Family Medicine Research Unit Monthly Meeting

February 2023

Winter Holiday Party 2022

Monthly Research Unit Meetings

- Poll results:

Recently Processed Awards

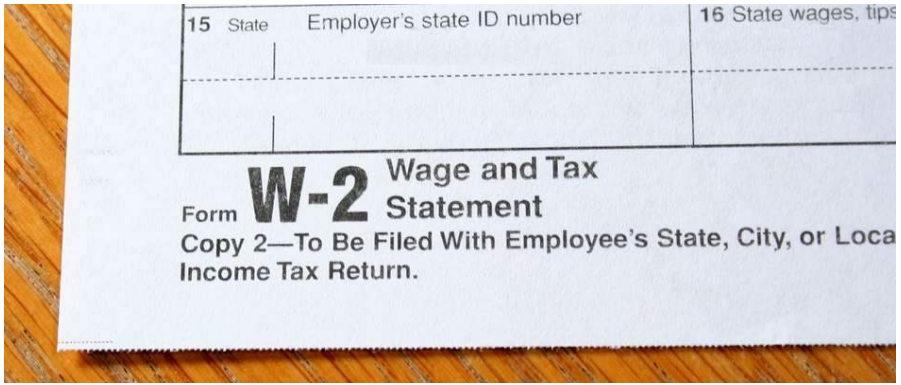
PI	Award Title	Sponsor	Prime Sponsor	Action Type
Shoptaw, Steven J	HIV Prevention Trials Leadership Group: 094 Protocol Chair	FHI 360 (Family Health International)	NIH-NIAID	Modification/ Amendment
Shoptaw, Steven J	Clinical Trials Network - The Big South/West Node	University of Texas-Southwestern Medical Center at Dallas	NIH-NIDA	Continuation
Tarn, Derjung	Medicare Annual Wellness Visit Practice Redesign Toolkit: A Tailored Intervention to Improve Preventive Health Service Use	NIH-NIA National Institute on Aging	-	Modification/ Amendment
Shoptaw, Steven J	HPTN 094 Integra	FHI 360 (Family Health International)	NIH-NIAID	Modification/ Amendment
Kalmin, Mariah Mattera	CA Bridge Research	PUBLIC HEALTH INSTITUTE (FORMERLY CA PUBLIC HEALTH FDN)	Battery Foundation	No Cost Extension
Shoptaw, Steven J	Clinical Trials Network Big South/West Node – Yr18 Remove Restrictions Request: CTN-0109 CURB-2	University of Texas-Southwestern Medical Center at Dallas	NIH-NIDA	New
Shoptaw, Steven J	HIV Prevention Trials Leadership Group: 094 Protocol Chair	FHI 360 (Family Health International)	NIH-NIAID	Modification/ Amendment

Recently Submitted Proposals

PI	Title	Sponsor	Prime Sponsor	Type
Gelberg, Lillian	Cannabis use for medicinal purposes among clinical populations in California: Population estimates of prevalence, frequency, quantity and reasons for use	CA-California Department of Cannabis Control	-	New
Uskup, Dilara	Assessing Forces Anti-Competitive to Social Equity Cannabis Business Licensees in California	CA-California Department of Cannabis Control	-	New
Uskup, Dilara	A Culturally Competent Digital Cannabis Education Program: Interventions and Best Practices for California Policymakers & Retail Industry	CA-California Department of Cannabis Control	-	New
Uskup, Dilara	Understanding Investment, Operating Pressures, and Anti-Competitive Characteristics in the Cannabis Industry	UNIVERSITY OF CALIFORNIA, BERKELEY	CA-California Department of Cannabis Control	New
Li, Michael Jonathan	Digital contingency management for methamphetamine-using men who have sex with men who are living with HIV	NIH-NIDA National Institute on Drug Abuse	-	New
Gelberg, Lillian	Subthreshold Opioid Use Disorder Prevention (STOP) Trial (Year 6)	NEW YORK UNIVERSITY	NIH-NIDA	Modification/ Amendment

W2's

- If you signed up before Jan 13, 2023 to receive your W2 electronically, you will receive an email letting you know when it is available for download in UCPath.
- UCLA will never email or text you your W2.
- If you did not sign up to receive it electronically, it will be mailed.



Upcoming Holidays

- February 20, 2023 – President's Day

- March 31, 2023 – Cesar Chavez Day

Employee Engagement Survey

- The **survey closes tomorrow**, so please respond asap!
- Purpose is to gather valuable insights from each of us to help elevate the employee experience at UCLA Health.
- You can access the Employee Engagement Survey website for any questions or email umattersurvey@mednet.ucla.edu.

Research Day Updates

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

- Fourth Friday of every month, from 12-1pm
- First event: **Friday, February 24th**
- Via Zoom (email Denise Acelar if you do not already have the invite)
- Everyone invited, including affiliated residencies, research unit, clinical personnel, etc.
- We are soliciting topics and speaker suggestions for 2023

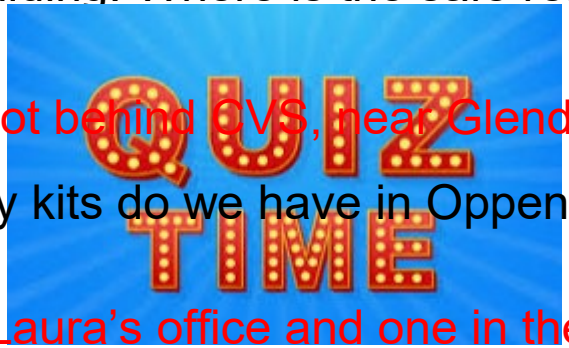
Emergency Preparation

- Visit the UCLA Health Emergency Preparedness website for important safety tips
- Hybrid employees should renew/complete their 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
- Update Laura and HR with any changes to your emergency contact information

Emergency Preparation

1. In the event of an emergency or drill, Oppenheimer employees may have to evacuate the building. Where is the safe refuge/rendezvous for our suite?

ANSWER: The parking lot behind CVS, near Glendon and Wellworth



2. How many emergency kits do we have in Oppenheimer Suite 1800, and where are they located?

ANSWER: Two, one in Laura's office and one in the Supply/Copy Room

3. In the event of an active shooter, what is the three-word phrase to help you remember what to do?

ANSWER: Run, Hide, Fight

Ordering Furniture *(or anything remotely resembling furniture)

- UCLA policy restricts the purchase of furniture*, limiting what we are allowed to purchase to specific vendors, and sometimes, specific items.
- The following items MUST be purchased from Steelcase, Inc. (Tangram), we cannot use any other vendor for these items:
  - Filing cabinets
  - Free-standing steel and laminate desks
  - Steel bookcases
  - Paneled office systems
  - Task chairs and side chairs

  You can use vendors other than Steelcase when buying furniture such as lounge pieces and bookcases. For wood furniture, UC has established agreements with Haworth, Kimball and Steelcase.

- For any other furniture* purchase, you must use one of the vendors on Purchasing's Vendor Agreements List that has a negotiated agreement with UCLA.

Ordering Furniture (cont.)

Below are the 3 main line furniture manufacturers to the UC system. These are the preferred manufacturers for UCLA and the associated aligned dealership. Furniture sales is similar to automotive sales in that it uses a dealership model with the largest manufacturers requiring dealer alignment. IE. A Ford dealer can't sell Toyotas in the same way Tangram can't sell Miller-Knoll.

UC CONTRACTED FURNITURE SUPPLIERS

Tangram Interiors; Main Furniture Line: Steelcase
Sales Rep: Rhonda Law, rlaw@tangraminteriors.com (Health)

M3 Office; Main Furniture Line: Miller-Knoll
Sales Rep: Manny Gomez, manny@m3office.com

CPM One Source; Main Furniture Line: Kimball
Sales Rep: Ignacio Negrete Jr, ignacio@cpmonesource.com

Ordering “Furniture”

Per Purchasing: Office furniture generally includes task chairs, guest chairs, desks, and storage.

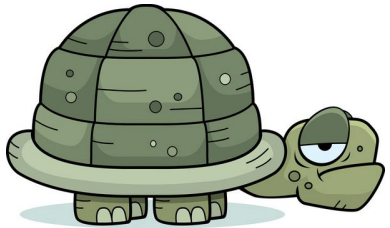
However: some other items are being classified as furniture, e.g. desk additions that convert a regular desk to a standing desk.

What about mail carts and safes?

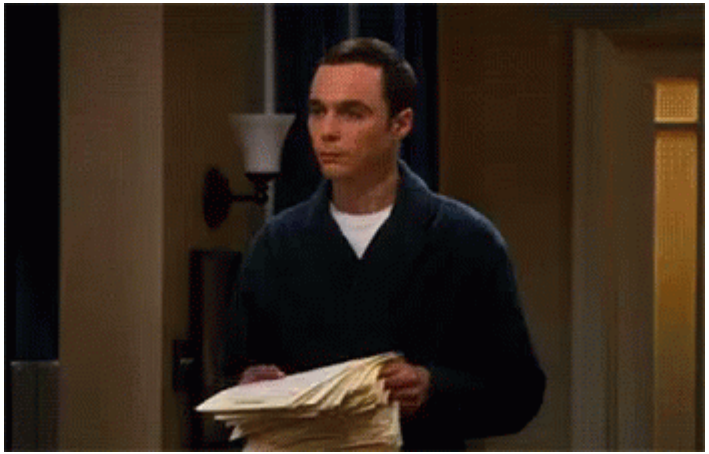
- These items can be purchased from either office furniture or office supply vendors. Office Depot would be a good match for a reasonably priced locking pedestal or a file cart. Grainger is also another place to find more commercial/industrial items such as mail carts or safes. Grainger and Office Depot are both contract UC suppliers and have supplier sites in BruinBuy.

Gift Cards

- New form available with guidelines on how to order gift cards
- Relevant for both human subject payments AND non-employee/non-IRB gift cards
- THE PROCESS HAS RECENTLY CHANGED
- Response time is slow, allow for extra time when ordering



Travel Reimbursements



UCLA Family Medicine Department
Travel/Entertainment Reimbursement Request Form

rev 6/1/2022

Preparer Name and Email: Date Prepared			
Payee/Traveler Name	For Guests: select method of payment ☐ Check ☐ Zelle	If Zelle is selected, is account linked to: ☐ Phone ☐ E-mail	
Address	Phone Number	E-mail	
Travel Location	Travel Dates	Foreign Travel ☐ Yes ☐ No	FAU (acct-cc-fund)
Business Purpose:			

Travel Expenses			Amount ($)
Airfare	(If pre-paid, list PTA here and attach copy):		$0.00
Lodging	# of nights:		$0.00
Ground Transportation	☐ Taxi/Lyft/Uber ☐ Limo ☐ Car Rental ☐ Other		$0.00
Mileage @ $0.585 per mile	☐ Personal Car (attach map) # of miles:		$0.00
Meals & Incidentals	☐ Actual (incl itemized receipts) ☐ Per Diem (foreign only)		$0.00
Tolls & Parking			$0.00
Conference Registration Fees			$0.00
Baggage Fees			$0.00
Other (e.g. phone, internet, visa, etc)	Type of Expense:		$0.00
Other (e.g. phone, internet, visa, etc)	Type of Expense:		$0.00
	Total Travel Expenses		$0.00

Entertainment Expenses (<11 guests: list names/titles in comments; >= 11: attach guest list)			Amount ($)
Entertainment - Breakfast	# of guests:		$0.00
Entertainment - Lunch	# of guests:		$0.00
Entertainment - Dinner	# of guests:		$0.00
Entertainment - Refreshments	# of guests:		$0.00
Alcohol or Spouses/Other Guests		☐ Yes ☐ No	$0.00
Other Misc. Expenses	Type:		$0.00
	Total Entertainment Expenses		$0.00
		Total Expenses	$0.00

Comments:	

Payee Signature	Date
PI Signature (if not the Payee)	Date
Fund Manager	Approved Date

Travel Reimbursements

- Self-service system (Travel Express/Concur)
  - Requires training
  - Traveler must download app and upload receipts into system
  - Traveler responsible for submitting accurate, comprehensive, and compliant report
  - https://www.finance.ucla.edu/express/general-user for training
- Complete Travel/Entertainment Reimbursement Request Form
  - Review presentation on the website
  - Save receipts and submit to Fund Manager with Reimbursement Request Form
  - Fund Manager and Purchaser will review for accuracy/compliance
  - Guests must use this option

Note: PTA is recommended for either option for purchase of airfare

Guest Travel

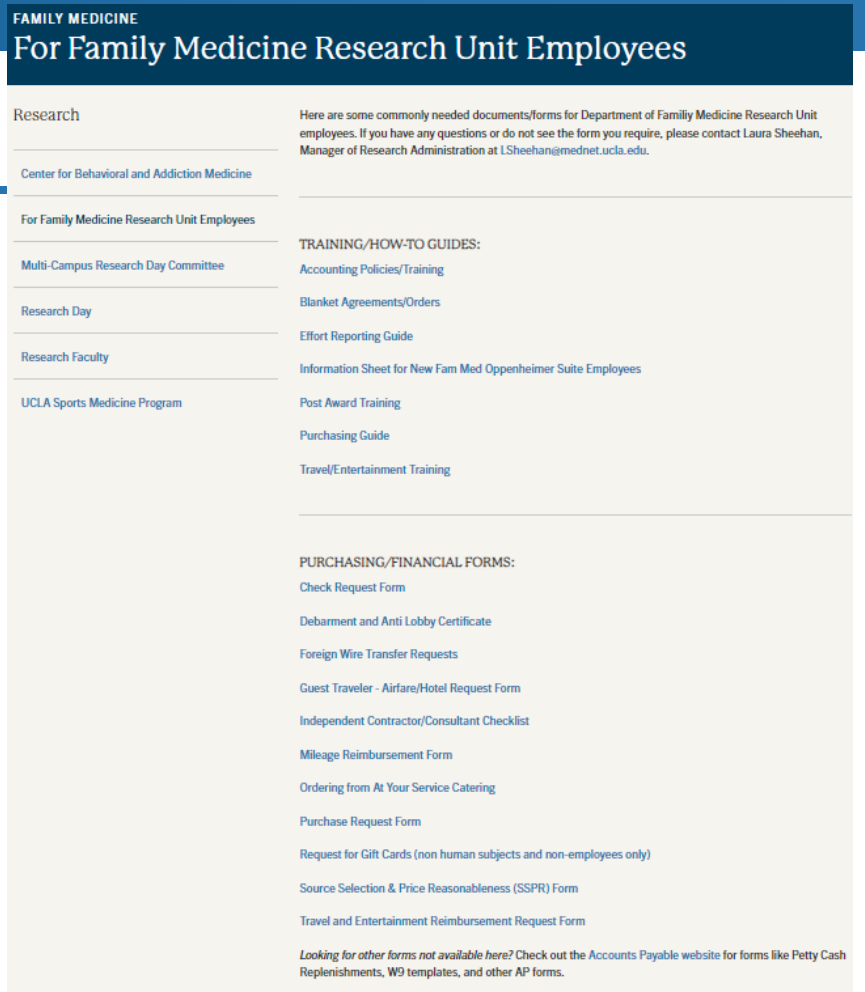
New form available for gathering information from Guest Travelers (with gratitude to Dami, Uyen, and the CHIPTS team for letting us hijack and revise their template)

Upcoming Guidance

- Software purchases

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

- New NIH **Salary Cap**, effective Jan 1, 2023: **$212,100**
- NIH is allowed to adjust Funding Opportunity Announcements (FOA's) up to 30 days prior to the deadline. **Review FOA** at that time to ensure no changes have been made that would affect your in-progress applications.
- NIH Human Subject Research Policies, Clinical Trials, and Inclusion **Webinars** are now available online

How Do I Know If A Research Study Is Human Subjects Research?
What to Know About FWAs and IRBs to Get Your Grant Money?
An Overview of NIH Policies on Human Subjects
What are the Essentials of sIRB Requirements?
An Overview of NIH Policies on Clinical Trials
Including Diverse Populations in NIH Clinical Research
Using the eRA Human Subjects System (HSS)

UCLA Workshops

- Both live and recorded workshops available online

Budget Justifications – Required Language

Our F&A Rate Agreement has expired, therefore we need to include specific language in our proposal budget justifications until a new agreement has been issued:

Fringe Benefits: "Fringe benefit rates used have been proposed to DHHS for FY22/23."

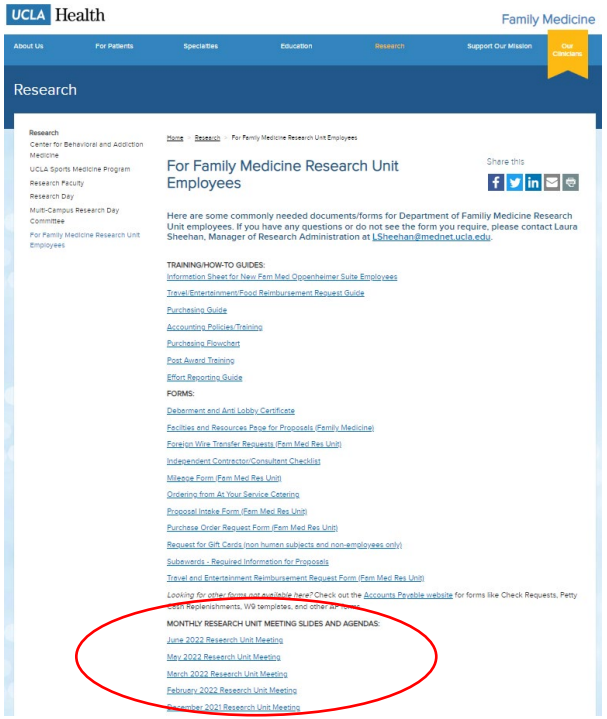
F&A/IDC: "These negotiated rates are established through June 30, 2019 and are provisional as of July 1, 2019 and beyond. Awards using provisional rates must be adjusted once a new F&A rate agreement is negotiated and approved by the cognizant agency for indirect costs."

IRB

The IRB Meeting Calendars for 2023 have been announced and are available on the HRPP Website

Meetings/Events

- CHIPTS-hosted webinar in March (date TBD): Building a Budget
- Next Monthly Research Unit Meeting: **March 2nd, 2023**
- Prior monthly meeting agendas/slides are available on the website



Thank You