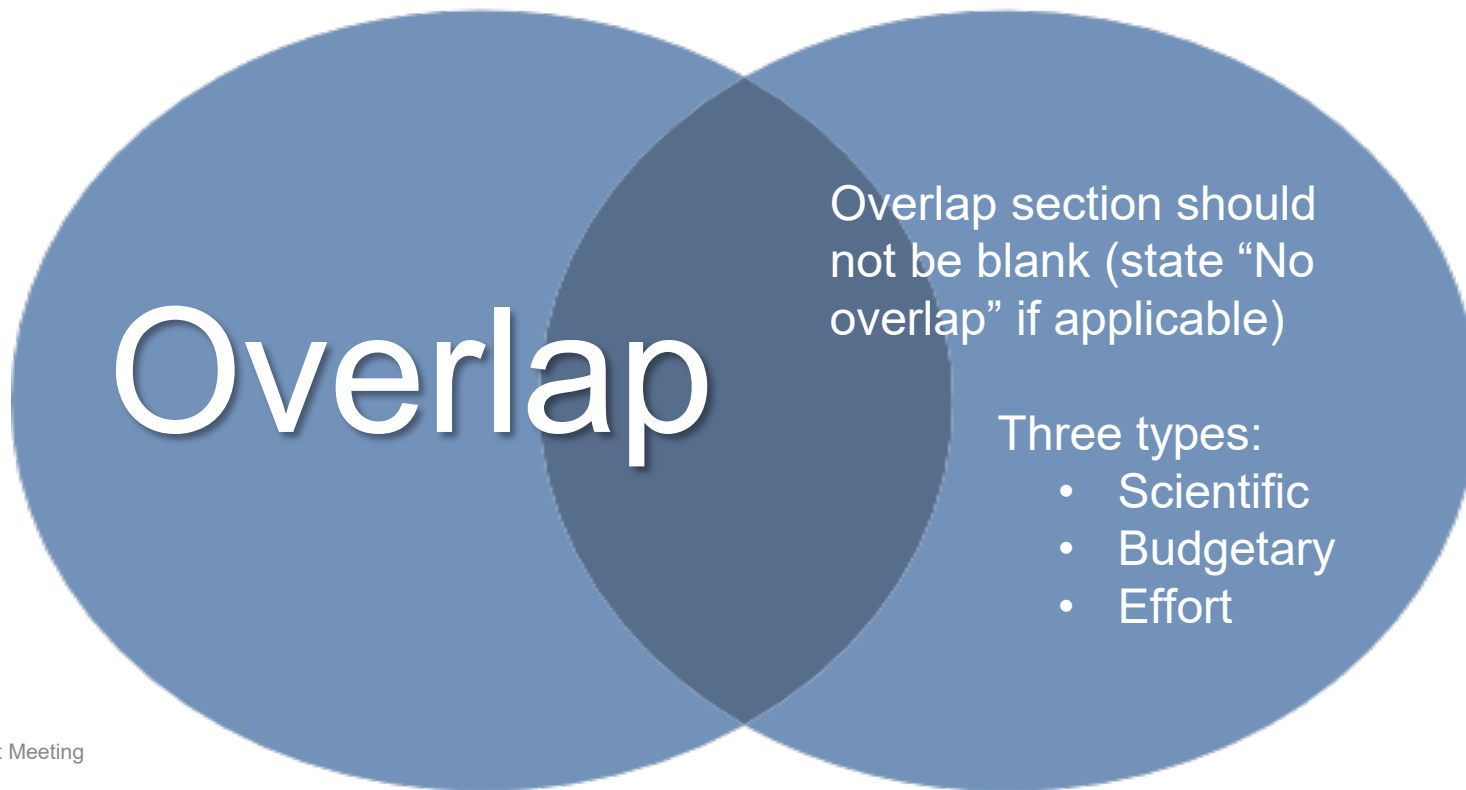
## NOT-OD-23-133 released May 19, 2023 – Notification of new NIH reporting requirements for international subrecipients

- Effective October 1<sup>st</sup>
- 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 each scientific update (no less than once every three months) in line with the timelines out.*
- NIH is encouraging PTE's to address this compliance requirement with our int it also recommends language in Subrecipient letters of support indicating the subrecipient's willingness to abide
- If a subrecipient cannot comply with this new reporting requirement, we will
- "...all lab notebooks, all data and all documentation that supports the research"
  - Updated guidance notes documentation should be received at least every 6 mon
  - 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 documentation to confirm UCLA's compliance with this reporting requirement

OCGA will include this language in both proposal- and award-stage documents to international subrecipients

# Other Support Pages

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# Other Support Pages

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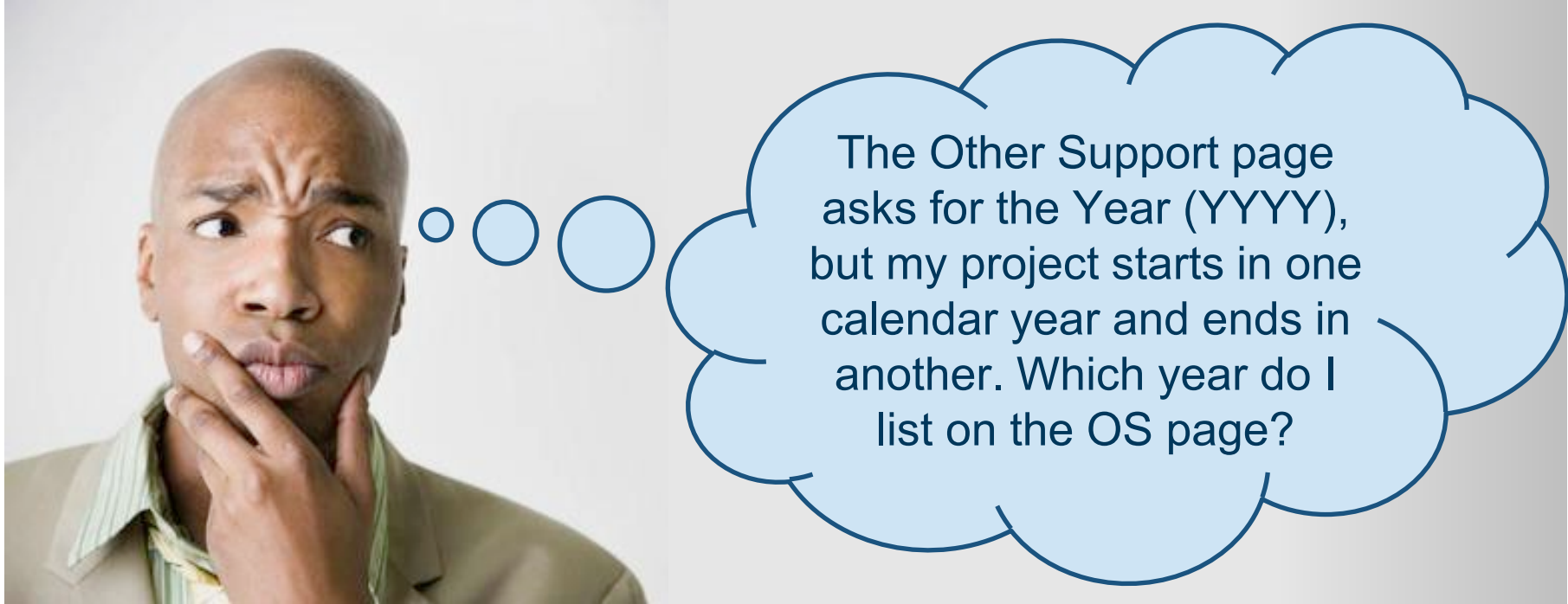
Both [ScienCV](#) and the [UCLA PI Portal](#) can help generate your OS page

Be sure to review for accuracy and details



# Other Support Pages

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The Other Support page asks for the Year (YYYY), but my project starts in one calendar year and ends in another. Which year do I list on the OS page?

# Other Support Pages

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If you are reporting person-months that span two calendar years, you should enter the latter year. For example, if the budget period runs from Aug 2023 through July 2024, you should enter “2024” for the year and include the corresponding person months.



# Budgeting for Data Management and Sharing Costs

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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, 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.

# Updated F&A Rate Agreement

## F&A Agreement

Current F&A Rate Agreement: Dated July 5, 2023

Negotiated with Department of Health and Human Services. View [F&A Rate Agreement document](#)

Sponsored Activity	Effective Period		
	FY 2020 - 2023 (July 1, 2019 to June 30, 2023)	FY 2024 (July 1, 2023 to June 30, 2024)	FY 2025 (July 1, 2024 to June 30, 2025*)
Organized Research	56%	57%	57.5%
Other Sponsored Activities	38%	39%	39%
Instruction	40%	42%	42%
Off-Campus (all functions)	26%	26%	26%
Intergovernmental Personnel Agreement (IPA)	8%	8%	8%

\*From July 1, 2025 until amended, use FY 2025 rates.

<https://ocga.research.ucla.edu/facilities-and-administrative/>

# State-Funded Travel Restrictions - LIFTED

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SB 447 "Building and Reinforcing Inclusive, Diverse, Gender-Supportive Equity Project (BRIDGE Project)" was signed into law on September 13, 2023.

Law creates new public awareness project to promote acceptance and inclusion of the LGBTQ+ community.

**Law also ends California's restriction on taxpayer-funded travel by state agencies and departments to states that have adopted discriminatory anti-LGBTQ+ laws (AB 1887).**

That means if you have any state-funded projects (e.g. TRDRP), you can now use those grant funds to pay for business travel to scientific conferences **irrespective of location.**

# Upcoming Meetings/Events

- Next Research Unit Meeting: Thu Nov 2
- Next Grand Rounds: Friday, Oct 27
- Prior monthly meeting agendas/slides are available on the [website](#)

UCLA Health Family Medicine

About Us For Patients Specialties Education Research Support Our Mission Use Clinicians

Research

Research Center for Behavioral and Addiction Medicine UCLA Sports Medicine Program Research Faculty Research Day Multi-Campus Research Day Committee For Family Medicine Research Unit Employees

UCLA Health For Family Medicine Research Unit Employees

Share this f t i e

Here are some commonly needed documents/forms for Department of Family Medicine Research Unit employees. If you have any questions or do not see the form you require, please contact Laura Sheehan, Manager of Research Administration at [LSheehan@mednet.ucla.edu](mailto:LSheehan@mednet.ucla.edu).

TRAINING-HOW-TO GUIDES:

- [Information Sheet for New Fam Med/Oppenheim Suite Employees](#)
- [Travel/Entertainment/Food Reimbursement Request Guide](#)
- [Purchase Guide](#)
- [Accounting Policies/Training](#)
- [Purchase Process](#)
- [Post Award Training](#)
- [Effort Reporting Guide](#)

FORMS:

- [Department and Anti-Lobby Certificate](#)
- [Facilities and Resources Page for Proposals \(Family Medicine\)](#)
- [Research Write Transfer Requests \(Fam Med Res Unit\)](#)
- [Independent Contractor/Consultant Checklist](#)
- [Misuse Form \(Fam Med Res Unit\)](#)
- [Outlines from At Your Service Catalog](#)
- [Proposal Intake Form \(Fam Med Res Unit\)](#)
- [Purchase Order Request Form \(Fam Med Res Unit\)](#)
- [Request for Gift Cards \(non human subjects and non-employees only\)](#)
- [Subawards - Required Information for Proposals](#)
- [Travel and Entertainment Reimbursement Request Form \(Fam Med Res Unit\)](#)
- [Linking for grant deliverables page? Check out the Accounts Payable website for forms like Check Requests, Petty Cash Expenditures, IRS templates, and more.](#)

MONTHLY RESEARCH UNIT MEETING SLIDES AND AGENDAS:

- [June 2022 Research Unit Meeting](#)
- [May 2022 Research Unit Meeting](#)
- [March 2022 Research Unit Meeting](#)
- [February 2022 Research Unit Meeting](#)
- [December 2021 Research Unit Meeting](#)

# Thank You

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