



# Family Medicine Research Unit Monthly Meeting

**May 2023**

# Recently Processed Awards

PI	Award Title	Sponsor	Prime Sponsor	Action Type
Li, Michael Jonathan	Trajectories of Socially Regulated Gene Expression, Methamphetamine Use, and Viral Load Among HIV-positive Men Who Have Sex with Men (MSM) Receiving Contingency Management	NIH-NIDA National Institute on Drug Abuse	-	Continuation
Shoptaw, Steven J	Center for HIV Identification, Prevention and Treatment Services	NIH-NIMH National Institute of Mental Health	-	Continuation

**Just announced:** Dr. Lillian Gelberg and co-PI Dr. Marjan Javanbakht (Public Health, Dept. of Epidemiology) have been awarded a new, 2-year, \$1.8M grant from the State of California's Department of Cannabis Control entitled "Cannabis use for medicinal purposes among clinical populations in California: Population estimates of prevalence, frequency, quantity, and reasons for use." It will focus on the epidemiology of medicinal cannabis use among clinical populations in California to describe the prevalence and patterns of medicinal cannabis use including detailed practices and behaviors related to medicinal cannabis use, elucidating sources, dosing, types of products, mode of use, patterns of use, perceived impact on symptoms/conditions, and self-reported adverse effects including disordered use.

# Recently Submitted Proposals

PI	Title	Sponsor	Prime Sponsor	Type
Shoptaw, Steven J	Contingency management pilot program	Shine BC-LA	CONRAD HILTON FOUNDATION	New
Shoptaw, Steven J	Clinical Trials Network Big South/West Node – Yr19 Core	University of Texas-Southwestern Medical Center at Dallas	NIH-NIDA National Institute on Drug Abuse	Modification/Amendment
Shoptaw, Steven J	Clinical Trials Network Big South/West Node – Yr19 CTN-0109 CURB-2	University of Texas-Southwestern Medical Center at Dallas	NIH-NIDA National Institute on Drug Abuse	Modification/Amendment
Shoptaw, Steven J	CTN-0110 MURB YR19	University of Texas-Southwestern Medical Center at Dallas	NIH-NIDA National Institute on Drug Abuse	Modification/Amendment

# Upcoming Holidays

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**MONDAY, MAY 29**

# Performance Evaluations

- For career staff in non-represented, non-academic positions
- Managers should meet with employees to review starting next week

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

# Career Tracks

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New UC-wide job classification structure. Comprised of new job classification titles organized in a structure that is more closely aligned with current practices in the labor market.

Provides managers and employees at UCLA Health and the UC System with:

- Better defined, market based job classification titles
- More clearly defined career paths
- Increased information for jobs across job families and functions
- Salary ranges that reflect the local market for similar positions

Will support efforts to recruit, develop, and retain qualified employees.

# Career Tracks

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## **How will Career Tracks affect employees?**

Each employee will be assigned a new job title that is part of a designated job family and function. Each job title will be assigned a personnel program (MSP or PSS), an exemption status and new salary grade and range. The personnel program and exemption status will be applied consistently throughout UC as locations transition into Career Tracks job titles.

## **Will working titles change as a result of Career Tracks?**

No. Career Tracks only changes payroll titles. Employees may still use the current working titles of coordinator, assistant director, director, etc., as appropriate.

## **Will job duties change as a result of Career Tracks?**

No. Actual job duties and expectations will not change. Employees will be assigned a job title in the new Career Tracks structure that best fits the current job/role performed.

# Career Tracks

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## **If your new classification is represented by the RX bargaining unit:**

- More information regarding your salary/payrate will be forthcoming.
- Due to the step salary structure, employee rates will be moved to the step closest to (and not lower than) their current rate
- The next increases bargained in the RX contract are:
  - 3.5% across the board increase effective July 1, 2023 (monthly) or July 9, 2023 (biweekly)
  - Step increase for non-probationary career employees with satisfactory or better on latest evaluation, effective January 2024 (typically average ~2%)



# Career Tracks

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If you feel as though your position has been incorrectly mapped, please discuss your options for reconsideration with your supervisor.

For more information about roles and leveling, visit the UCLA Health Career Tracks Job Standards website at:  
<https://hrsystems.mednet.ucla.edu/CareerTrk/list/>.

# 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
- **RSVP deadline has passed – if you didn't RSVP but want to attend, you must reach out to Laura**



# Grand Rounds

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- 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
- **Next Grand Rounds: Friday, May 26, 2023**

May Speaker: Dr. Alhelí Calderón-Villareal



# Upcoming Faculty Meetings

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- **Research Faculty Meeting:** TBD, late May/early June
- **Meet-and-Greet with the Residents:** Wednesday, June 21, from 8-11am
  - Faculty are required to attend, or send proxy
  - Opportunity to meet the residents, introduce yourself and your research foci
  - Each faculty member will have approximately 10-15 mins; PowerPoint optional
  - RSVP to Laura and let her know which time slot you prefer

# Oppenheimer Building Updates

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## Effective TOMORROW, May 5, 2023:

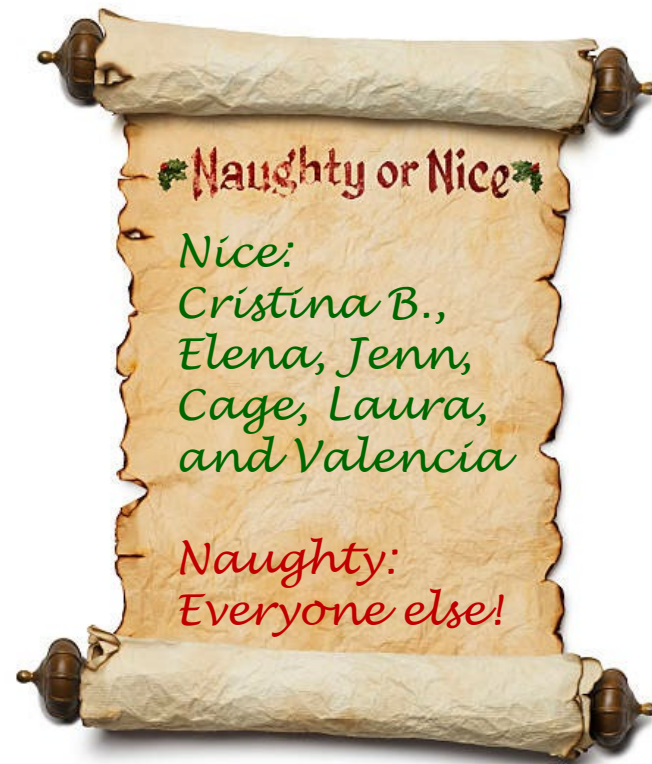
- All passenger elevators will be secured and will now require key card access 24/7
- Access cards will be provided for employees who do not currently have one
- Tenants must provide the Building Management Office their list of visitors for each day. Visitors requiring access to our floor/suite will be required to check in with Security at the Lobby and will only be given access if they are on the list provided. If the visitor is not on the list, the visitor must then contact their point of contact within our suite, who will need to come down to the lobby to escort the visitor to our suite.

# Oppenheimer Building Updates

## Building Safety Training

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



# Travel

## For Family Medicine Research Unit Employees

### Research

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](mailto:LSheehan@mednet.ucla.edu).

[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](#)

### TRAINING/HOW-TO GUIDES:

[Accounting Policies/Training \(PPT\)](#)

[Blanket Agreements/Orders](#)

[Effort Reporting Guide](#)

[How-To Guide for Travel \(requesting flights, PTAs, etc.\)](#)

[Information Sheet for New Fam Med Oppenheimer Suite Employees](#)

[Post Award Training \(PPT\)](#)

[Purchasing Guide](#)

[Travel/Entertainment Training \(PPT\)](#) (Powerpoint training on completing the Travel/Entertainment Reimbursement Request Form)

# Travel

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## PURCHASING/FINANCIAL FORMS:

[Check Request Form](#)

[Debarment and Anti Lobby Certificate](#)

[Foreign Wire Transfer Requests](#)

[Gift Card Purchase Guide](#)

[Guest Traveler - Airfare/Hotel Request Form](#)

[Independent Contractor/Consultant Checklist](#)

[Mileage Reimbursement Form](#)

[Ordering from At Your Service Catering](#)

[Purchase Request Form](#)

[Source Selection & Price Reasonableness \(SSPR\) Form](#)

[Travel and Entertainment Reimbursement Request Form](#)



# Travel

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[How-To Guide for Travel](#) (requesting flights, PTAs, etc.)

[Travel/Entertainment Training \(PPT\)](#) (Powerpoint training on completing the Travel/ Entertainment Reimbursement Request Form)

[Guest Traveler - Airfare/Hotel Request Form](#)

[Travel and Entertainment Reimbursement Request Form](#)

# PaymentWorks Vendor Onboarding

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In support of UCLA's ongoing effort to onboard existing UCLA vendors into PaymentWorks, unregistered vendors have been assigned to one of seven priority tiers. **Tier 1** consists of critical vendors with *high spend and a high PO volume* while **tier 7** captures the vendors with *low spend and a low PO volume*. The project team is primarily focusing on onboarding vendor tiers 1 through 5.

**If a vendor you are working with is having difficulty registering with PaymentWorks:**

Please review the PaymentWorks [roster](#) to determine if your vendors have already registered.

If your vendor is not listed:

- Email [vendors@finance.ucla.edu](mailto:vendors@finance.ucla.edu) and
- Provide the vendor name, contact name, email address, and/or phone number.

## Ascend 2.0

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Object  
Codes



Expenditure  
Types

# Ascend 2.0

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## Expenditure Types

Goal is to eliminate underused Object Codes, combine Object Codes where possible, and add more descriptive detail with the aim of streamlining the list of Expenditure Types

# Ascend 2.0

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- A draft of the new Expenditure Type List is available; Ascend is seeking feedback by May 15
- Expenditure: 190 types (vs ~850 object codes)
- Laura may reach out to you for input, please check your email
- If you want to be included, please email her directly

2	Administrative Services for Project - Recharge	48	Human Subject Payment
3	Advertising for Project	64	Laboratory Services - External
11	Cleaning Supplies for Project	65	Laboratory Services - Recharge
12	Composite Benefit Rate	66	Laboratory Supplies
14	Computer Supplies & Hardware	71	Leases and Rentals for Project - Buildings - Off Campus
16	Conference Fee	80	Medical Supplies - External
17	Consultant Services	81	Medical Supplies - Recharge
20	Database Services	82	Meeting Expense - for Project
27	Event Coordination Expense - External	85	Non-Inventorial Equipment
28	Event Coordination Expense - Recharge	92	Other Non-Medical Supplies
29	Excise Tax Payment - Conversion Only	93	Parking Services - External
30	Expense Transfer - C & G Fund OD	94	Parking Services - Recharge
33	Food & Beverage for Project	95	Patient Care
35	Gases	96	Pharmaceuticals
42	Graduate Student Tuition Remission	138	Publication Costs
44	Hazardous Waste Disposal - Recharge	162	Security and Safety for Project - External
45	Honorarium Payments	163	Security and Safety for Project - Recharge
48	Human Subject Payment	164	Software Maintenance & Licenses

# NIH Updates

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**Updates to Funding Opportunity Terminology (NOT-OD-23-109)** Effective immediately, NIH will use the term notice of funding opportunity (**NOFO**) to refer to formal announcements of the availability of Federal funding through a financial assistance program. Previously, such announcements were referred to as funding opportunity announcements (**FOAs**). See the [NIH Grants & Funding Glossary](#) for the full definition. <https://grants.nih.gov/grants/guide/notice-files/NOT-OD-23-109.html>

# Internal Deadlines for Outgoing Proposals

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**Proposals where we are the submitting department**

<b>Type of Proposal</b>	<b>Date you should submit for Internal Review/Approval</b>
Proposal has at least one of the following: <ul style="list-style-type: none"><li>• Multiple PI's</li><li>• One or more subawards</li><li>• Complicated/unusual sponsor guidelines</li></ul>	<a href="#">Proposal Intake Form</a> should be submitted at least 15 business days prior to the sponsor due date
All other proposals	<a href="#">Proposal Intake Form</a> should be submitted at least 10 business days prior to the sponsor due date



# Internal Deadlines for Outgoing Proposals

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## Proposals being submitted by another department

Type of Proposal	Date you should submit for Internal Review/Approval
You are a Co-PI or MPI	Your portion of the budget must be discussed with Laura before it is incorporated into the submitting department's budget. Salary, CBR rates, TIF, Rent, and effort must be approved by Laura's office before the submitting department finalizes their budget. If you are over-funded, Dr. Moreno's approval may be needed to proceed. After internal approval is received, the EPASS must be submitted for Dr. Moreno's signature at least 8 business days prior to the sponsor due date. He will not sign off on EPASS's that have not been internally approved.
You are a Co-Investigator or other collaborator	Your portion of the budget must be discussed with Laura before it is incorporated into the submitting department's budget. Salary, CBR rates, TIF, rent, and effort must be approved by Laura's office before the submitting department finalizes their budget. If you are over-funded, Dr. Moreno's approval may be needed to proceed.

# CBR/Fringe Benefit Rates

Employee Group	FY22-23 CBR	FY23-24 CBR
Faculty Summer	4.0%	3.7%
Non-HCOMP Faculty	32.0%	31.6%
HCOMP Faculty	32.0%	32.9%
Other Academics	41.7%	44.1%
Post Docs	17.2%	18.4%
Staff Exempt	41.7%	44.1%
Staff Non-Exempt + Food-Custodian-Grounds	47.3%	49.1%
Employees & Students with Limited Benefits	4.0%	3.7%

Vacation Leave Rate Group	FY22-23 Leave Rate
Fiscal Year Faculty	6.5%
Accruing Staff & Non-Faculty Academics	6.5%
Non-Accruing Staff & Academic Year Faculty	0.0%

~~Vacation Leave Rates should not be added to CBRs for contract and grant budgeting purposes.~~

# New F&A Rate Agreement

## SECTION I: INDIRECT COST RATES

TYPE	EFFECTIVE PERIOD		RATE(%)	LOCATION	APPLICABLE TO
	FROM	TO			
PRED.	07/01/2019	06/30/2023	56.00	On-Campus	Organized Research
PRED.	07/01/2023	06/30/2024	57.00	On-Campus	Organized Research
PRED.	07/01/2024	06/30/2025	57.50	On-Campus	Organized Research
PRED.	07/01/2019	06/30/2025	26.00	Off-Campus	Organized Research
PRED.	07/01/2019	06/30/2023	40.00	On-Campus	Instruction
PRED.	07/01/2023	06/30/2025	42.00	On-Campus	Instruction
PRED.	07/01/2019	06/30/2025	26.00	Off-Campus	Instruction
PRED.	07/01/2019	06/30/2023	38.00	On-Campus	Other Sponsored Activities
PRED.	07/01/2023	06/30/2025	39.00	On-Campus	Other Sponsored Activities
PRED.	07/01/2019	06/30/2025	26.00	Off-Campus	Other Sponsored Activities
PRED.	07/01/2019	06/30/2025	8.00	Off-Campus	IPA (1)

PROV. 07/01/2025 Until Amended

Use same rates and conditions for June 30, 2025

# Upcoming Meetings/Events

- Next Research Unit Meeting: June 1
- Next Grand Rounds: Friday, May 26
- Research Day: May 10, 2023 at the California Endowment (downtown)
- Prior monthly meeting agendas/slides are available on the [website](#)

UCLA Health Family Medicine

About Us For Patients Specialties Education Research Support Our Mission Use Channels

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

For Family Medicine Research Unit Employees

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- [Travel/Entertainment/Food Reimbursement Request Guide](#)
- [Purchase Guide](#)
- [Accounting Policies/Training](#)
- [Purchase Process](#)
- [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 \(Fam Med Res Unit\)](#)
- [Options from At Your Service Catalog](#)
- [Proposed Invoice Form \(Fam Med Res Unit\)](#)
- [Purchase Order Request Form \(Fam Med Res Unit\)](#)
- [Request for Gift Cards \(non human subjects and non-employees only\)](#)
- [Subsistence - Required Information for Proposals](#)
- [Travel and Entertainment Reimbursement Request Form \(Fam Med Res Unit\)](#)
- [Linking for your department website? Check out the Accounts Payable website for forms like Check Requests, Petty Cash Expenditures, VOS templates, and more.](#)

MONTHLY RESEARCH UNIT MEETING SLIDES AND AGENDAS:

- [June 2022 Research Unit Meeting](#)
- [May 2022 Research Unit Meeting](#)
- [March 2022 Research Unit Meeting](#)
- [February 2022 Research Unit Meeting](#)
- [December 2021 Research Unit Meeting](#)

# Thank You

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