Family Medicine Research Unit Monthly Meeting

March 2023

Recently Processed Awards

PI	Award Title	Sponsor	Prime Sponsor	Action Type
Donohoe, Thomas J	Ending the HIV Epidemic: A Plan for America – Technical Assistance Provider	Cicatelli Associates	DHHS-HRSA Health Resources and Services Administration	Continuation
Gelberg, Lillian	Comparative Effectiveness of Single-Site and Scattered-Site Permanent Supportive Housing on Patient-Centered and COVID-19 Related Outcomes for People Experiencing Homelessness Receiving Contingency Management	UNIVERSITY OF SOUTHERN CALIFORNIA	PATIENT-CENTERED OUTCOMES RESEARCH INSTITUTE	Modification/ Amendment
Shoptaw, Steven J	Center for HIV Identification, Prevention and Treatment Services	NIH-NIMH National Institute of Mental Health	-	Continuation

Recently Submitted Proposals

PI	Title	Sponsor	Prime Sponsor	Type
Gelberg, Lillian	Understanding the Complex Risk Pathways of Multiple Chronic Conditions	UNIVERSITY OF NORTH CAROLINA	NIH - National Institutes of Health	Resubmission - New
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 - National Institutes of Health	New
Gelberg, Lillian	NIDA Clinical Trials Network: Greater New York Node - Supplement: Subthreshold Opioid Use Disorder Prevention (STOP) Trial (Year 6)	NEW YORK UNIVERSITY	NIH-NIDA National Institute on Drug Abuse	Modification/ Amendment

Upcoming Holidays

March 31, 2023 – Cesar Chavez Day

Performance Evaluations

- For career staff in non-represented, non-academic positions
- Self-evaluation now available in Cornerstone

Task	Dates	Length
Employee self-evaluation	February 28 – March 12	2 weeks
Manager evaluation	March 13 – April 9	4 weeks
Director Review/Calibration	April 10 – 23	2 weeks
Senior Executive Review and Approval	April 24 – May 7	2 weeks
Managers meet with employees and sign off	May 8 – June 4	4 weeks
Employees sign off	June 5 – 12	1 week

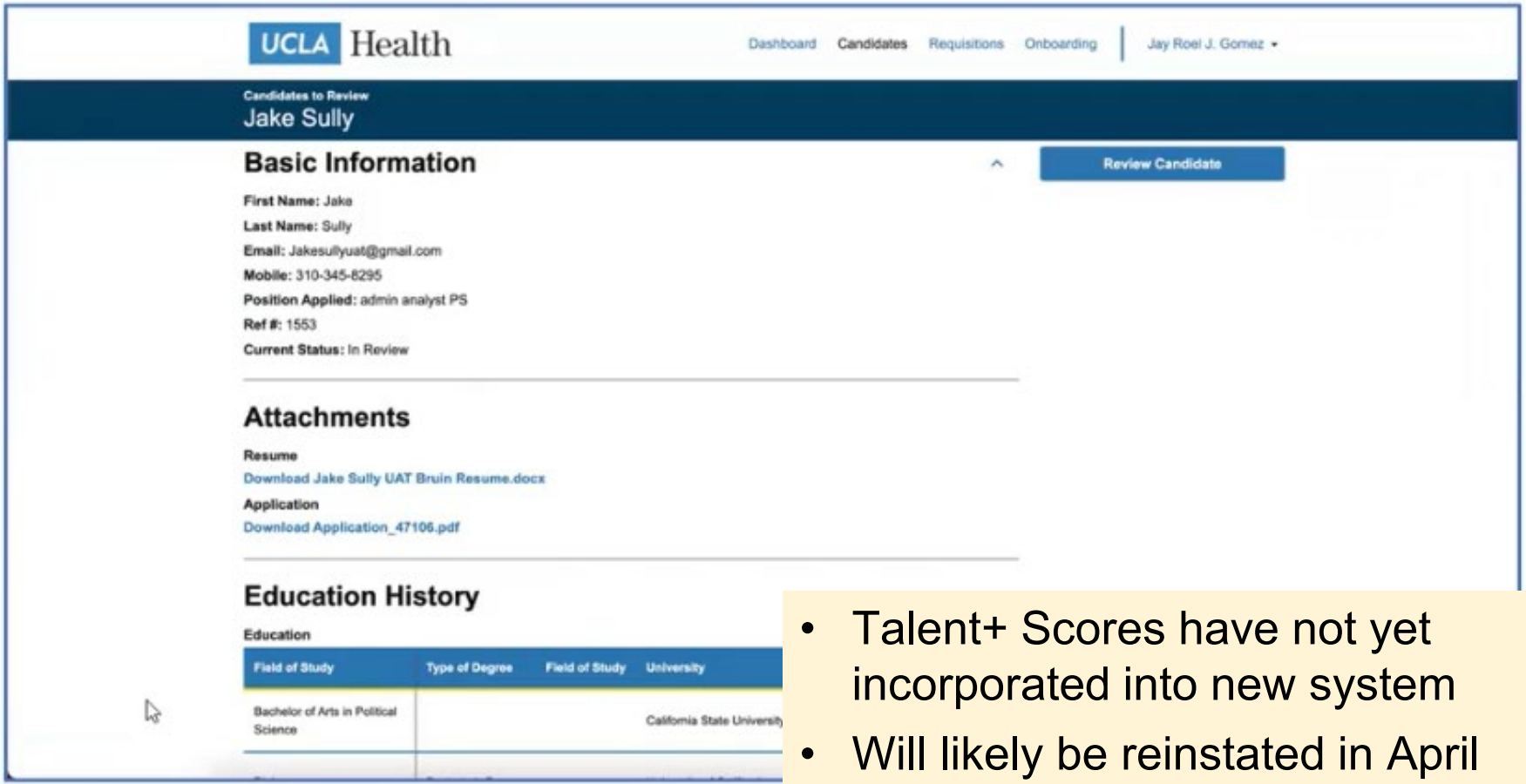
Performance Evaluations

- Five-point rating system

Performance consistently exceeds objectives and expectations. Recognized by others for their notable and valued contributions. Produces high impact results and demonstrates behaviors and an attitude that serves as an example to others.

New Applicant Tracking System

- Avature
- Replaces Cornerstone for reviewing applicants
- Training for hiring managers is available here: https://mednet.uclahealth.org/managertoolkit/
- In progress requisitions: applicants will need to re-apply via new system
- Requisitions put on hold during blackout should be processed shortly



- Talent+ Scores have not yet incorporated into new system
- Will likely be reinstated in April

Research Day

2023 Meeting Information

- In-person at the California Endowment (Center for Healthy Communities Los Angeles)
- Wednesday, May 10, 2023
- Keynote Speaker: Dr. Steve Shoptaw

Abstract Submissions

- Submission Guidelines and other info can be found on our website
- Abstracts must be submitted via the Submission Portal by April 7, 2023.

Grand Rounds

- Congratulations to Dr. Üsküp on presenting our inaugural Grand Rounds address in February
- Fourth Friday of every month, from 12-1pm
- Via Zoom (email Denise Acelar if you do not already have the invite)
- Faculty, staff, and students are encouraged to attend

Grand Rounds

- Next event: **Friday, March 24th**

ANDREW BAZEMORE, MD, MPH

Dr. Bazemore serves as the Senior Vice President of Research and Policy for the American Board of Family Medicine (ABFM). As Senior Vice President for Research and Policy, Dr. Bazemore is responsible for managing all ABFM research functions and staff, development and implementation of an enterprise-wide strategy for research, co-directing the new ABFM Center for Professionalism and Value in Health Care in Washington DC, coordinating and developing an existing and expanding ABFM leadership/scholarship portfolio that includes ABFM Visiting Scholars & Fellowship, Pisacano Scholars & Puffer Fellowship programs, developing national and international collaborative research partnerships, and continuing to grow his own research in measures that matter for primary care, workforce & training, and access to primary health care for vulnerable populations.

Discovery Year Mentorship Program

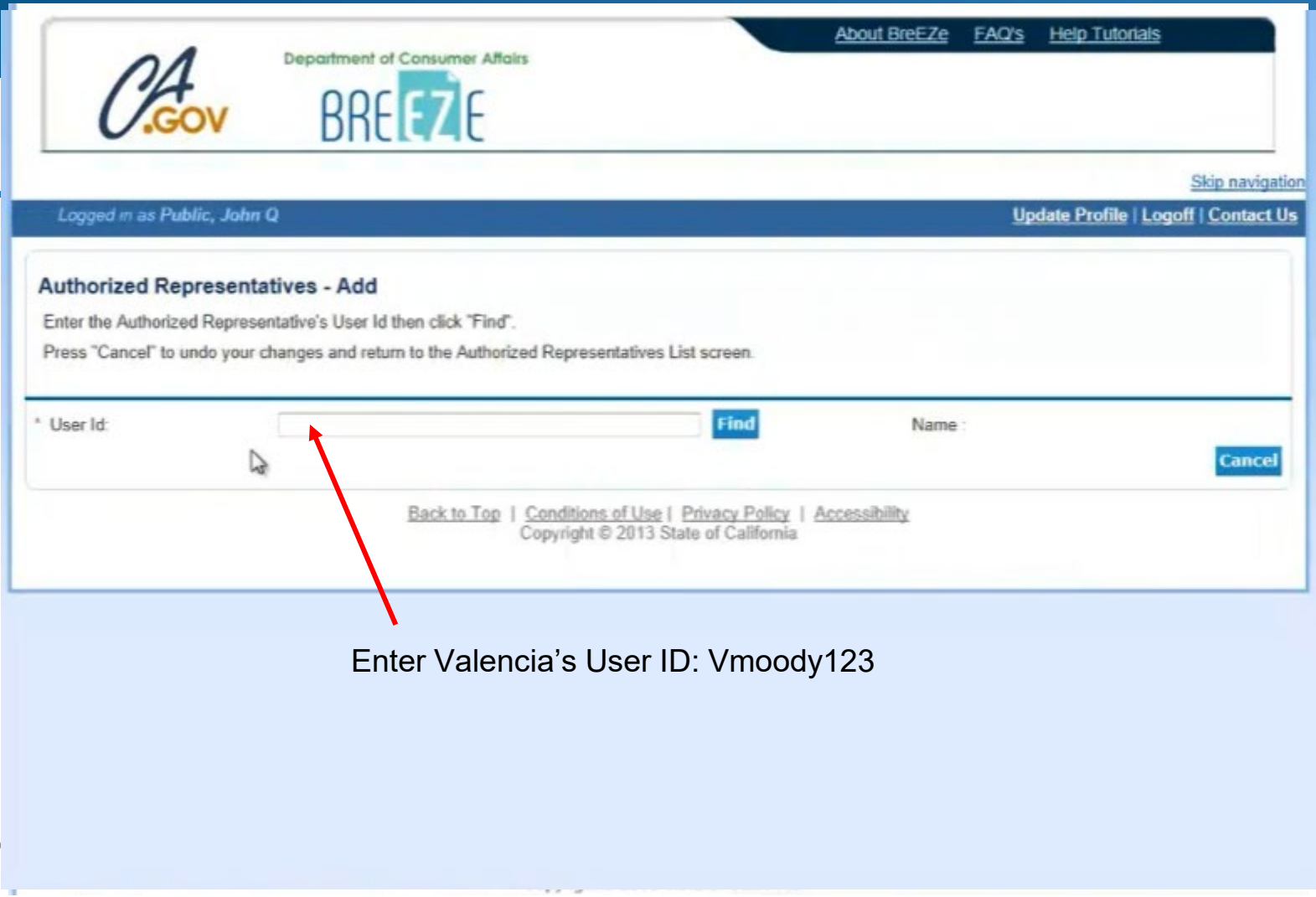
- New curriculum for medical students: year-long protected time for substantive creative/scholarly/research experience in their area of interest
- Eight DGSOM Discovery Area of Concentrations (AoC)
- Our Department is offering fellowships under the **Health Justice and Advocacy** AoC
- Three faculty mentors this year: Drs. Mary Marfisee, Jyoti Puvvula, and Steve Shoptaw
- Students should complete application and submit by March 31, 2023

Jabber

- Allows users to make and receive phone calls from your VoIP office phone number on your laptop or mobile device
- Request via IT Services Web Center, or reach out to Valencia
- Ideal for mostly remote employees who may need a UCLA office phone *number*, but don't have a dedicated UCLA office or phone (handset)

Medical License Renewals

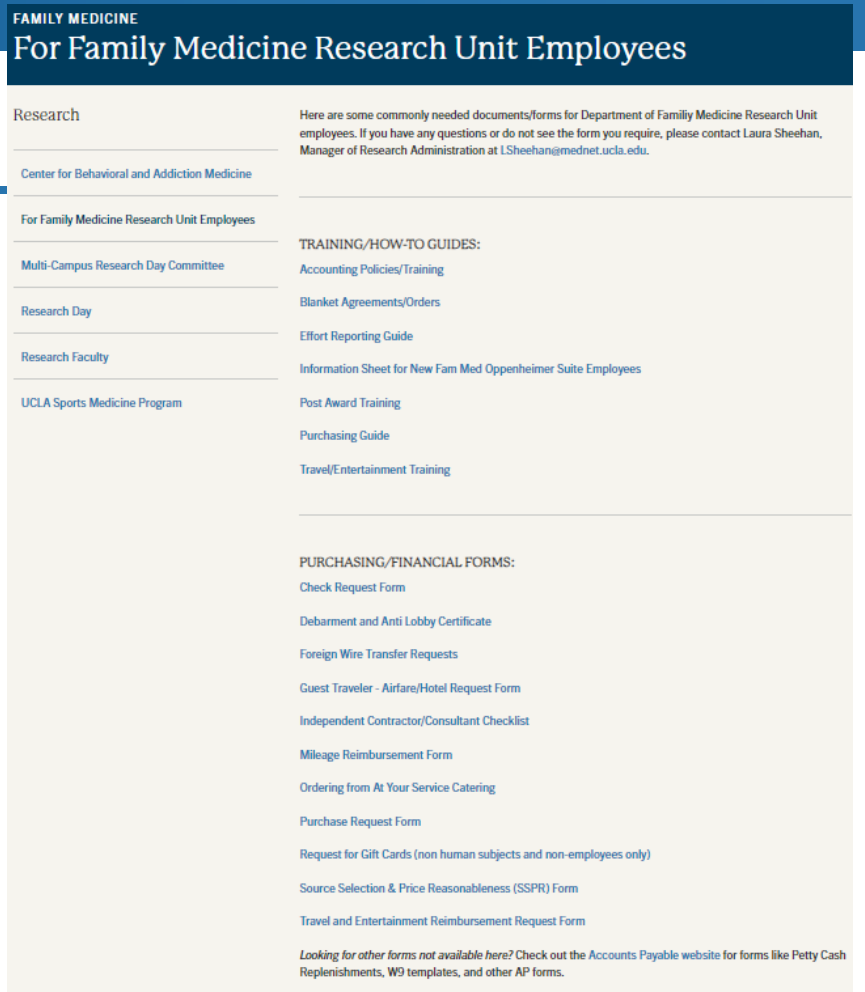
- Instead of paying for renewal and seeking reimbursement: Valencia can pay through BreEZe directly with the P-card
- Doctors must designate her as an Authorized Representative in BreEZe
- Submit PO request to let us know the FAU, etc.



Enter Valencia's User ID: Vmoody123

Website Updates

- Faculty: provide Laura with your research information ASAP
- Updated how-to guides and financial forms are now available on the “For Fam Med Research Unit Employees” page



FAMILY MEDICINE

For Family Medicine Research Unit Employees

Research

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

Here are some commonly needed documents/forms for Department of Familiy 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:

- Accounting Policies/Training
- Blanket Agreements/Orders
- Effort Reporting Guide
- Information Sheet for New Fam Med Oppenheimer Suite Employees
- Post Award Training
- Purchasing Guide
- Travel/Entertainment Training

PURCHASING/FINANCIAL FORMS:

- Check Request Form
- Debarment and Anti Lobby Certificate
- Foreign Wire Transfer Requests
- Guest Traveler - Airfare/Hotel Request Form
- Independent Contractor/Consultant Checklist
- Mileage Reimbursement Form
- Ordering from At Your Service Catering
- Purchase Request Form
- Request for Gift Cards (non human subjects and non-employees only)
- Source Selection & Price Reasonableness (SSPR) Form
- Travel and Entertainment Reimbursement Request Form

Looking for other forms not available here? Check out the Accounts Payable website for forms like Petty Cash Replenishments, W9 templates, and other AP forms.

NIH Updates

How do I budget effort for personnel whose duties are included as part of the Data Management and Sharing Plan?

NIH Updates

All costs for data management and sharing activities, including personnel costs, must be included in the single line item in section F - Other Direct Costs. Supporting details, including a breakdown of any personnel effort, must be included in the budget justification.

Allowable Costs

Reasonable, allowable costs may be included in NIH budget requests for:

- Curating data
- Developing supporting documentation
- Formatting data according to accepted community standards, or for transmission to and storage at a selected repository for long-term preservation and access
- De-identifying data
- Preparing metadata to foster discoverability, interpretation, and reuse
- Local data management considerations, such as unique and specialized information infrastructure necessary to provide local management and preservation (for example, before deposit into an established repository).
- Preserving and sharing data through established repositories, such as data deposit fees.
    - If the Data Management & Sharing (DMS) plan proposes deposition to multiple repositories, costs associated with each proposed repository may be included.

New CBR Rates

Proposed FY24 Composite Benefits Rates

Group #	Employee Group	FY23 CBR	FY24 CBR
1	Faculty Summer	4.0%	▼ 3.7%
2	Non-HCOMP Faculty	32.0%	▼ 31.6%
3	HCOMP Faculty	32.0%	▲ 32.9%
4	Other Academics	41.7%	▲ 44.1%
5	Post Docs	17.2%	▲ 18.4%
6	Staff Exempt	41.7%	▲ 44.1%
7	Staff Non-Exempt + Food-Custodian-Grounds	47.3%	▲ 49.1%
8	Employees & Students with Limited Benefits	4.0%	▼ 3.7%

In the News

NEWS | 16 February 2023

FDA to require diversity plan for clinical trials

US regulatory agency makes 'big change' to increase the number of participants from under-represented groups in drug testing.

APPLY NOW: Faculty Research Funding Opportunities

Adela Hernandez | February 22, 2023

NEUROSCIENCE

Long COVID Now Looks like a Neurological Disease, Helping Doctors to Focus Treatments

POLITICS

U.S. Senate Committee Approves Bipartisan Marijuana Research Bill Focused On Military Veterans With PTSD And Pain

Tuesday, February 21, 2023

Long-acting antiretroviral therapy suppresses HIV among people with unstable housing, mental illnesses, substance use disorders

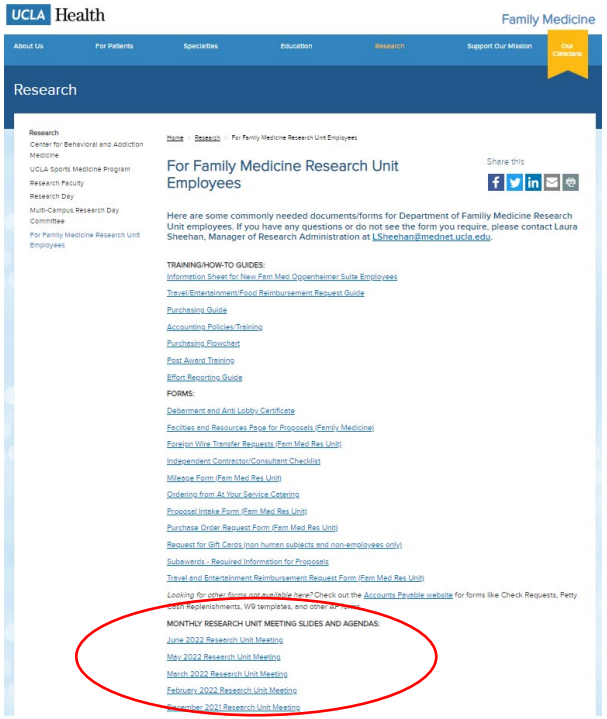
January 2023

Health Capsule

Artificial Intelligence and Medical Research

Meetings/Events

- Next Research Unit Meeting: April 6
- Next Grand Rounds: Friday, March 24
- *Building a Budget: Financial Basics for Research Proposals* (March 9, 2023, from 12-1:30pm, hosted by CHIPTS)
- Research Day: May 10, 2023 at the California Endowment (downtown)
- Prior monthly meeting agendas/slides are available on the website



Thank You