



Family Medicine Research Unit Monthly Meeting

February 2024

Recently Submitted Proposals (since December)

PI	Title	Sponsor	Prime Sponsor	Type
Brooks, Ronald Andrew	Developing Implementation Strategies to Enhance Delivery of LAI PrEP to Black and Latino MSM	NIH - National Institutes of Health	-	New
Gelberg, Lillian	Medical Respite Programs for Persons Experiencing Homelessness	UNIVERSITY OF NORTH CAROLINA	NIH	New
Shoptaw, Steven J	Clinical Trials Network Big South/West Node – Yr20 Core	University of Texas-Southwestern Medical Center at Dallas	NIH-NIDA	Modification/ Amendment
Shoptaw, Steven J	Clinical Trials Network Big South/West Node – Yr19 Core	University of Texas-Southwestern Medical Center at Dallas	NIH-NIDA	Modification/ Amendment

Recently Processed Awards (since December)

PI	Award Title	Sponsor	Prime Sponsor	Action Type	Project Period Begin Date	Project Period End Date
Shoptaw, Steven J	HIV Prevention Trials Leadership Group: 094 Protocol Chair	FHI 360	NIH-NIAID	12/01/2020	11/30/2024	Modification/Amendment
Bholat, Michelle Anne	UCLA International Medical Graduate Program (2021-2022)	UNIHEALTH FOUNDATION	-	02/01/2022	09/30/2023	No Cost Extension
Moreno, Gerardo	UCLA Underrepresented in Medicine - Center of Excellence	DHHS-HRSA	-	07/01/2022	06/30/2027	Continuation
Tarn, Derjung	Increasing the Feasibility, Impact, and Equity of the Medicare Annual Wellness Visit	NIH-NIA	-	08/01/2023	04/30/2028	Modification/Amendment
Shoptaw, Steven J	CTN-0110 Randomized, Double-Blind, Placebo-Controlled Trial of Monthly Injectable Buprenorphine (BUP) for Methamphetamine (MA) Use Disorder (MURB)	Univ of Texas-Southwest Med Cntr	NIH-NIDA	03/01/2022	02/28/2025	Modification/Amendment



W2's

- If you signed up 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.

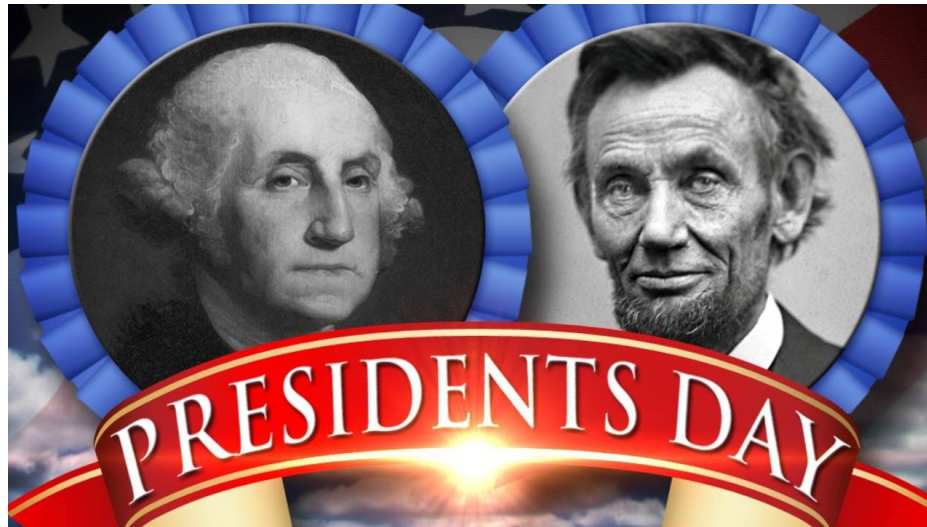
15 State Employer's state ID number 16 State wages, tips

Form **W-2** Wage and Tax Statement

Copy 2—To Be Filed With Employee's State, City, or Local Income Tax Return.

Upcoming Holidays

February 19, 2024 – President's Day



Research Day

2024 Meeting Information

- In-person at the California Endowment downtown
- Wednesday, May 22, 2024
- Keynote Speaker: Dr. Tony Kuo

Abstract Submissions

- [Submission Guidelines](#) and other info can be found on our [website](#)
- Abstracts must be submitted via the [Submission Portal](#) by April 15, 2024



February Grand Rounds

Friday, February 23, 2024

12:00pm-1:00pm

Dr. Bruno Lewin

Global Health is Local Health – Latent TB,
Hepatitis B and Chagas Disease



Outgoing Proposals

- Chris Ashikyan is your point of contact for all outgoing proposals
- You must include a [Proposal Intake Form](#) when you contact Chris
- Plan to submit to OCGA by COB on the **6th business day** prior to deadline
- Aim to submit a complete proposal, not just minimum documents required
- If you are the lead investigator, proposal must be submitted through Fam Med



SIX is the
new **FIVE**
(business days)



- Minimum documents **allow OCGA to conduct meaningful preliminary review** of the application.
- Remaining documents that constitute a complete application **allow OCGA to approve and submit applications** or provide institutional endorsement for hard copy submission.

Minimum Requirements for Review	Requirements for Review, Approval & Submission
Completed EPASS with PI Signature	Completed EPASS with all required signatures
Sponsor Guidelines	Sponsor Guidelines
All Sponsor forms requiring OCGA signature	Final Proposal (budget, science, agency required signatures, biosketches, etc.)
Final Budget with Budget Justification	Subaward Documents (if applicable)
Brief description of the proposal aims or proposal abstract	PI Exception Letter (if applicable)
Subaward Documents (if applicable)	Signed/Completed COI forms (if applicable)

THE BLUE RIDGE INSTITUTE FOR MEDICAL RESEARCH (BRIMR)

an independent non-profit organization founded in 2006

<https://brimr.org/>

Authoritative annual rankings of NIH funding to individual researchers and academic institutions

BRIMR has now posted a modified version of the newly-released NIH data file, which they will use as the basis of all their 2023 rankings. They invite users to [access their new draft file here](#) and to provide them with any feedback, corrections, or suggestions via email to rj@brimr.org, following the [instructions for submitting corrections](#).

All proposed corrections must be received by BRIMR before 6:00 PM EST on Friday February 2, 2024.

2023 BRIMR Data for Rankings

PROJECT NUMBER	FUNDING MECHANISM	PI NAME	PROJECT TITLE	FUNDING	AWARD NOTICE DATE	OPPORTUNITY NUMBER
5K23DK129828-02	Other Research-Related	CASTELLON-LOPEZ, YELBA	Understanding Barriers to Engagement in the Diabetes Prevention Program among Low-Income Latino Patients: Design and Implementation of an Intervention in Community Health Centers	\$204,393	2/27/2023	PA-20-206
5R01DA047386-04	RPGs - Non SBIR/STTR	GELBERG, LILLIAN	mHealth to Enhance & Sustain Drug Use Reduction of the QUIT BI in Primary Care	\$841,444	4/18/2023	PA-19-055
3P30MH058107-27S1	Research Centers	SHOPTAW, STEVEN J	Addressing intimate partner violence, mental health burdens, and other syndemic factors to support engagement in HIV prevention services in a trans community center	\$217,256	8/18/2023	PA-20-272
3P30MH058107-27S2	Research Centers	SHOPTAW, STEVEN J	UCLA Rapid, Relevant, Rigorous Implementation Science Hub	\$421,007	8/25/2023	PA-20-272
3P30MH058107-27S3	Research Centers	SHOPTAW, STEVEN J	Preparing for Implementation of the ATN CARES Evidence-Based Intervention Package for PrEP Uptake and Syndemic Factors among Youth	\$235,232	8/28/2023	PA-20-272
5P30MH058107-27	Research Centers	SHOPTAW, STEVEN J	Center for HIV Identification, Prevention and Treatment Services	\$1,981,042	12/16/2022	PAR-20-308
1R01AG081996-01	RPGs - Non SBIR/STTR	TARN, DERJUNG M	Increasing the Feasibility, Impact, and Equity of the Medicare Annual Wellness Visit (AWV)	\$650,000	7/27/2023	PA-20-183
5R33AG068946-04	RPGs - Non SBIR/STTR	TARN, DERJUNG M	Medicare Annual Wellness Visit Practice Redesign Toolkit: A Tailored Intervention to Improve Preventive Health Service Use	\$494,272	7/26/2023	RFA-AG-20-045

BRIMR Historical Rankings

Year	Rank	Name	Amount
2009	13	UCLA Family Medicine	\$1,368,878
2010	5	UCLA Family Medicine	\$2,807,817
2011	6	UCLA Family Medicine	\$2,686,515
2013	9	UCLA Family Medicine	\$1,796,551
2014	12	UCLA Family Medicine	\$1,402,593
2015	10	UCLA Family Medicine	\$1,797,066
2016	4	UCLA Family Medicine	\$3,351,473
2017	3	UCLA Family Medicine	\$4,878,450
2018	2	UCLA Family Medicine	\$4,775,715
2019	8	UCLA Family Medicine	\$2,849,051
2020	8	UCLA Family Medicine	\$3,018,776
2021	7	UCLA Family Medicine	\$3,470,049
2022	7	UCLA Family Medicine	\$3,855,041
2023	TBD	UCLA Family Medicine	\$5,044,646 <i>tentative; not yet released</i>

Disclosure Requirements



Prior to sending Other Support / Current & Pending reports to OCGA:

- Review and verify reports for completeness, reasonableness and accuracy
- If you have access, compare against the NIH or NSF reports available on the ORA portal

Common Disclosure Errors



- Listing past awards as current
- Listing received awards as pending
- Including prior period effort data
- Not including current and future effort data
- No overlap statement when there is over 12 months committed effort

Biographic Sketch Reminders



Include all academic, professional or institutional appointments and positions

- Whether or not, remuneration is received
- Full-time, part-time, and voluntary
- Current domestic or foreign professional appointments outside of UCLA

Current & Pending or Other Support Reports Reminders



Include all:

- Projects currently under consideration **from any source**, including the current project
- Ongoing projects from any source
 - Funding awarded through UCLA, another organization, and directly to the individual
 - Monetary and non-monetary support (e.g., even if the support received are in-kind contributions such as office/laboratory space, equipment, supplies, or employees)
- Current or pending participation in, or applications to, programs sponsored by foreign governments, instrumentalities, or entities
 - Including foreign government sponsored talent recruitment programs



Potential Government Shutdown

Potential Federal Government Shutdown

Just a day before the previous extension expired on 1/19/24, the federal government signed off on another continuing resolution to keep the government open and running, but still without a budget for the fiscal year that began Oct. 1, 2023.

Congress now has until March 8 to negotiate/pass/approve a budget to fund the federal government's agencies, including the NIH.

However, there is opposition in the Republican Speaker's party on this stopgap measure. The bill passed the House by a 318-108 vote, with 106 Republicans opposed. The C.R. passed the Senate, 77-18.

Active Federal Awards



- Can continue as long as there is no:
 - Specific agency approval required by the terms of award to proceed with a project task, or
 - Notice from the awarding agency that specifically orders a work stoppage.
- Notify OCGA immediately If you receive a stop-work notice.
 - Expenses incurred during a Stop Work period are NOT reimbursable, even when the government resumes normal operations, until a written notice to resume work is received.

Federal Proposals



- Each agency will provide guidance on the status of proposal systems and whether submission deadlines will be revised
 - Proposals will likely not be processed by agencies until normal operations resume
- Watch for announcements from agencies for extensions of deadline dates
- Grants.gov Contact Center may remain available. However, it's unclear if all Help Desks systems will remain functional.
- The UCLA S2S Grants (Cayuse) system will remain available for proposal preparation and submission

Other Notes



- PIs should continue to meet all deadlines set forth in their awards and should be able to submit annual and final project reports and Project Outcomes Reports via Research.gov.
- Peer reviews/study sections are not expected to meet
- Federal personnel will not be available.
- For federally funded work that requires access to federal facilities or federal staff affected by a shutdown, the PI should evaluate whether there are portions of the work that can continue.
 - If the work cannot continue without access to federal facilities/staff, or a stop work notice is issued, the department should determine if persons working under the agreement can be redirected to other work and/or fund sources.
- Faculty working at a federal agency on an IPA agreement should immediately contact the agency to determine next steps.

Revised NIH Salary Cap

The NIH has issued a NOT ([NOT-OD-24-057](#)) confirming that, **effective January 1, 2024, the 2024 salary cap for NIH grants and cooperative agreements is \$221,900** (Executive Level II).

The NOT states:

For active awards, including awards that have been issued in FY 2024 (continuation and new) that were restricted to Executive Level II, if adequate funds are available, and if the salary cap increase is consistent with the institutional base salary, recipients may rebudget funds to accommodate the current Executive Level II salary level.

Funding Opportunities

- NIAID SBIR Phase II Clinical Trial Implementation Cooperative Agreement (U44 Clinical Trial Required) (PAR-24-099) National Institute of Allergy and Infectious Diseases
- NIAID Clinical Trial Implementation Cooperative Agreement (U01 Clinical Trial Required) (PAR-24-100) National Institute of Allergy and Infectious Diseases
- Mechanistic Studies on Social Behavior in Substance Use Disorder (R01 Clinical Trial Optional) (RFA-DA-25-032); (R01 Basic Experimental Studies with Humans (BESH) Required) (RFA-DA-25-033); (R01 Clinical Trials Not Allowed) (RFA-DA-25-034) National Institute on Drug Abuse
- Risk and Protective Factors of Family Health and Family Level Interventions (R01 - Clinical Trial Optional) (PAR-21-358) National Institutes of Health/DHHS
- RFA-OD-23-014 -- Understanding Chronic Conditions Understudied Among Women (R01 Clinical Trial Optional) (RFA-OD-23-014) National Institutes of Health/DHHS

BruinBuy *Plus*

There have been a number of pain points, including:

- We were told after launch that we cannot do change orders on migrated POs
- Inability to see certain migrated classes of orders (P, S, G etc)
- Receiving required for items where receiving was not requested.
- Vendor agreements not loaded into the system
- Expense form needed upfront for Business & Entertainment (formerly T-class)
- Must indicate if funds are federal or not with every order.
- Confusion over what forms to use for a particular transaction.
- FAU validation issues
- For Pos that did not migrate, invoices need to be paid by the end of February. After that old POs in BruinBuy legacy will be closed and a new PO would have to be generated.
- Support requests go through a ticketing system and responses are delayed.
- Difficult to tell when/if invoices have been paid. There is no current service standard. A/P did not process invoices from 12/15/24-01/02/24
- Fund managers/PIs not getting notifications to approve subaward invoices.

BruinBuy Plus



Please be patient with us while we navigate through this.

Submit far in advance and expect delays.

BruinBuy *Plus*

NEED-TO-KNOW OPERATIONAL CHANGES

Adoption of the following operational changes will be critical to a smooth transition to BruinBuy *Plus*.

1

Changes to Migrated POs

[Understand which POs were migrated.](#) As change orders are unable to be made to migrated POs, a new PO must be requested, and the old PO must be closed out.

2

Fund Managers & Pls Approval of Subawards/ Subcontract Invoices

Fund Managers should approve subaward/ subcontract invoices in BruinBuy *Plus*. Pls can approve invoices via system-generated email.

3

New Vendor Onboarding Request Process

Campus Buyers should request to onboard a vendor during the shopping/ requisition process by selecting [Request Vendor Onboarding](#).

4

Vendor Invoice Submission Process

UCLA non-catalog vendors* must submit invoices to noreply@invoices.ucla.edu. Invoice submissions are no longer accepted via Transcepta or the Invoice Submission Portal.

5

FAU Validation



































Campus Buyers who are unable to validate their FAU should check their profile permissions in DACSS. If a user's permissions need to be updated, they should reach out to their Department System Administrator (DSA).

6

PAN Process

Post-Authorization Notifications (PANs) for PO transactions will no longer be reviewed via email; PAN Reviewers will access the Reporting Dashboard in BruinBuy *Plus* to review transactions.

Vendor Catalogs

Purchasing and Payment Forms



ASUCLA Retail Purchase Form



After-the-Fact Request



Business Contract



Catering, Conferences & Events



Direct Pay Form



Educational Media



Non-Cash Gift Request



Payment for Shipping Invoice



Purchase Request



Research Subaward



Research Subcontract



RFP Request

There are two ways to pay for food/catering:



Set-up a Purchase Order in advance



Pay with your personal credit card and get reimbursed after-the-fact

This is for external catering only (not internal UCLA catering, which uses recharge)

Purchase Order for Catering/Entertainment

1. Reach out to the vendor of your choice
 - Ensure they will accept PO's and are registered w/ UCLA PaymentWorks
 - Discuss your event needs and obtain a quote
 - Find out what email to send the Purchase Order to
2. Complete the [Entertainment Worksheet](#)
 - Leave "Purchase Order" blank
 - Invoice # can be a reservation number or Quote #
3. Email your fund manager and Valencia
 - In the body of the email, we need the following:
 - FAU
 - Business Justification
 - Is this a federal funding source? Yes/No
 - Email to send the PO to
 - Attach the agenda or invitation (required)
 - Attach the quote (required)

UCLA Travel Accounting		ENTERTAINMENT WORKSHEET 2023	
PO/LVO#:			
Contact Person/Ext.:			
Invoice Number:			
Date of the Event:			
Number of Attendees:	Description:	Select One	
Dean's or Executives In Attendance			
ITEMS Considered in Price Per Person Calculations		ITEMS NOT Considered in Price Per Person Calculations	
ITEM	AMOUNT	ITEM	AMOUNT
Drinks		AV Rental	
Food		Bar Set Up	
Barbacks		Decorations	
Bartenders		Event Coordinators	
Chefs		Event Signage	
Corkage		Floral Arrangements	
Servers/Waitstaff		Linen	
Staff		Parking	
Outside Food and/or Beverage		Place Settings	
Administrative Fee		Room Rental	
Delivery Fees/Mileage		Valet	
Sales Tax		Sales Tax	
Service Charges and/or Surcharge		Other	
Tips		Other	
Other		Other	
Other		Other	
Total	\$0.00	Total	\$0.00
\$0.00	/	0	= #DIV/0!
Total of Items Considered	Number of Attendees	Price Per Person	Event Invoice Total: \$0.00
Price Per Person Limits:		Attach the following items to your PO:	
Breakfast:	\$31.00	<input type="checkbox"/> Food Invoice (include beverage invoice)	
Lunch:	\$54.00	<input type="checkbox"/> Beverage Invoice (include food invoice)	
Dinner:	\$94.00	<input type="checkbox"/> BEO/Itemized menu attached	
Breaks/Receptions:	\$22.00	<input type="checkbox"/> Numbered Attendees List With Affiliations	
		<input type="checkbox"/> Agenda or Invitation	
		<input type="checkbox"/> Other Justifications	

Purchase Order for Catering/Entertainment

4. Fund Manager will approve
5. Valencia will then input into BruinBuy *Plus*
6. Travel Accounting reviews, and then Purchasing creates the PO and will email it directly to the vendor
 - The PO automatically goes to the email on file for the vendor
 - HOWEVER, if you provided a different email, Valencia can add them as a recipient
 - PO's do NOT automatically go to Valencia (or you, or anyone else in the department)

We recommend you start this process as early as possible. We don't have a good estimate of how long this process takes yet.

Until BB+ sorts out the kinks, we recommend you follow-up with Valencia and/or the vendor to ensure it was processed in time for your event.

Purchase Order for Catering/Entertainment

AFTER THE EVENT TAKES PLACE:

7. The vendor needs to send the invoice either to you or directly to the invoice submission email (noreply@invoices.ucla.edu)
8. If they send it to you, please forward it to Valencia and she will submit to the invoice submission email
9. You will also need to send the sign-in sheet/RSVP list to Valencia after the event has taken place
10. Valencia will upload to BB+
11. Once the invoice has been submitted and matched in BB+, and the sign-in-sheet has been uploaded, Travel will review for compliance and then approve for payment
12. Purchasing will then issue payment on the invoice (method of payment is determined by the vendor when they registered with PaymentWorks)

Paying with Personal Credit Card

If you choose this method, please ensure that all guidelines are met and that you do not exceed per person maximums. You will NOT be reimbursed for amounts over the allowable limit.

1. Complete the [Travel/Entertainment Reimbursement form](#), as we have done in the past
2. Email the form to your fund manager and Valencia for processing
3. You must also attach all receipts, the sign-in/guest list, and a breakdown of per-person costs
4. Valencia will submit via Concur
5. You will be notified when you need to log in to Concur to approve/submit
6. Travel will review/approve, and you will be reimbursed in the same manner that you currently receive your paycheck (e.g. if you are signed up for direct deposit, you will receive reimbursement as a direct deposit)

Entertainment / Catering Important Links

Entertainment Worksheet
Sponsorship/Contribution Guidelines and Worksheet

<https://travel.ucla.edu/forms>

BUS-79 Expenditures for Business Meetings,
Entertainment, and Other Occasions

<https://policy.ucop.edu/doc/3420364/BFB-BUS-79>

G-28 Travel Regulations

<https://policy.ucop.edu/doc/3420365/BFB-G-28>

UCLA Travel & Entertainment Expense Guidelines

<https://ucla.app.box.com/v/travel-ent-exp-guidelines>

Logo Approval for Sponsorships

<https://www.adminvc.ucla.edu/marks>

Travel Allowances for Mileage & Meals

<https://travel.ucla.edu/policy-resources/reimbursement-allowances-mileage-meals>

Purchasing and Payment Forms



ASUCLA Retail Purchase Form



After-the-Fact Request



Business Contract



Catering, Conferences & Events



Direct Pay Form



Educational Media



Non-Cash Gift Request



Payment for Shipping Invoice



Purchase Request



Research Subaward



Research Subcontract



RFP Request

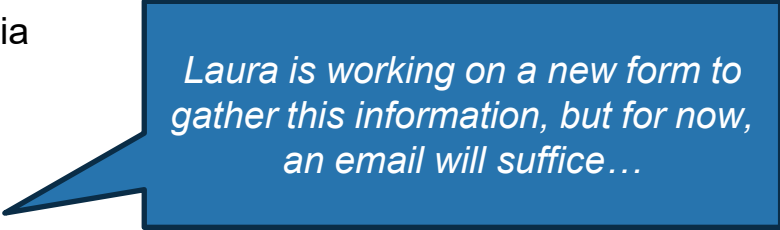
Direct Pay Form

This is only for invoices that do not require a purchase order, including:

- Awards (Recognition of past activities) - Non-Employees only
- Fellowships and Scholarships
- Honorarium
- Human Subject Payments
- Memberships
- Non-Matriculated Student Payments
- Prizes (Competition) - Non-Employees only
- Refunds (Entities only)
- Royalty Payments
- Subscriptions (non-software)
- Transient Occupancy Tax Payments
- Utility payments

Direct Pay Procedure

1. Send an email to your fund manager and Valencia
 - Attach the invoice/explanation of item
 - In the body of the email, list the following:
 - FAU
 - Object Code
 - Business justification
 - Is this being paid from a federal funding source? Yes/No
2. Fund Manager will approve
3. Valencia will then complete the Direct Pay Form on BruinBuy *Plus* and will upload the invoice directly into the form



Laura is working on a new form to gather this information, but for now, an email will suffice...

Note: Recipients **MUST** be registered in PaymentWorks. If they are not, Valencia can instigate the registration process when the invoice is received. However, if you know about the expense in advance (e.g. guest speakers), we highly encourage you to reach out to Valencia prior to the expense being incurred so that she can instigate the registration process in advance.

Utility Object Codes (Direct Pay)

Cellular Phone	3540, 4001, or 5285
Electricity	5210
Water & Sewer	5220
Natural Gas	5230
Satellite/Cable TV	5285
Propane/Butane	5260
Recycling	3474
Refuse Disposal	3475
Storage	3005
Security/Alarm Monitoring Services	3495

Invoice Submissions – For PO's only

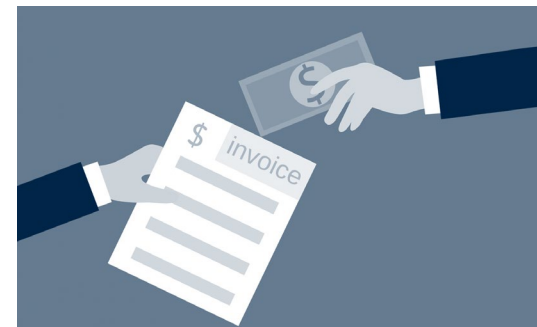
All invoices for PO's must be submitted to noreply@invoices.ucla.edu. If a vendor sends you an invoice directly, you can forward it to this address yourself, or forward it to Valencia to submit.

Do not submit to this email address for Direct Pay.

Invoices MUST have the PO # on them in order to get paid. Do not forward invoices to the invoice email if they don't have a PO # on them.

Invoices must be in PDF format and must be 8.5 x 11 in in order to be properly matched.

Vendors received this information via email.



BruinBuy *Plus* Training

<https://purchasing.ucla.edu/bruinbuy-plus-hub>

PAN Reviewer

General



RESOURCE

TYPE

[PAN Reviewer eLearning](#) : access the PAN Reviewer dashboard

ONLINE LEARNING

[PAN Reviewer Guide](#) : complete the PAN review process

QRG

Principal Investigator (PI)

General



RESOURCE

TYPE

[PI eLearning](#) : complete mobile invoice approvals and assign a substitute approver

ONLINE LEARNING

Fund Manger Updates

We are in the process of hiring a new fund manager.

Current Fund Manager Assignments:

Bholat, Sur, and all Sports Med Faculty: Andrew Titus.

Moreno and Tarn: Christine Ashikyan.

Shoptaw: Mindy Huynh and introducing Thao Nguyen.

All other faculty: Monica Gonzalez.

For those of you working with Christine Ashikyan and/or Andrew Titus as your temporary fund managers, please continue to work with them as you have been.

Fund Manger Updates

For those working with Monica or Mindy (which is everyone who isn't working with Andrew or Christine A.), please read the following for some important changes:

Moving forward, until we have a new Fund Manager in place, **please send the following requests to Laura and Valencia**, *instead of Valencia and Mindy/Monica/Thao*:

- PTAs/Concur Request IDs/flights approvals and approvals on travel reimbursements
- Purchase Orders, Direct Pay Requests (e.g. buying supplies, paying invoices, independent contractors/consultants, etc.)

For the following items, **please send these requests directly to Laura**, *instead of Mindy/Monica/Thao*:

- Transfers of Funds (TOFs)
- NPEARs

Fund Manger Updates

For faculty other than Shoptaw, Monica will remain the points of contact for the following, but please cc Laura:

- Subaward set-ups
- Financial Reports (monthly reports, sponsor progress or final Financial Reports)
- Close-Outs
- Salary distributions changes/UCPath/PAFs

For Shoptaw, Thao will be taking over the following and Mindy will focus only on CHIPTS close-out:

- Subaward set-ups
- Financial Reports (monthly reports, sponsor progress or final Financial Reports)
- Close-Outs for any project other than CHIPTS/29080
- Salary distributions changes/UCPath/PAFs

Fund Manger Updates

Laura will continue to be your point of contact for the following fund manager responsibilities until a new FM is hired:

- Meeting monthly with the PI's/Project Coordinators to review financial reports
- RAS's (Requests for Advanced Spending)
- NCEs (No Cost Extensions)
- Carry-forward requests, re-budgeting or other items requiring prior approval
- H&I issues
- Effort Reporting
- Changes to rent
- Questions about BB+ or financial policies
- General C&G management, etc.

Upcoming Meetings/Events

- Next Research Unit Meeting: March 7
- Next Grand Rounds: February 23, 2024
- Prior monthly meeting agendas/slides are available on the [website](#)

UCLA Health Family Medicine

Research

For Family Medicine Research Unit Employees

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/Oppenheim Suite Employees](#)
- [Travel/Entertainment/Food Reimbursement Request Guide](#)
- [Purchase Guide](#)
- [Accounts Payable Training](#)
- [Purchase Pouches](#)
- [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](#)
- [Research Intake 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 new department employees? Check out the Accounts Payable website for forms like Check Requests, Petty Cash Expenditures, IRS 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
