



Laura Sheehan
Manager of Research Administration, Dept. of Family Medicine

Recently Processed Awards

| PI | Award Title | Sponsor | Prime Sponsor | Action Type |
|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|---------------|-------------------------|
| Clark, Jesse Lawton | Mirtazapine for Methamphetamine Use Disorder: Drug-Drug Interaction Study | HELUNA HEALTH | NIH-NIDA | Modification/ Amendment |
| Shoptaw, Steven J | Clinical Trials Network - The Big South/West Node | University of Texas-Southwestern Medical Center at Dallas | NIH-NIDA | Continuation |
| Donohoe, Thomas J | Rapid Antiretroviral Therapy (ART) Start in the Ryan White HIV/AIDS Program - Dissemination Assistance Provider (DAP) | Cicatelli Associates | DHHS-HRSA | Modification/ Amendment |
| Shoptaw, Steven J | Alcohol Cue Human Laboratory Study Testing ASP-8062 | NIH-NIAAA | - | No Cost Extension |
| Shoptaw, Steven J (Storholm) | CHIPTS - Applying behavioral economic approaches to support implementation of PrEP in a trans community center | NIH-NIMH | - | Supplement |
| Shoptaw, Steven J (Moucheraud) | CHIPTS - Financially incentivizing HIV prevention among high-incidence populations in LA County: Preparing for implementation | NIH-NIMH | - | Supplement |
| Shoptaw, Steven J (Brooks) | CHIPTS - Implementation Strategies to Promote Equitable Dissemination of Long-Acting injectable PrEP to Black/Latino MSM and Transgender Women in Los Angeles | NIH-NIMH | - | Supplement |
| Shoptaw, Steven J (Lee) | CHIPTS- De-Medicalizing PrEP by Partnering with House and Ball Community Using Social Work and Guiding Principles: Prioritizing Young Black LGBTQ+ Individuals | NIH-NIMH | - | Supplement |
| Shoptaw, Steven J (Hamilton) | CHIPTS – IS Hub | NIH-NIMH | - | Supplement |
| Moreno, Gerardo | UCLA Underrepresented in Medicine - Center of Excellence | DHHS-HRSA | - | New |
| Donohoe, Thomas J | The Substance Abuse Treatment to HIV Care II (SAT2HIV-II) Project | OHIO STATE UNIVERSITY | NIH-NIDA | New |

Recently Submitted Proposals

| PI | Title | Sponsor | Prime Sponsor | Proposal Type |
|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|----------------------------------|---------------|
| Tarn, Derjung | Los Angeles Maternal Mental Health Access (LAMMHA) – Phase 2 | UNIVERSITY OF WASHINGTON | CALIFORNIA HEALTHCARE FOUNDATION | New |
| Sur, Denise Kc | CalMed Force (2022-2025) | Physicians for a Healthy California | - | New |
| Tarn, Derjung | MUM-URMA1 study: Multimorbidity and Medications: the unheard perspective of older Under-Represented Racial and Ethnic Minority Adults-phase 1 | UNIVERSITY OF CALIFORNIA, SAN FRANCISCO | DHHS-FDA | Supplement* |

COVID Updates

| UCLA Health | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|----------------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| Employees can eat, drink or meet using the following guidelines: | | | |
| LOCATION | ACTIVITY | VACCINATED | UNVACCINATED |
| NON-CLINICAL WORK AREAS Including designated rooms, offices and conference rooms where patients and visitors do not have access | Meet | Mask strongly recommended Physical distancing when feasible | Mask strongly recommended Physical distancing when feasible |
| | Eat/drink (including eating while meeting) | Mask may be removed Physical distancing when feasible | Mask may be removed with six feet of distancing between others |

COVID Updates

The Symptom Monitoring Survey is no longer required

As of Aug. 16, 2022, completion of the daily symptom monitoring survey **is no longer required** for those living, learning or working on the UCLA campus or at other UCLA properties. Clearances previously obtained through the survey are no longer necessary to access classrooms, workspaces or other facilities or to [enter events](#) on campus.

Instead, individuals are asked to **assess themselves for COVID-19 symptoms**. If you do have symptoms, please refrain from coming to campus, attending classes and/or leaving your residence; you should [take a COVID test](#), [isolate](#) and, if the results come back positive, [contact UCLA campus health officials](#).

Weekly surveillance testing is also no longer required.

Disability Awareness

- Familiarize yourself with our [disability management and accommodations](#) policies and procedures.
- Consider [reading](#) Being Heumann: An Unrepentant Memoir of a Disability Rights Activist, by Judith Heumann, who joined us for the [Regents' Lecture](#) earlier this year.
- Watch “Changing the Way We Talk About Disability” [TEDxTalk](#).

Disability Awareness

The University shall attempt to make reasonable accommodations for all known disabilities of a qualified individual with a disability (QID) or any employee who has been injured on the job qualified injured worker (QIW). The decision to offer reasonable accommodation to a QID/QIW shall be made on a case-by-case basis after evaluation of the relevant facts.

Reasonable accommodation may include but are not limited to:

- making existing facilities used by employees readily accessible to QID/QIWs;
- job restructuring, i.e., modifying a job so that a person with a disability can perform the essential functions of the position through the elimination of non-essential elements of the job, re-delegation of assignments, exchanging assignments with other employees or redesigning procedures;
- initiating part-time or modified work schedules;
- acquiring or modifying equipment or devices;
- appropriately adjusting or modifying employment examinations, training materials or local practices;
- providing qualified readers or interpreters; or
- Re-assigning or referring a QID/QIW to an active vacant position.

Upcoming Holidays and Winter Closure

| | |
|-----------------------|--------------------------------------|
| Veterans Day holiday | Friday, November 11 |
| Thanksgiving holiday | Thursday-Friday, November 24-25 |
| Christmas holiday | Friday-Monday, December 23, 26 |
| New Year's holiday | Friday-Monday, December 30-January 2 |
| Winter campus closure | TBD |

Upcoming Holidays and Winter Closure

| | SUN | MON | TUE | WED | THU | FRI | SAT |
|----------|-----|-----|-----|-----|-----|-----|-----|
| December | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| January | 1 | 2 | 3 | 4 | 5 | 6 | 7 |

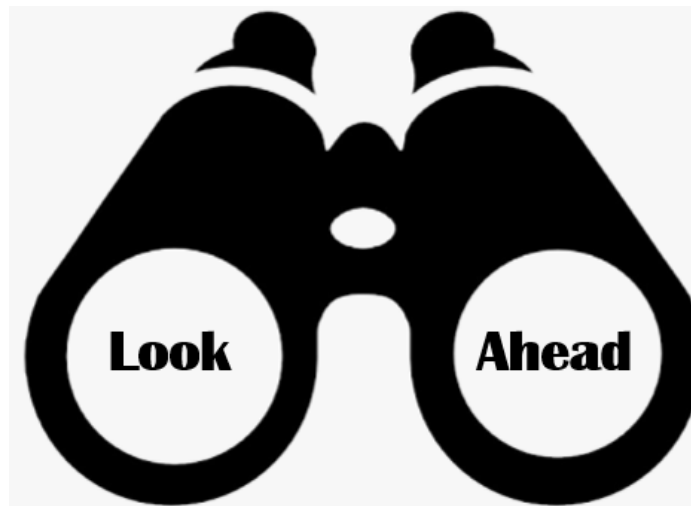
Laura: Out of the Office

- **November 1-4 (Tues-Fri):**
Presenting at the International Society for Research Administrators Annual Meeting in Las Vegas, NV
- **November 10-16 (Thurs-Wed):**
On Vacation



Monthly Meetings with Fund Manager

- Set up a recurring meeting for the middle or second half of the month
- Review files sent to you in advance
- Invite relevant personnel (e.g. Project Coordinator), if applicable



Other Support Pages

- PI's are responsible for managing their own OS page
- PI Portal
 - Strongly encourage you to use the PI Portal version of your OS page
 - At the very least, you must compare the PI Portal version with your version. Any discrepancies must be explained.
 - If there are any pending projects that will not be awarded, you must email OCGA Data myOCGAdata@research.ucla.edu to have them removed from the PI Portal

Research Updates

- Federal effort underway to transition to [common disclosure forms](#) for Biosketch and Other Support pages that all federal sponsors will be asked to use
- NSF is serving as steward of those forms and is currently soliciting input on the drafts.
- OCGA is currently reviewing the forms and is soliciting input from campus.

The documents for which NSF is seeking comments are:

- a. A [common Biographical Sketch form](#)
- b. A [common Current and Pending \(Other\) Support form](#)
- c. An [excel spreadsheet](#) that summarizes all the data elements, as well as their data attributes

Please provide comments or suggestions to Laura by October 12, 2022

Upcoming NIH Virtual Courses (free)

October 14, 2022 2:00PM - 4:00PM **[Research Misconduct & Detrimental Research Practices](#)**

What is research misconduct and how do you distinguish it from detrimental research practices? Research Integrity Officers from HHS and NIH will discuss regulations, institution responsibilities, and ways to avoid misconduct. Experts will explore interpersonal, institutional, and professional responsibilities in the conduct of research via presentations, case studies, and audience discussions.

November 9, 2022 2:00PM - 4:00PM **[International Collaborations: Policies, Processes, & Partnerships](#)**

Whether you are from a domestic institution considering partnering with an overseas research org or you are an international researcher working through the grant application process, this event will provide you with valuable tools, policies, and guidance. Administrative and programmatic aspects of the application process and considerations for building a partnership will be shared.

December 6-7, 2022 12:00PM - 4:00PM **[Human Subjects Research: Policies, Clinical Trials, & Inclusion](#)**

What are the basic HHS and NIH policies that apply to research involving human subjects, including clinical trials? How do you prepare a research proposal for review that addresses the regulatory requirements? What are some strategies for developing realistic and scientifically acceptable inclusion plans? Answers to these questions are just a few of the valuable take-aways you'll gain from this event. HHS and NIH experts will share policies, resources, guidance, and case studies in this informative and engaging event.

Interlude



Financial Justifications

- Describes business purpose and how it relates to the fund being charged
- Must be detailed
 - Explain what you are buying, especially if no object code is included
 - Explain why you are buying it
- Avoid jargon and abbreviations

Financial Justifications

“To buy TRMs for the THP study”



“To buy tape recorder machines for the Transformations in Health Project”



“For the purchase of 5 tape recorder machines for study personnel to record participant interviews during Phase II of the Transformations in Health Project”



Revised Purchase Request Form

| | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| Is this a new vendor? <input type="checkbox"/> No <input type="checkbox"/> Yes | If Yes, please list email for PaymentWorks invite: <input type="text"/> |
| Must this be paid with a credit card? <input type="checkbox"/> No <input type="checkbox"/> Yes | If Yes, please attach information with website address, login, etc. |
| Does the vendor have a campus-wide agreement? (If you're not sure: click this link to see list) <input type="checkbox"/> No <input type="checkbox"/> Yes | |
| Is this request for a service? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, and the vendor does not have a campus-wide agreement, please provide the service location below and attach proof of vendor's insurance listing "Regents of the University of California" as additional insured (unless already provided in the last year). If no insurance is available, attach a detailed SOW and provide a justification in the Comments section to request an insurance waiver. | |
| Was the service provided conducted out of CA? <input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, city/state: <input type="text"/> | |

Revised Purchase Request Form

Please choose one of the following and input the necessary information:

☐ **Blanket Agreement Request (J-Class)**

[Click here for more information about Blanket Agreements](#)

| | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
| Vendor Name: | | | |
| If this is a request for a new J-class: | | | |
| How much do you anticipate paying this vendor over the course of the year? | | | |
| REQUIRED: Attach a quote (or price list) and the vendor's Terms & Conditions to this request | | | |
| If this is a request is to add funds (POCR) to an existing J-class: | | | |
| Please list the existing J-class agreement number: | | | |
| How much would you like to add to the J-class? | | | |
| Note: You do not need to complete the Account Information section below. J-class agreements are good for 1 year from creation date. Keep track of your J-class agreement expiration dates and amounts remaining. After J-class creation, you can use the "Invoices against Blankets" section below to pay individual invoices. | | | |

☐ **Utility Invoice / Invoices against Blankets**

| | | | | | | |
|------------------------------------------------------------|---------------|-------------|--------------------------|---------------|-----------------------------|------------------------------|
| <u>Does the vendor have an existing blanket agreement?</u> | | | | | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| If yes, list the K- or J-class agreement #: | | | | | | |
| Invoice # | Vendor | Date | Brief Description | Amount | | |
| | | | | | | |
| | | | | | | |
| Add lines if needed | | | | Total | \$0.00 | |

Revised Purchase Request Form

☐ **Quote/Requisition** [For computer/IT requests, please obtain a quote from DGIT and attach the quote to this request.](#)

| Does vendor require a signed contract? (Are there terms/conditions) | | | | | | <input type="checkbox"/> No <input type="checkbox"/> Yes | If yes, please attach contract/terms. |
|---------------------------------------------------------------------|----------------|--------|------|-------------------|--------|----------------------------------------------------------|---------------------------------------|
| Quote # | *DGIT Ticket # | Vendor | Date | Brief Description | Amount | | |
| | TIX | | | | | | |
| Add lines if needed | | | | | | Total | \$0.00 |

☐ **Order**

| Vendor Name: | | | | | | |
|------------------------------------------------------------------------------------------------------------------------------------------|-----|--------------------------------------------------------------|-------------|----------------------------------|--------|--------|
| Is the vendor a BruinBuy Supplier (is this a Supplier Site Order)? <input type="checkbox"/> No <input type="checkbox"/> Yes | | | | | | |
| Office Depot Catalog (Login: UCBBROWSE1a, Pass: BROWSE4u; case sensitive) If yes, you can skip the items in yellow below | | | | | | |
| Vendor Address: | | | | | | |
| Send the PO to: | | <input type="radio"/> Requestor <input type="radio"/> Vendor | | Provide fax or email to send PO: | | |
| Recipient Name: | | | | Vendor Phone: | | |
| Delivery Address: | | | | | | |
| Quantity | UOM | Unit Price | Description | Catalog # | Amount | |
| 1 | | | | | | \$0.00 |
| 2 | | | | | | \$0.00 |
| 3 | | | | | | \$0.00 |

Revised Purchase Request Form

Note: If you are attempting to pay a speaker, CAB member, or similar expense, please do not use this form. Instead, use a Check Request Form.

Account Information

Is this a federal fund? ☐ Yes ☐ No

If yes, and if the purchase is >\$9,999, you must complete this form and attach it.

| <u>Account</u> | <u>CC</u> | <u>Fund</u> | Project | Sub | <u>Object</u> | Fund Name | Amount | % |
|----------------|-----------|-------------|---------|-----|---------------|-----------|--------|---|
| | | | | | | | | |

Supplier Site Orders (catalog orders)

| | | | | |
|----------------------------------------------------------------|--------------------------------------------------|-----------------------------------------|------------------------------------------------------------------------------------------------|------------------------------------------------|
| <u>Abcam</u> | <u>Agilent Technologies</u> | <u>Airgas</u> | <u>ASUCLA</u> | <u>Aventri Inc.</u> |
| <u>AVI-SPL</u> | <u>Bio-Rad</u> | <u>CDW-G</u> | <u>Cell Signaling</u> | <u>Fastenal (Merced only.)</u> |
| <u>FedEx</u> | <u>Fisher Scientific</u> | <u>GE Healthcare</u> | <u>Gorilla Marketing</u> | <u>Grainger</u> |
| <u>Graybar</u> | <u>Guy Brown</u> | <u>HD Supply</u> | <u>Krueger International (KI)</u> | <u>KST Data</u> |
| <u>Main Street Technologies (Merced only.)</u> | <u>McKesson Medical Surgical</u> | <u>Millipore Corp</u> | <u>Miltenyi Biotec</u> | <u>Neta Scientific</u> |
| <u>New England BioLabs, Inc.</u> | <u>Newark Electronics</u> | <u>Office Depot</u> | <u>Omega Scientific</u> | <u>Praxair</u> |
| <u>Qiagen</u> | <u>Rainin</u> | <u>RICOH USA INC</u> | <u>Roche</u> | <u>Sigma Aldrich</u> |
| <u>Spectrum Chemicals</u> | <u>Tangram</u> | <u>The Castle Press</u> | <u>Thermo Fisher Scientific Life Science Group (Formerly Life Technology.)</u> | <u>Unisource</u> |
| <u>VWR</u> | <u>Waxie</u> | <u>Xerox</u> | | |

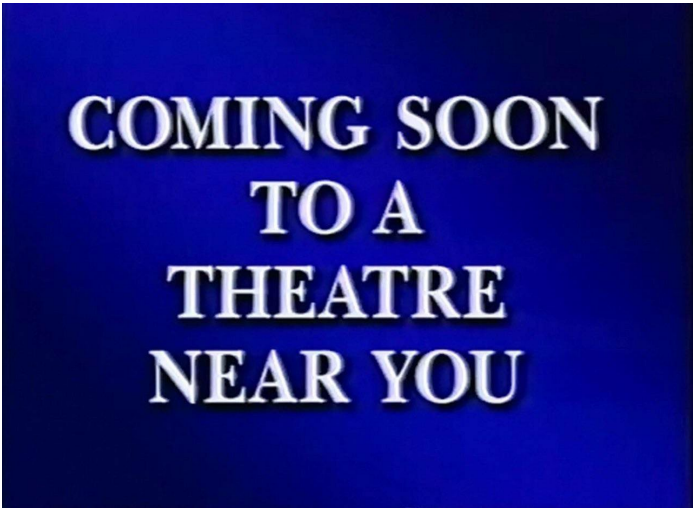
Upcoming Guidance

- New Travel/Entertainment guidance:

Expected to be completed
next week

- Website Updates:

Expected to be completed
next week



**COMING SOON
TO A
THEATRE
NEAR YOU**

Meetings/Events

- November Research Unit Meeting is **CANCELLED**
- Next Monthly Research Unit Meeting: **Thursday, December 1**
- Prior monthly meeting agendas/slides will be available on the [website](#)

UCLA Health Family Medicine

About Us For Patients Specialties Education Research Support Our Mission Our 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 in 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.

TRAINING-HOW-TO GUIDES:
[Information Sheet for New Fam Med Dooberheimer Suite Employees](#)
[Travel/Entertainment/Food Reimbursement Request Guide](#)
[Purchasing Guide](#)
[Accounting Policies/Training](#)
[Purchasing Flowchart](#)
[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 \(Fam Med Res Unit\)](#)
[Outpatient from At Your Service Catalog](#)
[Proposed Imple 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 awards and enabling travel? Check out the Accounts Payable website for forms like Check Requests, Petty Cash Expenditures, VRS templates, and more.](#)

MONTHLY RESEARCH UNIT MEETING SLIDES AND AGENDAS:
[June 2022 Research Unit Meeting](#)
[May 2022 Research Unit Meeting](#)
[April 2022 Research Unit Meeting](#)
[March 2022 Research Unit Meeting](#)
[February 2022 Research Unit Meeting](#)
[November 2021 Research Unit Meeting](#)

Thank You
