David Geffen
School of Medicine

UCLA Family Medicine Research Unit Meeting
UCLA Family Medicine 10880 Wilshire Blvd., Suite 1800, 18th floor Conference Room

AGENDA

Thursday, October 7th, 2021 from 11:00am – 12:00pm
Zoom: https://uclahs.zoom.us/j/319497060; **Password**: Research
Dial-In Number: (669) 900-6833; **Access Code**: 319 497 060 #

I.   Wellbeing Resources

   a.   Available Mental Health Resources

   b.   UCLA Recreation Virtual Fitness & Wellness Classes and Events

   c.   DGSOM Reporting and Support Resources

   d.   UCLA Counseling and Psychological Services

II.   Recently Processed Research Funding (since last meeting)

PI	Award Title	Sponsor	Prime Sponsor	Award Type	Action Type
Shoptaw, Steven J	Center for HIV Identification, Prevention and Treatment Services (CHIPTS)	NIH-NIMH	-	Grant	Supplement 1
Shoptaw, Steven J	Center for HIV Identification, Prevention and Treatment Services (CHIPTS)	NIH-NIMH	-	Grant	Supplement 2
Shoptaw, Steven J	Center for HIV Identification, Prevention and Treatment Services (CHIPTS)	NIH-NIMH	-	Grant	Supplement 3
Tarn, Derjung Mimi	Development & Implementation of the Technology-Enabled Alliance for Medication Therapy Management (TEAM)	NORTHWESTERN UNIVERSITY	GORDON & BETTY MOORE FOUNDATION	Subgrant	No Cost Extension
Nattiv, Aurelia	Improving Bone Health and Reducing Incidence of Bone Stress Injuries in Pac-12 Distance Runners: An Implementation Plan Focusing on Health Promotion, Optimal Fueling, and Changing Culture	STANFORD UNIVERSITY	Pacific 12 Conference	Subgrant	Continuation
Sur, Denise Kc	CalMedForce State Funded Grant	Physicians for a Healthy California	UCOP	Subgrant	New

III.   Outgoing Proposals (since last meeting)

PI	Title	Sponsor	Prime Sponsor	Anticipated Award Type	Overall Proposal Type	Project Begin Date
Donohoe, Thomas J	The Prepping for PrEP (Prep4PrEP) Project	RTI INTERNATIONAL	NIH	Subgrant	New	07/01/2022
Kalmin, Mariah Mattera	Reducing Overdose and Suicide Risk in Individuals with OUD and Co-Occurring Disordersment	RAND CORPORATION	NIH-NIDA	Subgrant	New	10/01/2022
Sur, Denise Kc	CalMedForce: UCLA Family Medicine Residency Program	Physicians for a Healthy California	-	Grant	New	07/01/2022

Gelberg, Lillian	The EXIT Study: Extended Intervention for Tobacco Use for People Experiencing Homelessness	UNIVERSITY OF CALIFORNIA, SAN FRANCISCO	NIH	Subgrant	New	07/01/2022
Shoptaw, Steven J	HPTN 094 Protocol Chair	FHI 360 (Family Health International)	NIH-NIAID	Subgrant	Modification/ Amendment	12/01/2021

IV. Human Resources/Personnel

a. **New Personnel**

b. **Biweekly Timesheets**
   1. Complete in a timely manner
   2. Submit in advance if you will be away when due
   3. If you miss the deadline: Next Pay Cycle, Off-cycle Check, Instant Pay Card
   4. Mark your Calendar

c. **Calls to UCPath Center**: More secure; will require you to answer 2 questions about your employee record; you will have 3 attempts

d. To be in compliance with the UCLA Health Influenza Vaccination Policy, you must **get your flu vaccine by Nov 1** unless you have an approved exemption.
   1. Use your myUCLAHealth account to complete the mandatory **Employee Flu Questionnaire**. If you do not have an account, please call myUCLAHealth technical support at 855-364-7052 for an activation link or text (please do not sign up for an account on the website.) You do not need to be a UCLA Health patient to get an account.
   2. Get your **influenza vaccination:**
      a. At **UCLA Health's annual mass vaccination events**, during vaccine rounding on your unit, at your neighborhood CVS MinuteClinic, at UCLA Occupational Health Services or from your health care provider at your next check-up. We will hold mass vaccination events from Oct. 1-14. For the full flu vaccination event schedule, click here. You can sign up for an appointment time in your myUCLAHealth account. Remember to bring your employee ID badge and wear a face mask.
      b. At any of the **CVS MinuteClinics** in the Los Angeles area (free of charge). Click here to download the CVS MinuteClinic employee flu vaccine voucher. To find the CVS MinuteClinic closest to you, click here. Please remember to complete your Employee Flu Questionnaire, which is mandatory.
      c. At **Occupational Health** (appointment hours only): Oct. 1-Dec. 2, Monday-Friday, 7 am-3:50 pm in CHS suite 67-120. High-dose flu vaccines are available for those 65 and older and egg-free vaccines are available for those who are vegan or have an egg allergy.

e. **Winter Campus Closure**:
   1. Sat Dec 18 – Sun Jan 2
   2. Includes 4 paid holidays, rest must be vacation or leave without pay
   3. Must have supervisor permission to work during closure
   4. Supervisors must obtain approval from CAO to have their team work during closure

V. COVID Updates

a. **Return-to-Work (FlexWork)**

b. Don't forget to complete the UCLA COVID-19 Symptom Monitoring System for each day you plan to be in person.

c. COVID vaccination is now required for all employees, unless you have an approved exemption. New employees must be vaccinated in order to be hired.

d. The CDC is recommending a third (booster) dose of the Pfizer-BioNTech COVID-19 vaccine for individuals who had their second Pfizer dose six months ago or longer and who are in certain populations and occupational and institutional settings, including individuals working at colleges and universities. A booster dose is not yet authorized or available to people who received the two-dose Moderna vaccine or the single-dose Johnson & Johnson vaccine, as there must be a separate review of data for those vaccines. We will let you know when there is updated guidance

VI. Purchasing/Financial

a. **Travel**: The new Travel Express system SAP Concur has launched.
   1. **Training**:
      - Getting Started in the New Express for Faculty
      - Policy Controls, Guest Reimbursement, Acting as a Delegate
      - Creating a Report and Acting as a Delegate
      - Look & Feel, Profile Setup, Concur Request, Creating a Report
   2. Expense reports automatically generated; e-receipts; Mobile app for uploading receipts during travel
   3. **Delegates**:
      - If you want to **assign a delegate** (e.g. Valencia), you must do so yourself by going to **Profile > Profile Settings > Expense Delegates**. Please see the Update Your Profile/Add and Remove Delegates training for more info.
      - **Delegates cannot submit** on behalf of another employee. They can only do a Soft Submission, but then the employee must submit their own report.

b. **One-Time Payees**: literally ONE TIME. For realsies. If you will be paying them more than once, they should register with PaymentWorks. Valencia will need the following information to send them a vendor invitation:
   1. Company name or Individual's name
   2. Contact email
   3. Description of goods/services
   4. Verification of US citizenship or US Permanent Resident status

VII. Proposals and Contracts/Grants

a. New **webIRB video tutorial** on getting started in webIRB and submitting new study applications

b. The **2021 NIH Virtual Seminar on Program Funding and Grants Administration** will be held November 1 through November 4, 2021 at **no cost to attendees** (registration is required). While the format has changed, the purpose and target audience remains the same. Below are examples of just a few sessions available at this year's event.

Auditorium A NEW ADMINISTRATORS	Auditorium B NEW INVESTIGATORS	Auditorium C ADVANCED & SPECIAL TOPICS
1:00 – 1:45 PM Ready! Set! Submit! Application Preparation and Submission	1:00 – 1:45 PM Grant Writing for Success	1:00 – 1:45 PM Commitment Transparency
2:00 – 2:45 PM Notice of Award Arrives…Now What?	2:00 – 2:45 PM How NIH Processes and Assigns Your Application	2:00 – 2:45 PM Budget Building for Administrators and Investigators
3:00 – 3:45 PM All About Costs: A Post-Award Primer	3:00 – 3:45 PM Let's Look at Peer Review	3:00 – 3:45 PM Developing a Culture of Safety in Biomedical Research
4:00 – 4:45 PM eRA Commons: Interacting with NIH Electronically Post-Submission	4:00 – 4:45 PM NIH Peer Review: "Live" Mock Study Section with Q&A	4:00 – 4:45 PM Advanced Administrative Topics: Post-Award Issues

For more information, check out the blog post from Mike Lauer, NIH Deputy Director for Extramural Research, and the seminar website for the full agenda and registration information.

c. Reminder: New **Other Support** and **Biosketch** format pages are expected to be in use now, but won't be REQUIRED until Jan 25, 2022. https://grants.nih.gov/grants/guide/notice-files/NOT-OD-21-110.html https://ocga.research.ucla.edu/other-support/

d. **UCLA Library** is hosting a series of workshops to help researchers. Here are a few that may be of interest:

- Cornerstone: Getting Started with Research, *Tuesday, Oct. 5, 3 p.m. to 3:50 p.m.*
- Introduction to Tinderbox, *Thursday, Oct. 7, 1 p.m. to 2:30 p.m.*
- Cornerstone: Developing a Research Question, *Thursday, Oct. 7, 4 p.m. to 4:50 p.m.*
- Getting Started with Comparing and Annotating Digital Images, *Thursday, Oct. 14, 12 p.m. to 2 p.m..*
- Introduction to Scrivener, *Thursday, Oct. 14, 1 p.m. to 2:30 p.m.*
- Cornerstone: Finding Sources at the UCLA Library, *Thursday, Oct. 14, 4 p.m. to 4:50 p.m.*
- Excel for Research, *Thursday, Oct. 21, 1 p.m. to 2:30 p.m.*
- Cornerstone: Collecting and Citing Sources, *Thursday, Oct. 21, 4 p.m. to 4:50 p.m.*
- Docker Containerization: Practices, *Friday, Oct. 22, 10 a.m. to 11:30 a.m.*
- Introduction to Stata, *Tuesday, Oct. 26, 1 p.m. to 4 p.m.*
- Data & Misinformation: Blame it on the Algorithms, *Thursday, Oct. 28, 10 a.m. to 11 a.m.*
- Introduction to DEVONthink, *Thursday, Oct. 28, 1 p.m. to 2:30 p.m.*
- Cornerstone: Writing a Literature Review, *Thursday, Oct. 28, 4 p.m. to 4:50 p.m.*
- Introduction to SQL, *Friday, Oct. 29, 9 a.m. to 12 p.m.*
- Introduction to SAS, *Tuesday, Nov. 2, 1 p.m. to 4 p.m.*
- Intro to Systematic Reviews in the Health Sciences, *Thursday, Nov. 4, 1 p.m. to 2 p.m.*
- Cornerstone: Developing Your Research Plan, *Thursday, Nov. 4, 4 p.m. to 4:50 p.m.*
- Using SQL with Python for Data Analysis, *Friday, Nov. 5, 9 a.m. to 11 a.m.*
- Introduction to SPSS, *Tuesday, Nov. 9, 1 p.m. to 4 p.m.*
- Learning Deep Learning Mechanics, *Wednesday, Nov. 10, 10 a.m. to 12 p.m.*
- Learning PyTorch, *Monday, Nov. 15, 10 a.m. to 12 p.m.*
- Data & Misinformation: Academic Click-bait, *Thursday, Nov. 18, 10 a.m. to 11 a.m.*
- Using UC Library Search, *Thursday, Nov. 18, 1 p.m. to 2:30 p.m.*
- Common Data Formats: How to Access Them Programmatically, *Monday, Nov. 29, 2 p.m. to 3:30 p.m.*

e. **Post-Award Training:** What happens after an award is funded? How is a fund number assigned? How long do I have to wait before I can start spending the funds? How do we keep track of expenses? How does financial and technical reporting work? What happens at the end of the project? Learn the answers to these questions and more. Please RSVP to Laura if you are interested in attending.

f. **Emails from ORA Reports or Portal@research.ucla.edu**

g. COVID-19 Research Funding Opportunities (updated daily).

h. Funding Opportunity Resources

VIII. Suite Updates

a. **New windows, painting, and carpet cleaning** in progress

IX. IT/Computer/Phone

a. October is Cyber Security Awareness Month. Check out DGIT's new Guide for Cybersecurity on the UCLA Health IT website for information on how to stay safe online.

b. This month's Windows update is happening this weekend. Save your work, log out, but don't turn off your device.

c. **Website** updates are in progress, please email Laura your updated information if you haven't done so already

d. **Oppy WiFi** upgrade to 5G

X. Office Safety/Emergency Preparedness

a. Time to renew/complete your **Oppenheimer building training**: Link for returning users. Link for new users. If you are a new hire/user, please use this dept. specific registration code: 765229D

b. Please give Laura your **emergency contact information** if you haven't already done so, and update as needed. Personal cell phone, home phone, personal email, name/contact info for emergency contact person.

XI. Upcoming Meeting

a. **Next Research Unit Meeting: November 4**

b. Please volunteer if you would like to present. Please send any agenda items to Laura 3 days before the next month's meeting.