UCLA David Geffen School of Medicine

Family Medicine Research Unit Monthly Meeting

December 2022

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

Recently Processed Awards

PI	Award Title	Sponsor	Prime Sponsor	Action Type
Gelberg, Lillian	Disparities in Rates & Impact of Tobacco and Marijuana in UCLA Primary Care	UC TOBACCO-RELATED DISEASE RESEARCH PROGRAM	-	Continuation
Donohoe, Thomas J	Pacific AIDS Education & Training Center	UNIVERSITY OF CALIFORNIA, SAN FRANCISCO	DHHS-HRSA	Continuation
Shoptaw, Steven J	Screen, Treat and Retain Meth-Using Opioid Drug Users at Methadone Clinics (STAR-OM)	Hanoi Medical University (Vietnam)	NIH-NIDA	Continuation
Clark, Jesse Lawton	Mirtazapine for Methamphetamine Use Disorder: Drug-Drug Interaction Study	HELUNA HEALTH Formerly PUBLIC HEALTH FOUNDATION ENTERPRISES, INC.	NIH-NIDA	No Cost Extension
Tarn, Derjung	The MUM Study: MUltimorbidity and Medications: The Unheard Perspective of Older Adults	UNIVERSITY OF CALIFORNIA, SAN FRANCISCO	DHHS-FDA	Continuation
Shoptaw, Steven J	Center for HIV Identification, Prevention and Treatment Services	NIH-NIMH National Institute of Mental Health	-	Modification/ Amendment
Kalmin, Mariah Mattera	Phenotyping Substance Use Disorder	UNIVERSITY OF ROCHESTER	-	New
Moreno, Gerardo	Path to Health Pilot Project (Phase 2)	County Medical Services Program	-	New
Shoptaw, Steven J	CTN-0110 Randomized, Double-Blind, Placebo-Controlled Trial of Monthly Injectable Buprenorphine (BUP) for Methamphetamine (MA) Use Disorder (MURB)	University of Texas-Southwestern Medical Center at Dallas	NIH-NIDA	New

Recently Submitted Proposals

PI	Sponsor	Prime Sponsor	Proposal Type
Uskup, Dilara	UC TOBACCO-RELATED DISEASE RESEARCH PROGRAM	-	New
Gelberg, Lillian	UC TOBACCO-RELATED DISEASE RESEARCH PROGRAM	-	Resubmission - New
Gelberg, Lillian	UNIVERSITY OF CALIFORNIA, SAN FRANCISCO	UC TOBACCO-RELATED DISEASE RESEARCH PROGRAM	New

Winter Closure

- CLOSED Dec. 23, 2022 through Monday, Jan. 2, 2023
- Reopens on Tuesday, Jan. 3, 2023
- Staff should use vacation hours for Dec. 27-29
- Dec 23, 26, 30, and Jan 2 are paid holidays

DECEMBER 2022

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JANUARY 2023

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7

Updated COVID Guidance for Supervisors

If your employee tests positive for COVID:

- Please have them **call the COVID Call Center** at (310)267-3300
- Employee must follow the guidance provided by the Call Center
- Emergency paid sick leave: up to 80 hrs for COVID diagnoses. COVID Leave of Absence Notification (COVID LOAN) can be requested at: https://hshr.mednet.ucla.edu/s/loanote/request/
- After any required isolation/time off, employees should complete the Daily Survey before returning to work

For more information, please visit the COVID home page or reach out to Monica Bolanos in Staff HR.

Password Compliance

1. **REQUIRED** Check compliance status:
   https://changepassword.mednet.ucla.edu/

2. Change your password if it does not pass

3. If you need to change your password, your new password/passphrase must:
   - Be **at least 14 characters** in length.
   - Be rated **Strong/Very Strong** and not considered compromised.
   - Contain 3 of the following:
   - Number (0-9)
   - Lower case letter (a-z)
   - Upper case letter (A-Z)
   - Special characters (e.g. !#$%^&*)

Continued

Important: In order to avoid lockouts after changing your password/passphrase, update credentials anywhere it may have been saved (e.g., browsers, mobile devices, wireless networks, apps, mac keychain).

If your password is not compliant with the new requirements, you will be scheduled for a forced reset in early 2023.

Research Day Updates

2023 Meeting Information

- In-person at the California Endowment (Center for Healthy Communities Los Angeles): 1000 North Alameda Street, Los Angeles, CA 90012
- Wednesday, May 10, 2023
- Morning Faculty Development Session (invitation only)
- Main Research Day activities will be held in the afternoon

Abstract Submission

- Abstracts will be due April 7, 2023.
- More details to be announced after winter break

Holiday Gathering

- **Friday, December 16th from 5:30-8:30pm**
- **UCLA Luskin Conference Center**
- **RSVP by Friday, December 9:** http://evite.me/kNBFdYXCCa (include your first and last name and email address when you respond)

Monthly Research Unit Meetings

- Starting in February 2023, we ask that Research Unit employees start attending the monthly meeting in person
- This allows us to work in the office together at least once a month
- Refreshments will be provided
- Zoom/Call-in will still be available, but should not be your primary mode of participation

Family Medicine Grand Rounds

- Monthly on the 4th Friday of the month
- 12:00pm – 1:00pm
- Starting January 2023
- Everyone invited, including affiliated residencies, research unit, clinical personnel, etc.
- Email with further information will be forthcoming

Justice, Equity, Diversity, and Inclusion

Dr. Yelba Castellon-Lopez
Director of JEDI
Department of Family Medicine

Increase in Meal Rates

Travel Meals

- The Meal and Incidental Expenses (M&IE) Reimbursement Cap is the maximum amount authorized for the daily meal and incidental expenses established by the University.
- Applies to any business travel of less than 30 days in the continental United States
- The maximum M&IE rate for the Fiscal Year 2022-2023 is **$79.00** and is based on the highest per diem rate available for all UC locations as published by US General Services Administration for Fiscal 2023.

Increase in Meal Rates

Entertainment Meals

- The maximum meal rates for entertainment and business meeting meals have been increased in response to soaring food prices.
- The new rates are as follows:

  Breakfast $31

  Lunch $54

  Dinner $94

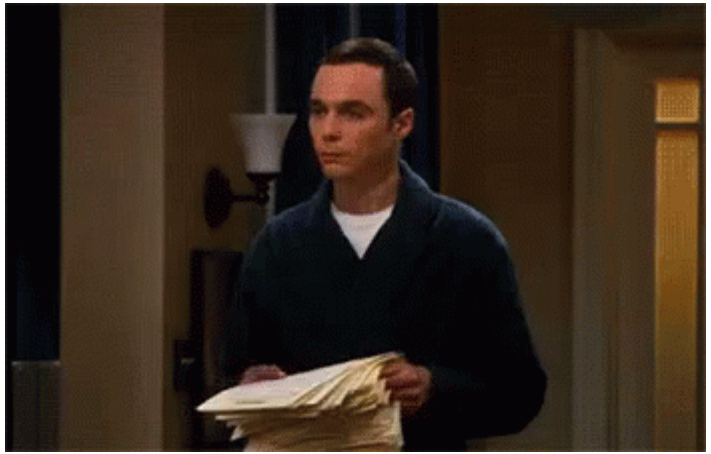
  Light Refreshments $22

- As a reminder, these amounts include the cost of food and beverages, labor, sales tax, service, and delivery charges

Travel Reimbursements

Concur/Travel Express

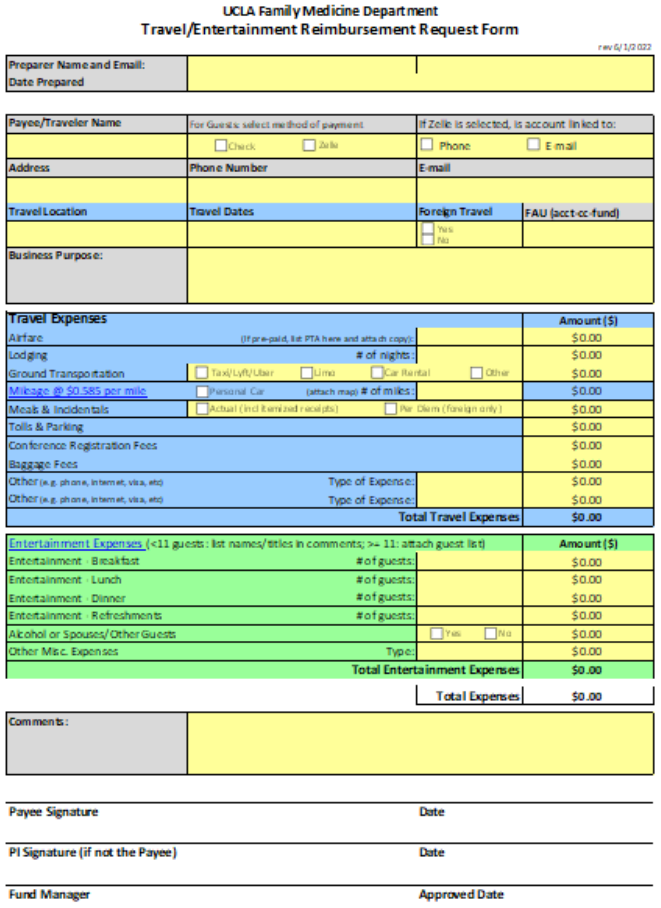
New system was supposed to make it easier for travelers to create their own reimbursement reports



Travel Reimbursements

Submit Form Like the Old Days

- Save your receipts
- Complete Travel Reimbursement Form
- Obtain PI or Approver approval
- Submit to Fund Manager
- Valencia will submit via Concur/Travel Express, will contact you when done
- TRAVELLER MUST THEN “SUBMIT” REPORT IN CONCUR
- NOTE: Guests do not need to register for PaymentWorks



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	If Zelle is selected, is account linked to:
	☐ Check ☐ Zelle	☐ Phone ☐ E-mail
Address	Phone Number	E-mail
Travel Location	Travel Dates	Foreign Travel / FAU (acct-cc-fund)
		☐ Yes ☐ No
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

POLL – BEST HOLIDAY MOVIE

New NIH Data Management and Sharing Policy

To encourage the management and sharing of scientific data produced by NIH-funded or carried out research

- Effective Date is January 25, 2023 for all submitted proposals
  - Requires submission of a plan outlining how scientific data and any accompanying metadata will be managed and shared, taking into account any potential restrictions or limitations.
  - The NIH may request additional information to be included within the Plan in order to meet expectations for data management and data sharing
  - We have to include such a plan on all proposals and we have to comply with the plan once it is approved and awarded

New NIH Forms H

- Due for applications due on/after Jan 25, 2023
- Requires Data Management and Sharing Plan (next slide)
- Budget: must include DMSP costs as an individual line item with justification

Upcoming NIH Virtual Courses (free)

December 6-7, 2022 12:00PM - 4:00PM
Human Subjects Research: Policies, Clinical Trials, & Inclusion

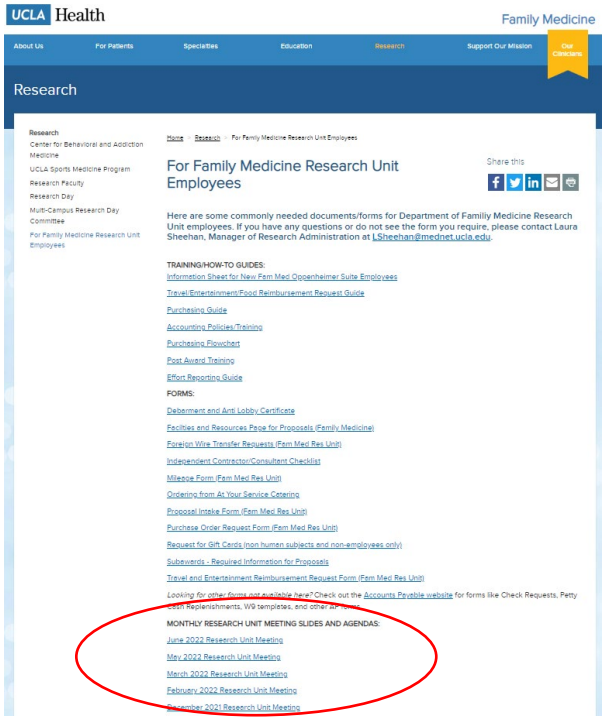
What are the basic HHS and NIH policies that apply to research involving human subjects, including clinical trials? How do you prepare a research proposal for review that addresses the regulatory requirements? What are some strategies for developing realistic and scientifically acceptable inclusion plans? 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.

Upcoming Guidance

- Transcription purchases
- Software purchases

Meetings/Events

- Staring in 2023: in person
- January Meeting cancelled
- Next Monthly Research Unit Meeting: **Feb 2 IN PERSON**
- Prior monthly meeting agendas/slides will be available on the website



Thank You