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# **Family Medicine Research Unit Monthly Meeting - June 2022**

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# Survey Results

- We received **29 responses**, mostly from people who attend fairly regularly
- **15 respondents were faculty or PIs, 7 research staff, and 7 administrative staff**
- The majority of people **preferred to keep the meeting on Thursday morning or midday**
- Mostly **positive feedback**:
  - Agenda items were mostly useful
  - Format (e.g. faculty and staff combined) is working
  - Managed well
- Lots of **great suggestions**:
  - Include games/interactive activities
  - Make Zooms more visually interesting
  - Have clear mission

# Mission

**To bring members of the research unit closer together by providing a forum where current and potential research ideas are shared, and where both faculty and staff are informed of the latest updates in research administration.**

# Recently Processed Research Funding

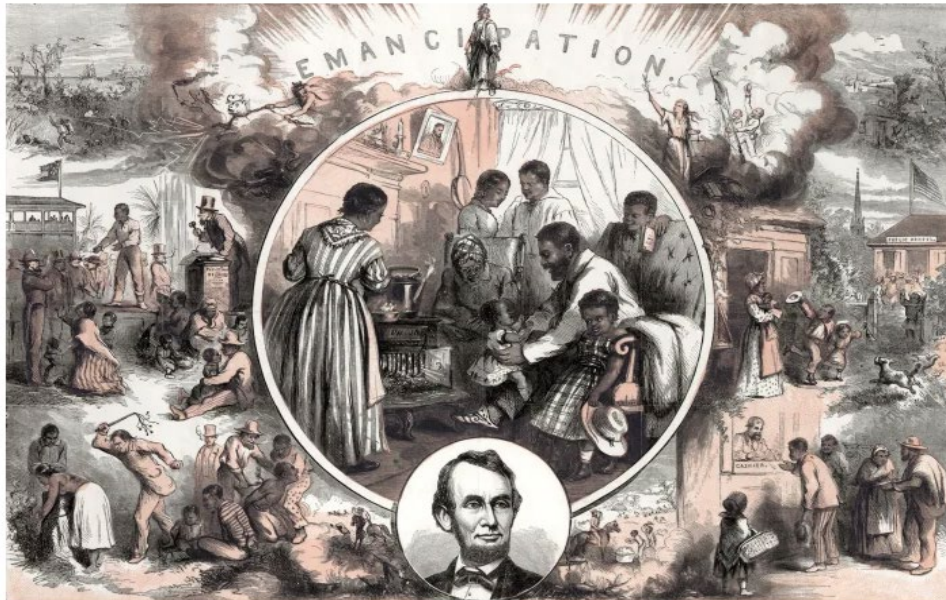
PI	Award Title	Sponsor	Prime Sponsor	Action Type
Gelberg, Lillian	Development of a Community-based HCV Treatment Completion Intervention Among HCV Positive Homeless Adults	UNIVERSITY OF CALIFORNIA, IRVINE	NIH-NIMHD National Institute on Minority Health and Health Disparities	No Cost Extension
Gelberg, Lillian	Subthreshold Opioid Use Disorder Prevention (STOP) Trial	NEW YORK UNIVERSITY	NIH-NIDA National Institute on Drug Abuse	Modification/Amendment
Shoptaw, Steven	HIV Prevention Trials Leadership Group: 094 Protocol Chair	FHI 360 (Family Health International)	NIH-NIAID National Institute of Allergy and Infectious Diseases	Modification/Amendment
Donohoe, Thomas	Rapid Antiretroviral Therapy (ART) Start in the Ryan White HIV/AIDS Program - Dissemination Assistance Provider (DAP)	Cicatelli Associates	DHHS-HRSA Health Resources and Services Administration	Modification/Amendment
Sur, Denise	SBPCR-1000756: UCLA Family Medicine Residency Program (Song-Brown 2021)	CA-Department of Health Care Access and Information	-	New

# Recently Submitted Outgoing Proposals

PI	Title	Sponsor	Prime Sponsor	Proposal Type
Tarn, Derjung Mimi	The MUM study: MULTimorbidity and Medications: the unheard perspective of older adults	UNIVERSITY OF CALIFORNIA, SAN FRANCISCO	DHHS-FDA Food and Drug Administration	Modification/ Amendment
Tarn, Derjung Mimi	Concentrations of ApixabAn, Bleeding, Embolic Events, and cognition in Atrial Fibrillation – CAPABLE-AF	UNIVERSITY OF CALIFORNIA, SAN FRANCISCO	NIH - National Institutes of Health	New
Tarn, Derjung Mimi	Increasing the Feasibility, Impact, and Equity of the Medicare Annual Wellness Visit	NIH-NIA		New
Gelberg, Lillian	Individual and Place Effects Influencing the Experience of Homelessness and Exiting Homelessness	UNIVERSITY OF NORTH CAROLINA	NIH	New

# Human Resources/Personnel

- Friday, June 10<sup>th</sup> is Commencement Day
- Campus closed on Monday, June 20<sup>th</sup> in honor of Juneteenth



Juneteenth (short for “June 19th”) marks the day when federal troops arrived in Galveston, Texas in 1865 to take control of the state and ensure that all enslaved people be freed. The troops’ arrival came a full two and a half years after the signing of the Emancipation Proclamation. Juneteenth honors the end to slavery in the United States and is considered the longest-running African American holiday.

*Illustrated print by Thomas Nast depicting life before and after emancipation.*  
Keith Lance/Getty Images



# Human Resources/Personnel

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- Salary Increases Announced for Policy-Covered Employees

This coming fiscal year, **all eligible, policy-covered UCLA staff will receive a 4.5% increase to their base salaries**. For staff on bi-weekly payroll, increases will be effective June 26, 2022 and reflected in July 20, 2022 paychecks. For those paid monthly, increases will be effective July 1, 2022 and reflected in Aug. 1, 2022 paychecks.

Additionally, **all eligible, policy-covered UCLA faculty will receive a 4% increase in the on-scale component of their salaries**. This adjustment to the academic salary scales will be effective Oct. 1. Details about off-scale and above scale salary components are still being determined and will be shared in the weeks ahead. In addition to the adjustment to the academic salary scales, a Special Salary Equity Program for policy-covered faculty will also be implemented this year.

# Human Resources/Personnel

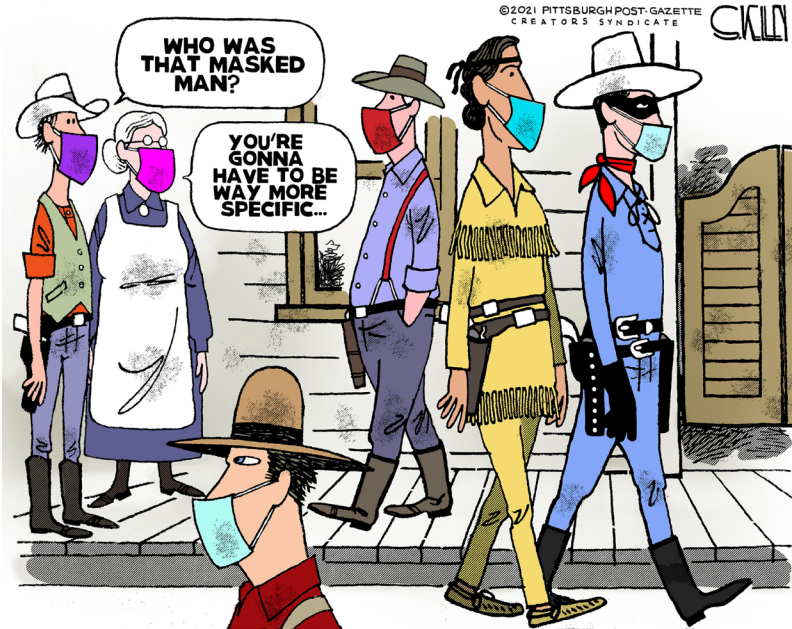
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- This applies to policy-covered non-probationary staff in career, partial-year career, and eligible contract appointments.
- Student employees in casual-restricted positions and staff holding limited appointments are not included, nor are employees covered by a collective bargaining agreement.
- You must have been on payroll before January 1, 2022 to be eligible
- This does not apply to staff members whose most recent performance rating was “Unsatisfactory” or “Does Not Meet Expectations” or who have been subject to corrective/disciplinary action during the review period



# COVID Updates

- As of May 27, masks are again required indoors at Oppy



# Get to Know Your Co-workers

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## THIS MONTH'S SPOTLIGHT: ME!

5 jobs, 1 is a lie:

- Dancing Berenstain Bear at a mall
- ~~Singing telegram performer~~
- Steamy romance novelist
- Quick change captain for a show starring Kristen Bell
- D&D miniature painter

Years at UCLA: 18

Hometown: Las Vegas, NV

Hobbies: Softball, dancing, writing

Favorite smells: Freshly-cut grass, pools, coffee, campfires

I'd love to visit: Scotland, Sweden, Greece, Puerto Rico

# Financial

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- New **Mileage Form** available on our website
  - Gathers required information for reimbursement, including address, phone number, email and method of payment for guests (check vs. Zelle)
- New **Travel and Entertainment Reimbursement form** available on our website

## Mileage Record Report

**Traveler:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

If the Payee is a Guest, please select preferred method of payment:

Check ☐ Zelle ☐ If Zelle, is Zelle account linked to: ☐ phone or ☐ email

# Financial

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- **End of Fiscal Year** is approaching
  - **Work with your vendors and subawards to obtain invoices ASAP.**
  - **Place orders ASAP** for Office Depot, ASUCLA, VWR, Fisher, etc. Any requests received after the first week of June should be purchased in July, if at all possible, to avoid additional paperwork.
  - If you had any travel during this fiscal year, **submit reimbursement immediately**.
  - The only exceptions should be for expenses *incurred in June*



Actual footage of what will happen to Christine if we don't do our part

# Financial

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- **Receiving services from people/vendors**
  - Accounts Payable will reject any invoice that is or appears to be “consulting” (unless a requisition/P-class is already in place)
  - Any service that could be considered consulting should be set up BEFORE THE FACT as a Requisition (meaning we will need the consultant/contractor packet)



# Proposals and Contracts/Grants

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- **OCGA Contacts**
  - Round-robin assignment of analysts due to fiscal close
- **Effort Reporting**
  - Due by July
  - Check out the [Effort Reporting Guide](#) on our website
- **Facilities and Resources Page**
  - Standard [Facilities page](#) for our department is now available on our website
  - Includes remote work resources
  - May need further specification for your purposes



# Proposals and Contracts/Grants

- **Close-out Packets (COPs)**
  - Strict deadlines, NO MORE GRACE PERIODS

## COP Submission Process

- The home department is the administering unit of the award ultimately responsible for managing the sponsored project as a whole including activities in the linked department(s).
- The home department is responsible for obtaining a close packet from the linked department timely to submit a consolidated COP to EFM by the deadline.
- EFM is committed to submit final financial deliverables timely for all awards.

**Linked Department**  
Fund managers at the linked department prepares a COP for specific accounts/cost-centers designated for their department and submits it to the home department.

**Home Department**  
Fund managers at the home department prepares a COP including ALL accounts and cost-centers for the entire project and submits it to EFM.

**EFM**  
EFM reviews the COP to prepare the final financial deliverable and close the fund. If any additional information is needed, EFM communicates with home department fund managers.

# Monthly Meetings with Fund Manager

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Are they actually required?



# Monthly Meetings with Fund Manager

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- **First meeting**

- Review proposed budget
- Review Award Snapshot
- Discuss any changes
- Discuss timing of anticipated expenses
- Approve/initiate transfers and subaward set-ups, etc.

# Monthly Meetings with Fund Manager

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- **Regular Monthly Meetings**

- Review financial reports (aka FR's, GL)
- Ensure that all recorded expenses are allowable, applicable, complete
- Determine if adjustments need to be made
- Review encumbered items
- Monitor spending rate

# Questions You Should be Asking

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*Are sister departments/subawards performing as expected? Are they spending down/invoicing?*

*Is the project making progress as expected? If not, is carryforward/NCE necessary/allowed?*

*Is the effort being charged for personnel accurate? Does it need to change in the upcoming months?*

*Is that charge applicable?*

*Are there any applicable charges missing?*

*Why is that item still encumbered?*

## Notices from ORA Reports ([portal@research.ucla.edu](mailto:portal@research.ucla.edu))

- Sent automatically at 90-, 60-, and 30-day mark prior to budget period end date
  - If you've been meeting monthly with your Fund Manager
  - If you have NOT been meeting monthly with your Fund Manager



# Approaching End Dates

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## Budget Period End Date

- Are you projecting a balance? How big? Is carryforward allowed?
- Are you on target in regard to milestones/aims?
- Make personnel adjustments (forward and back)
- Make applicable purchases, pay applicable invoices
- Technical/Scientific Progress Reports
- Financial Progress Reports





# Approaching End Dates

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## Project Period End Date

- Are you projecting a balance? How big? Is NCE allowed?
- Are you on target in regard to milestones/aims?
- Make personnel adjustments (forward and back)
- Make applicable purchases, pay applicable invoices
- Technical/Scientific Final Reports
- Financial Final Reports
- Is Policy 913 applicable?



# Upcoming Meetings

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- **REQUIRED FOR FACULTY: Meet and Greet with the Residents**
  - **Wednesday, June 22 from 8a-11a**
  - Via Zoom
  - Dr. Ryba will send out call-in information
  - Please RSVP by June 10
  - Send a representative from your team or slides if you can't make it

# Upcoming Meetings

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- Next monthly meeting: **July 7<sup>th</sup>**
- Speaker for July: **Dr. Michael Li** “A Social Genomics Perspective on Social Adversity and Substance Use Disorders in Communities Impacted by HIV”



# Thank You

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