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# **Family Medicine Research Unit**

## **Monthly Meeting - August 2022**

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

# Recently Processed Awards

PI	Award Title	Sponsor	Prime Sponsor	Action Type
Sur, Denise Kc	SBPCR-1000218: UCLA Family Medicine Residency Program (Song-Brown 2019)	CA-Department of Health Care Access and Information	-	Continuation
Sur, Denise Kc	SBPCR-1000497: UCLA Family Medicine Residency Program (Song-Brown 2020)	CA-Department of Health Care Access and Information	-	Continuation
Sur, Denise Kc	CalMedForce - UCLA Family Medicine Residency Program	Physicians for a Healthy California	UC/OFFICE OF THE PRESIDENT, SYSTEMWIDE	New

# Recently Submitted Proposals

PI	Title	Sponsor	Prime Sponsor	Proposal Type
Sur, Denise Kc	HCAI Song-Brown Grant Primary Care Residency (2023-2026)	CA-Department of Health Care Access and Information	-	New
Shoptaw, Steven J	CTN-0109 CURB-2	University of Texas-Southwestern Medical Center at Dallas	NIH	New
Shoptaw, Steven J	Center for HIV Identification, Prevention and Treatment Services (CHIPTS) - UCLA Rapid, Relevant, Rigorous Implementation Science Hub	NIH-NIMH National Institute of Mental Health	-	Modification/Amendment
Shoptaw, Steven J	HIV Prevention Trials Leadership Group: 094 Protocol Chair (Year 17)	FHI 360 (Family Health International)	NIH-NIAID	Modification/Amendment

# Human Resources/Personnel/COVID Updates

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- **Masks** are required in Oppenheimer
  - You may only remove your mask if you are alone in a closed office.
  - Conference Room is not available 12-1pm for meetings, as it is reserved for those in cubicles who need a space to remove their masks for lunch.
  - If you are in a cubicle, please utilize the conference room when needed for mask breaks.
  - If you are in a cubicle or a shared office, please reach out to Laura if you have concerns/questions and would like to explore the option of temporarily utilizing an unoccupied office for your work.



# Human Resources/Personnel/COVID Updates

- If you are in a private or shared office, please consider removing unused items and files from your space.
- If you are utilizing a cubicle area for storage, please store items away from walking areas. Keep things organized and safely tucked away.
- Please do not remove items from cubicle areas that do not belong to you. If you are unsure if a cubicle space is being occupied, please reach out to Laura to clarify.

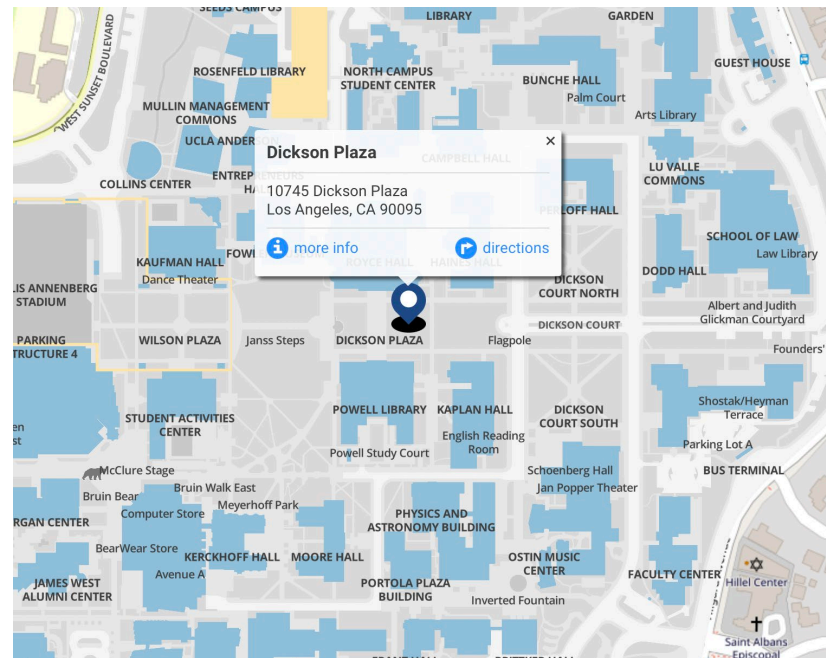


# 17<sup>th</sup> Annual UCLA All-Staff Picnic

WHEN: THURSDAY, AUGUST 18

11:30AM– 1:30PM

You must [register](#) to get a free lunch, but you can bring your own lunch and attend without registering as well. Bring a reusable bottle as there will be drinks, but no cups, for sustainability purposes. Supervisors should grant employees sufficient time in addition to normal lunch period to attend.



# Monday, September 5th is Labor Day

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# Financial Process

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Vendors should not be providing any goods or services without a PO (purchase order), number in place. Submitting a PO Request Form is NOT the same thing as having a PO number. PO number's are 10-digits that always start with 1550 (in our department). If it is a 1550R-, this is also not a valid PO. (R = requisition, meaning we are requesting an actual PO number be established).



# Financial Process

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- If you submit an invoice for payment and AP notices that the PO creation date is AFTER the invoice date, it may be rejected.
- An **After-the-Fact** form may be required to move forward.
- The finance team will no longer be obtaining these forms on your behalf.

JUSTIFICATION FORM FOR “AFTER THE FACT” PURCHASES

**Campus policy requires a Vice Chancellor, Assistant Vice Chancellor, Dean, or Assistant Dean’s Signature for all Unauthorized Purchases.**

**If approved by CPO attach this form to the Requisition with other required supported documentation.**

Dept Requestor Name: test

Department No: \_\_\_\_\_

Signature:  Date: 8/3/2022

Department Name: \_\_\_\_\_

Requisition No:                     

Vendor Name:                                     

Requisition Amount:                     

Is this ATF Request for services provided by an individual/independent contractor?

☐ Yes ☐ No

Is the department utilizing restricted funding for this purchase?

☐ Yes ☐ No

Unauthorized financial commitments requires that any requisition or invoice submitted “after the fact” must be accompanied by a letter signed by the cognizant Vice-Chancellor, Assistant Vice Chancellor, Dean, or Assistant Dean justifying the reason for the deviation from policy. Business and Finance Bulletin BUS-43 Procurement/Supply Chain Management – Section III, Part 1, sub-section H, Unauthorized Purchases.

Enter justification for the deviation from policy, including correction action to avoid future ATF requests. (attach quote, proposal/statement of work, and/or invoice as applicable to the transaction).



**David Geffen School of Medicine Approvals Only**

Department CAO Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

DGSOM Controller Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Senior Associate Dean Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

**Campus Purchasing Approval**

CPO Signature: \_\_\_\_\_ Date: \_\_\_\_\_

CPO Comments:

# Get to Know Your Co-Workers

## THIS MONTH'S SPOTLIGHT: MARIAH KALMIN, PHD

Family: 2 kids, Brendan age 3 and Tessa, age 6; very active and silly. When we aren't at work/school you can find us at the pool or the beach!

Hobbies: Prior to having kids I used to love working out and running and am trying to get back into fitness. So far this year I've run 1 5k and have another one lined up next week followed by a 10k in September and half marathon in November!

Bucket list: travel, travel, and more travel both with and without kids. So far this year I've done a wine tasting trip in the Santa Ynez valley, kid trip to Phoenix to visit family, momma-daughter trip to Costa Rica, and a trip to Sedona, Grand Canyon, and Lake Powell with my partner. Hopefully many more trips to come!



## 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](#)

[Home](#) > [Research](#) > For Family Medicine Research Unit Employees

## For Family Medicine Research Unit Employees

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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).

### TRAINING/HOW-TO GUIDES:

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

[Travel/Entertainment/Food Reimbursement Request Guide](#)

[Purchasing Guide](#)

[Accounting Policies/Training](#)

[Purchasing Flowchart](#)

[Post Award Training](#)

[Effort Reporting Guide](#)

### FORMS:

[Debarment and Anti Lobby Certificate](#)

[Facilities and Resources Page for Proposals \(Family Medicine\)](#)

[Foreign Wire Transfer Requests \(Fam Med Res Unit\)](#)

[Independent Contractor/Consultant Checklist](#)

# Financial Process

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- Guest Speakers/Panelists
  - Discuss process prior to offer
  - Submit paperwork in advance
  - Best practice: do not offer pay to UC employees

# Research/Contracts & Grants Updates

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## webIRB Update – GCP (Policy 917)

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- ***Summary of the Policy:***
  - Establishes a new training requirement for key personnel conducting research that meets the NIH definition of a clinical trial
  - *This expands the previous requirement for GCP training for key personnel on NIH-funded clinical trials to key personnel conducting clinical trials, **regardless of funding source***



# Research/Contracts & Grants Updates

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## webIRB Update – GCP (Policy 917)

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- ***Operationalizing of the Policy:***
  - The webIRB system will conduct an ***automatic check*** to ensure GCP training has been completed by key personnel when:
    - An initial application is submitted
    - When an amendment is submitted
    - When the “edit study personnel” function is used
  - This automatic check will follow the same process as the check for human subjects training already in place.

# Research/Contracts & Grants Updates

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## webIRB Update – GCP (Policy 917)

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As a reminder:

- GCP training is completed through [CITI](#)
- ***GCP training can meet both the GCP requirement AND the human subjects training requirement.***
- ***For this reason, we recommend that key personnel conducting clinical trials consider using GCP training to meet their minimum requirements for human subjects training***

# Meetings

- Next Monthly Research Unit Meeting:  
Thursday, September 1
- Prior monthly meeting agendas/slides are now available on the [website](#)

UCLA Health Family Medicine

About Us For Patients Specialties Education Research Support Our Mission Our Clinicians

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

UCLA Health For Family Medicine Research Unit Employees

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[Purchase Pledgecard](#)  
[Post Award Training](#)  
[Effort Reporting Guide](#)

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[Research Write Transfer Requests \(Fam Med Res Unit\)](#)  
[Independent Contractor/Consultant Checklist](#)  
[Misuse Form \(Fam Med Res Unit\)](#)  
[Outlines from At Your Service Catering](#)  
[Proposal Intake Form \(Fam Med Res Unit\)](#)  
[Purchase Order Request Form \(Fam Med Res Unit\)](#)  
[Request for Gift Cards \(non human subjects and non-employees only\)](#)  
[Subawards - Required Information for Proposals](#)  
[Travel and Entertainment Reimbursement Request Form \(Fam Med Res Unit\)](#)  
[Linking for grant renewal and existing grant? Check out the Accounts Payable website for forms like Check Requests, Petty Cash Expenditures, VRS 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](#)  
[September 2021 Research Unit Meeting](#)

# Thank You

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