

UCLA Family Medicine Research Unit Newsletter

Dec 2025 - Supplement

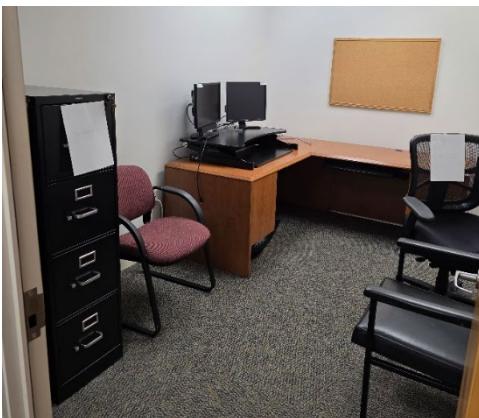
Vacate Oppenheimer Space

As previously announced, all teams should be vacating their Oppenheimer space before winter closure. When we return in 2026, we will be returning to CHS.

What You Need to Do:

- Your office, assigned cubicles, cabinets, and drawers should be completely EMPTY of all documents, personal items, books, etc. The only items that should remain are furniture and computer/peripherals.
- Any computer peripherals you are planning to take home should be removed by 12/22. Remember that when/if you separate from the department, all computers/peripherals at home need to be returned (just as you would return your laptop, work phone, keys, etc.).
- Supplies in excellent condition that you aren't taking can be added to the cubicle area collection. Everything else should be purged.
- E-waste items should be moved to the conference room or clearly labeled as e-waste.
- Box and label all items that will be moved to CHS. Please label the boxes clearly using your PI/team/program name, e.g: "CBAM – CHS" or "Tarn – CHS." Small teams will be assigned a single drawer, large teams will have a single file cabinet. We need items to be boxed and clearly labeled so that we can determine how many and which cabinets to bring over to CHS.
- If you are interested in taking any of the remaining items (e.g. mini fridges, toasters, microwave, dishes, silverware, supplies, etc.), please email Laura to coordinate pick up.

When done, your office should look like this (gold star to Uyen):



NIH Updates

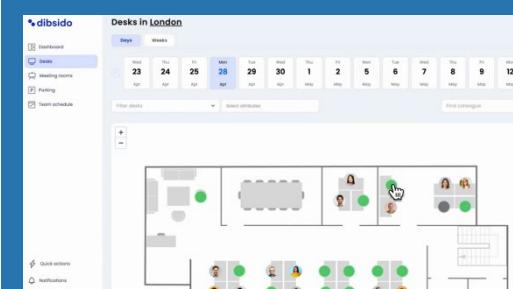
Peer Reviews: Emergency Modifications for Jan and May Advisory Councils are being made, including simplifying summary statements and releasing summary statements later in the Council round.

Updates to Application Process: NIH will no longer accept Letters of Intent (LOIs) as part of the application process, and we no longer need to contact the Institute/Center prior to submission for applications that exceed \$500,000 direct costs.

NIH Unified Funding Strategy: In addition to existing guidance stating that all NIH centers should fund projects that align with NIH's mission and prioritize scientific merit, etc., new language also now states funding policies should "promote broad distribution and geographic balance of funding, considering the total amount and type of NIH funding already available to each investigator."

Reserving CHS Desks

We will be using the Dibsido reservation system. Our department will be rolling out the system shortly, but in the meantime, please watch this [short video](#) to learn how to register and make a booking.



NIH – Common Forms and SciENcv

As announced in previous meetings/newsletters, all applications, JITs, RPPRs etc. submitted on or after Jan 25, 2026 will now require the mandatory use of [Common Forms](#) (for Biosketches and Other Support), [SciENcv](#), and [ORCID iD](#). PI's can assign delegates in SciENcv if you have staff who can help populate your biosketch/OS pages. You can also generate an XML file from [UCLA ORA Portal](#) to upload to SciENcv to help pre-populate your forms. We will be providing training on all of this at our next monthly Research Unit Meeting, but please register and familiarize yourself with these systems as soon as possible if you plan to seek/receive NIH funding.



Zoom Phones

Personnel who opted to transition their phone lines to Zoom Phone should have received an introductory email this week with details about the change.

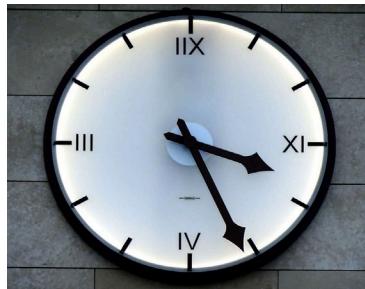
Get Started:

- Watch the 3-minute [Zoom Phone Demo](#) video for a quick overview of key features and functionality
- Visit the [Bruin Voice website](#) for additional information and access to training resources, including [self-guided Zoom Phone training](#)
- Review available [Zoom Phone knowledge articles](#) for tips and support

If you have any questions or need assistance, please contact the **Bruin Voice Health project team** at bvhealth@it.ucla.edu.



Timesheets: PAYROLL DEADLINE!



Due to the upcoming holiday, we need to adjust our payroll processing timeline. Please review the deadlines below carefully.

For Biweekly Employees PP: 12/07/25-12/20/25

- All adjustments or missing time must be entered in HBS Notes by Thursday, 12/18, at 4:00 p.m.
- Web Clock users: Please do not punch in or out on Friday, 12/19, or Saturday, 12/20. Instead, add your shifts in HBS Notes so supervisors can update your timesheets.
- **Timesheets must be completed by Friday, 12/19 by 9:00 a.m.**

Supervisors/Timesheet Approvers: Please review and approve all submitted timesheets by the deadline.

Important:

- Timesheets will be pulled by HBS on Sunday, 12/21, at 12:00 p.m.
- Any changes made after this will be processed in the next payroll cycle.

HBS Link: [Time Suite](#)



NIH Grant Writing Bootcamp

The CTSI and DGSOM Office of Physician Scientist Career Development is offering a [NIH Grant Writing Bootcamp](#) for junior faculty and trainees who are submitting their first NIH K or R application.

Applications are due December 19