UCLA David Geffen School of Medicine

Department of Family Medicine

Family Medicine Research Unit Monthly Meeting

August 2023

New Awards Received (since May)

PI	Award Title	Sponsor	Prime Sponsor	Project Period Begin Date	Project Period End Date
Tarn, Derjung	Nasal Steroids, Nasal Irrigation, Oral antibiotics and Subgroup Targeting for Effective Management of Sinusitis (NOSES)	GEORGETOWN UNIVERSITY	PCORI	04/01/2023	09/30/2024
Sur, Denise Kc	HCAI Song-Brown Grant Primary Care Residency (2023-2026)	CA-Department of Health Care Access and Information	-	06/30/2023	08/31/2026
Sur, Denise Kc	CalMedForce 2022-2025	Physicians for a Healthy California	UC/OFFICE OF THE PRESIDENT	07/01/2023	09/30/2026
Tarn, Derjung	Los Angeles Maternal Mental Health Access (LAMMHA) – Phase 2	UNIVERSITY OF WASHINGTON	CALIFORNIA HEALTHCARE FOUNDATION	02/01/2023	01/31/2027
Gelberg, Lillian	Cannabis Use for Medicinal Purposes Among Clinical Populations in California: Population Estimates of Prevalence, Frequency, Quantity and Reasons for Use	CA-Department of Cannabis Control	-	06/15/2023	06/14/2025
Li, Michael Jonathan	Midwest Integration of the National HIV Curriculum (MINHC) Grant	UNIVERSITY OF ILLINOIS	DHHS-HRSA	03/01/2023	08/31/2026

Recently Submitted Proposals (since May)

PI	Title	Sponsor	Prime Sponsor	Type
Brooks, Ronald Andrew	Developing Implementation Strategies to Enhance Delivery of LAI PrEP to Black and Latino MSM	UC CALIFORNIA HIV/AIDS RESEARCH PROGRAM (CHRP)	-	New
Gelberg, Lillian	Effectiveness of the Diabetes Homeless Medication Support (D-HOMES) program on diabetes management	Hennepin Healthcare Research Institute	NIH	New
Shoptaw, Steven	HIV Prevention Trials Leadership Group: 094 Protocol Chair	FHI 360 (Family Health International)	NIH-NIAID	Modification/ Amendment
Shoptaw, Steven	CTN-0109: Randomized, placebo-controlled trial of injectable naltrexone and monthly injectable buprenorphine for cocaine use (CURB-2)	University of Texas-Southwestern Medical Center at Dallas	NIH	Supplement
Shoptaw, Steven	CTN-0110 MURB Non-HEAL YR19	University of Texas-Southwestern Medical Center at Dallas	NIH	Supplement

Hiring Updates

- Career Tracks
  - Asst. CRCs and CRCs – completed
  - Sr. CRCs and many other titles: Delayed
- Avature
  - Do not download or email resumes, reviewers must log into Avature to review resumes
  - Office Hours: Fridays from 11:30a-1p https://uclahs.zoom.us/j/97522351115
  - “Mark as Viewed” feature

Employee Relations – Office Hours

- Employee Relations Office Hours for Managers and Supervisors
- Meet with Vera Moubayed, Employee Relations Manager
- Every Other Thursday at 1pm; Next: August 10
- Zoom Meeting ID: 946 9752 5571 https://uclahs.zoom.us/j/94697525571

This is an opportunity for supervisors to stop in for a quick consultation on any Employee Relations issue or question, or to benefit from the discussion on topics and questions raised by other colleagues. Additional Employee and Labor Relations updates and discussions will occasionally be provided as necessary, in addition to general day-to-day ER subject matter, such as probationary periods, performance management, unauthorized leave, handling claims of discrimination/harassment, etc.

Research Day
Save the Date: May 22, 2024

September Grand Rounds

Friday, August 25, 2023

12:00pm-1:00pm

Dr. Daniel Ciccarone
Professor in Addiction Medicine
UCSF

Ordering Computers

Step 1 Request a quote

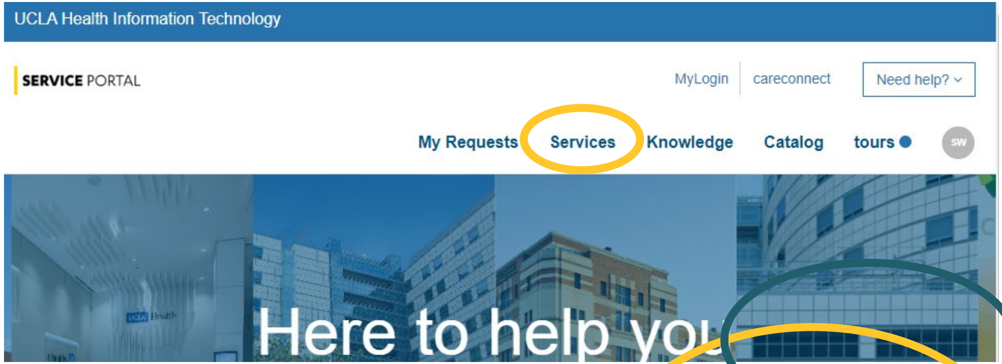
Log into [UCLA Health IT Service Portal]

Click on “Services”

Select “Computers, Laptops, and Printers”

Click on “Request Device”

Complete the form and submit



Ordering Computers

Step 2

Complete and Submit Purchase Request Form

ServiceNow will send you an email with the quote attached (save the email, you will need it later)

Complete a Purchase Request Form and submit it and the quote to your Authorizer

After Authorizer approves, submit the Purchase Request and quote to Fund Manager

Fund Manager will approve and submit to Purchaser to create PO#

Ordering Computers

Step 3 Reply to Original Email and Attach PO

Purchaser will send the PO to the Requester with instructions to:

1. REPLY to the original quote email
2. Attach both PO and quote
3. Send to Customer Care and UCLA Computer Store
4. Do not alter the subject line

Ordering Computers

Step 4

DGIT/ISS will Receive and Prepare Laptop for Pick-up

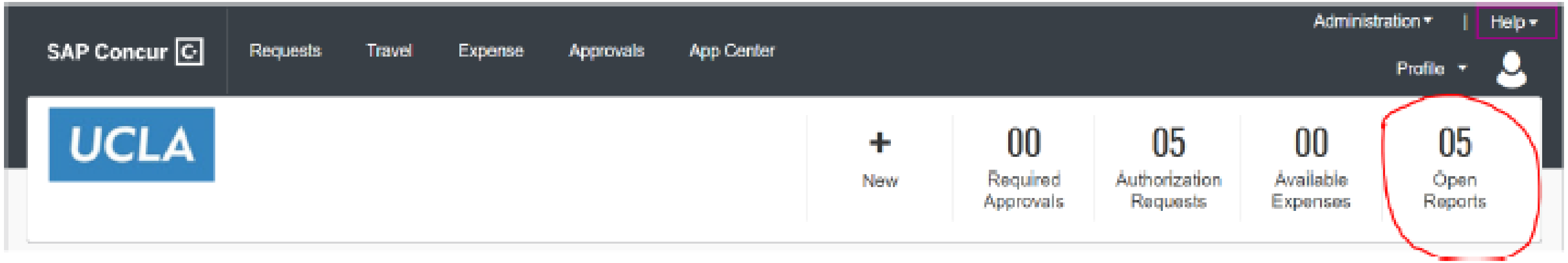
Computer will be delivered to DGIT/ISS

They will encrypt it and add any requested software, as per the order

They will contact you via email when the device is ready for pick-up

How to Submit Travel Expense Report in Concur

1. Login using your UCLA credentials: https://travel.ucla.edu/
2. Once logged in, you should see a report you need to review on the main page:



Non Travel/Entertainment Reimbursements

! Reimbursements are always a last resort after all other procurement methods (i.e., PO and PCard) have been considered.

Non Travel/Entertainment Reimbursements

Step 1: Out-of-Pocket, Non T&E Expense is Incurred

While uncommon, an employee or guest may incur an out-of-pocket, non-travel and non-entertainment expense that is necessary and integral to conducting UCLA-related business.

Not all expense types are eligible or allowable for reimbursement. If a restricted expense is being purchased, an exception request must be submitted to AP **at least one week before the purchase is made**. Not all requests are approved.

Non Travel/Entertainment Reimbursements

Step 2: Receipt is Retained

An original itemized receipt showing proof of payment (i.e., the amount paid and method of payment) must be retained. If the receipt does not include this information, a secondary document is required. Preliminary documents, such as order and shipping confirmations, will not be accepted in lieu of purchase receipts.

Secondary document examples:

- Credit card statement copy with the account number blacked out
- Copy of the canceled check

Non Travel/Entertainment Reimbursements

Step 3: Expense Report is Created & Submitted

An employee or their delegate(s) can create a Concur expense report for an out-of-pocket expense. For privacy and security, employees must personally provision delegat also submit their own reports to certify what their delegate has prepare **department delegate is authorized to submit a report on a guest's**

In an effort to reduce the number of expense reports submitted, users where appropriate, and submit in 30-day intervals. In other words, inst each individual expense, users can combine their expenses into a sinı the end of each month.

Partial Reimbursements are not allowed!

You must submit within 60 days of the date the expense was incurred!

Non Travel/Entertainment Reimbursements

Step 4: Expense Report is Approved by the Department

Once the expense report is submitted, the department approver must review it. Approvers can select a transaction to see its associated documentation and receipt(s). If there is an error, the approver can send the report back to the employee or guest's delegate for correction.

If an expense exceeds the allowable reimbursement amount of **$1,000**, a CAO/CFO must be selected as the department approver (FAU Approver). This requirement does not apply to the following expense types:

- Conference Registration
- Licenses *(certifications/permits, facility)*
- Licenses *(certifications/permits, vocational)*
- Memberships *(business and professional)*
- Printing/Publications

Non Travel/Entertainment Reimbursements

Step 5: Expense Report is Routed for Additional Approval(s) & Then Reviewed by AP

Once department-level approval is received, the report will be routed to the next approval step in the approval workflow (approval requirements vary per expense type). After all necessary approvals have been received, AP reviews and audits the expense report. After this final layer of approval is received, the expense report will be processed and charged to the indicated FAUs.

Payment will be issued two business days from the date of approval via the following payment methods:

- **For Employees:** EFT or check—based on UCPath payroll payment method
- **For Guests:** Zelle or check

The actual payment date may vary. We recommend recipients wait a reasonable amount of time for their banking institution to reflect the payment or for the check to arrive via USPS before contacting the non-T&E reimbursements team

Small Business First (SBF) Program

Helps UC invest in and enrich our local communities with jobs and economic stability

UC procurements between $10,000 and $250,000 must be awarded to a certified small business (SB) whenever practicable

Small Business First (SBF) Program

Step 1: Is the total amount of your transaction between $10,000 & $250,000?

Note: *Total includes shipping, excludes tax*

Step 2: Does an exemption apply?

Note: *Refer to following slides for specific exemptions*

Step 3: Find certified small businesses to fulfill transaction requirements

Note: *Refer to sub-thresholds for quote requirements*

Step 4: Complete SBF Waiver

Note: *Requires documentation supporting reason for waiver*

Instructions for SBF Waiver available

SBF Exemptions

No Waiver Required

Transactions that are:

- ✓ Sole sourced
- ✓ Unique professional/personal services
- ✓ Emergency purchases

- Construction
- Concessions
- Interagency agreements
  (Between 2 or more agencies)
- Research sub-awards
- Local / federal government agreements
- Higher Education institution agreements
- Medical & patient care
- Revenue / reimbursement

Finding a Certified Small Business

Go to: https://purchasing.ucla.edu/small-business-databases

UCLA SMALL BUSINESS LIST

An internal list with 500+ Small and Diverse vendors, accessible by staff only with Single Sign On

EXPLORER.SUPPLIER.IO DATABASE

A national database of Small and Diverse businesses, with abo

STATE OF CA CALEPROCURE DATABASE

A State of CA (DGS) database of Small Businesses located anc

If you are not able to find a Certified Small Business you must complete a SBE Waiver and attach the waiver to your requisition.

Paying a Certified Small Business

Complete the Purchase Request Form as usual

Attach the following:

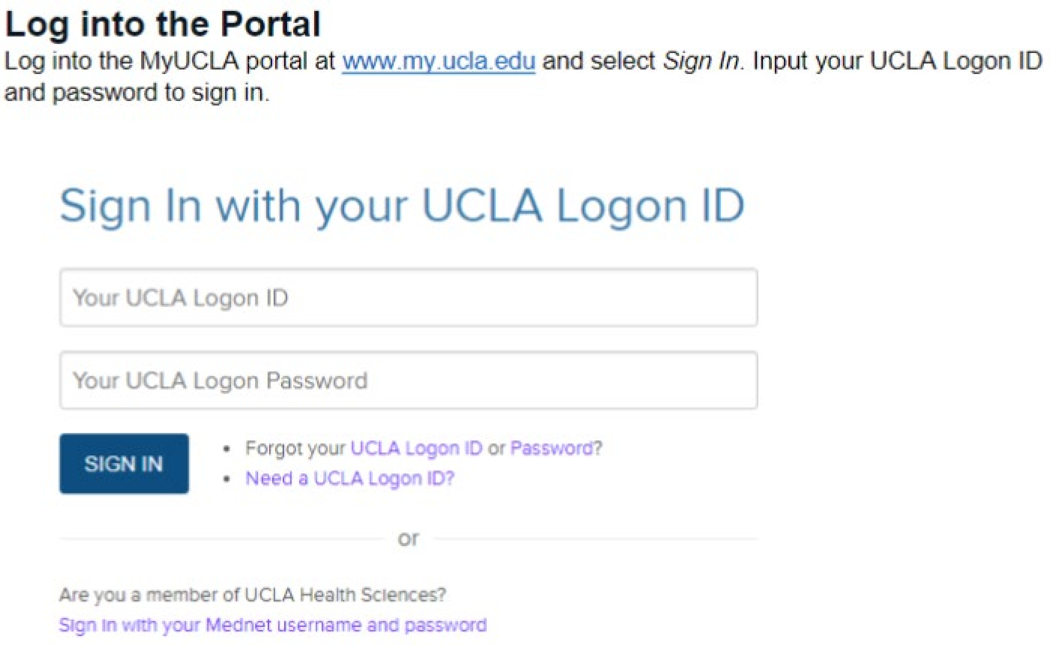
- Quote
- Screenshot from database showing certification for chosen SB

If you were unable to utilize a Small Business, you must attach:

- Waiver
- Supporting documents

Research Participant Payment (Incentive) Requests

https://www.finance.ucla.edu/business-finance-services/payment-solutions-and-compliance/how-to-submit-research-payment-request



Log into the Portal

Log into the MyUCLA portal at www.my.ucla.edu and select *Sign In*. Input your UCLA Logon ID and password to sign in.

Sign In with your UCLA Logon ID

Your UCLA Logon ID

Your UCLA Logon Password

SIGN IN

- Forgot your UCLA Logon ID or Password?
- Need a UCLA Logon ID?

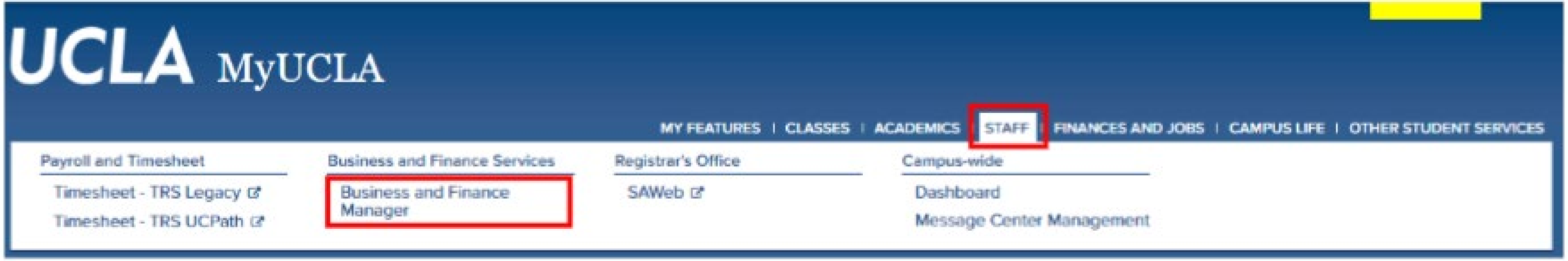
or

Are you a member of UCLA Health Sciences?
Sign in with your Mednet username and password

IRB Approved Research Payment Requests are completed through a combination of the Research Payment Portal on MyUCLA and the MyUCLA Message Center. You can track the status of your request on the Research Payment Portal.

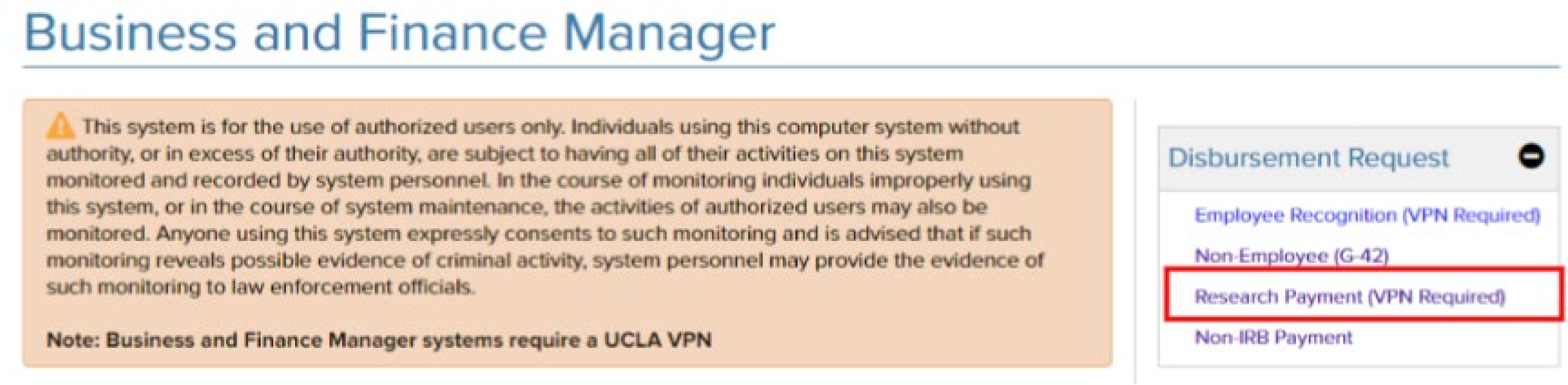
Research Participant Payment (Incentive) Requests

Once signed in, click on the *Staff* tab and then click on *Business and Finance Manager*.



Research Participant Payment (Incentive) Requests

You will be redirected to the Business and Finance Manager landing page. From there, select *Research Payment* from the Disbursement Request menu to be taken to the Research Payment Main Page.



UCLA

Department of Family Medicine

Research Payment

Welcome to the Research Payment Portal. Research payment requests are managed by Student Finance Solutions (SFS) and the Office of the Human Research Protection Program (OHRPP) for Instructional Review Board (IRB) approval. Research payments can be requested in the form of a BruinCard deposit, cash, e-code, or gift card.

Create a new research payment request:

Choose your payment type from the options below.
(You are limited to one payment type per request.)

BruinCard Deposit | Cash | E-code | Gift Card

Need Help?

If you need additional assistance, you may choose to contact Payment Solutions and Compliance office by:

Sending Feedback (Message Center)

Quick Links

- Business and Finance Home
- How to submit a Research Payment Request
- How to submit a Non-IRB Payment Request
- Gift Card Catalog

Research Payment Request List

Request Number | Select Payment Type | Select Status (multiple selections enabled) | Search | Clear

Show Information on all Statuses

Request Number	Payment Type	Total Amount	Status	Progress	Action
797	Cash	$400.00	SUBMITTED		View
796	Gift Card	$0.00	IN PROGRESS		View
795	BruinCard Deposit		IN PROGRESS		View

Research Participant Payment (Incentive) Requests

1) Provide contact info for authorized personnel, fund manager, PI’s etc.
2) Select delivery method (for physical cards) or authorized recipient (for e-codes)
3) Provide Order Information (Select “Add New” and enter vendor, amount, quantity, etc.)
4) Provide FAU, IRB Approval Number, IRB Expiration Date
5) Finalize Request by acknowledging policies and procedures and clicking “submit”
6) Both Fund Manager and PI will then receive automatic email to review and approve the request
7) Once both have approved, it will be processed

BruinBuy Plus and Subaward Invoices

Starting this fall Principal Investigators will be required to approve subaward/subcontract invoices in the BruinBuy Plus system. This is a change from current state, where PI approval is obtained outside the system

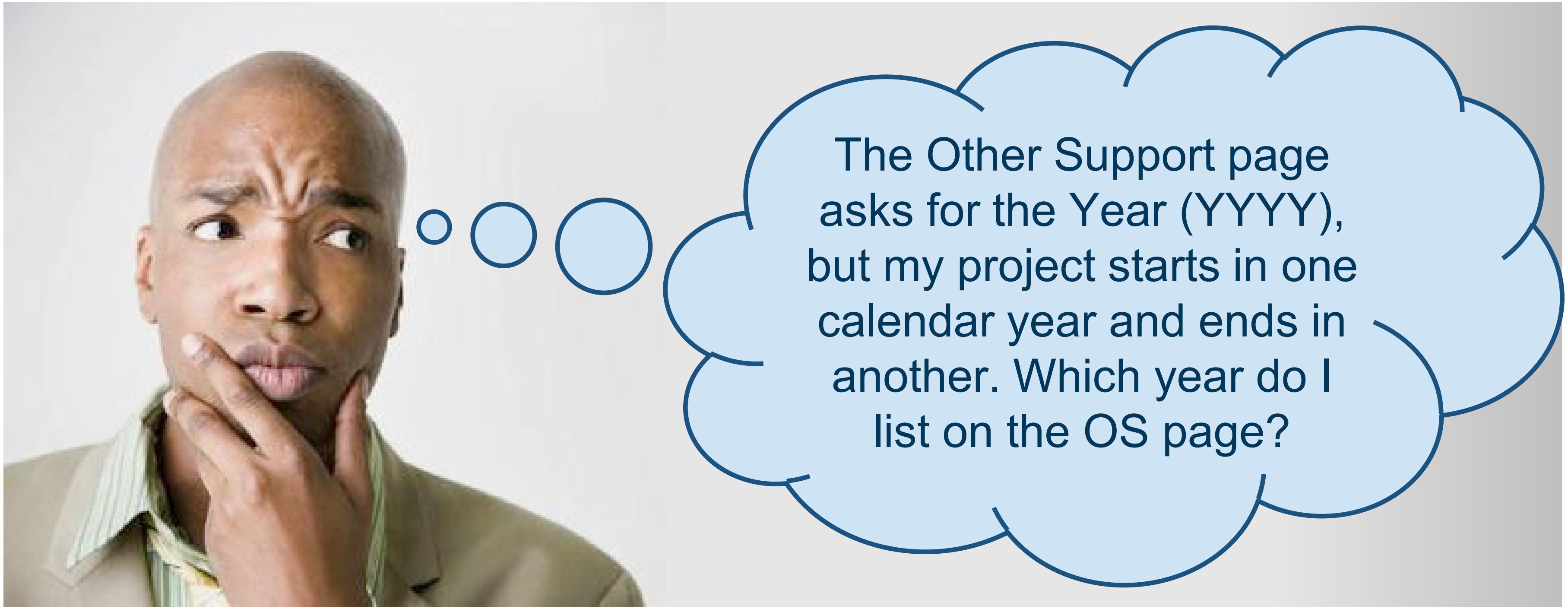
Goodbye One-Time Payees

Everyone needs to register with PaymentWorks; send payee contact info to Valencia to initiate registration process

Do not gather W2's, payees will need to upload their own

After registration, when you submit the check request form you must include a DETAILED justification, including date of service

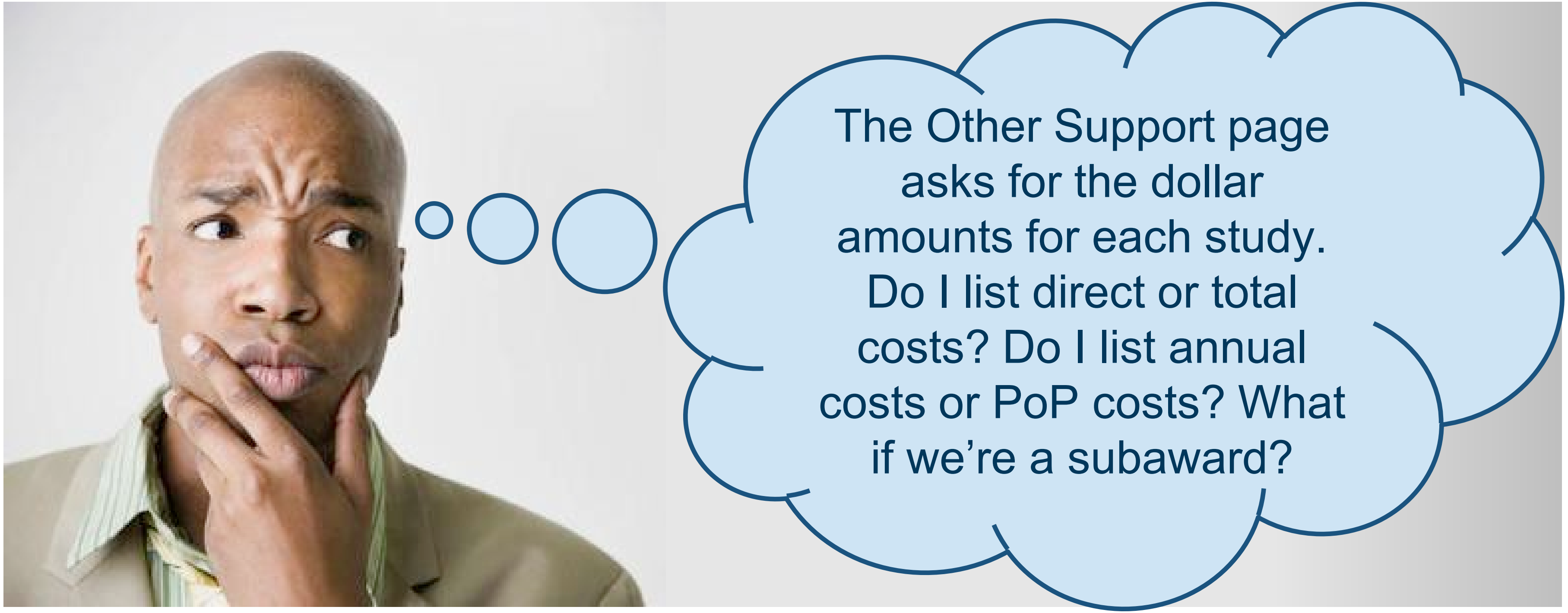
Other Support Pages



Other Support Pages

If you are reporting person-months that span two calendar years, you should enter the latter year. For example, if the budget period runs from Aug 2023 through July 2024, you should enter “2024” for the year and include the corresponding person months.

Other Support Pages



Other Support Pages

Other Support pages should provide the total award amount, direct and indirect, for the entire project period, not just the annual budget period.

For subprojects, recipients should provide the project number and PD/PI name for the overall project, but all other information, including total award amount and person months, for the subproject only.

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.~~

Data Management and Sharing Costs

Current NIH guidelines state that costs to support activities described in the DMS plan, including personnel costs, can only be noted on the R&R Budget Form as a single line item titled "Data Management and Sharing Costs." **These instructions will be rescinded effective October for due dates on or after October 5, 2023.**

Effective for applications submitted for due dates on or after October 5, 2023, **NIH will no longer require the use of the single DMS cost line item**. NIH recognizes that DMS costs may be requested in many cost categories. Therefore, DMS costs must be requested in the appropriate cost category, e.g., personnel, equipment, supplies, and other expenses, following the instructions for the R&R Budget Form or PHS 398 Modular Budget Form, as applicable. While the single cost line item is no longer required, NIH will require applicants to specify estimated DMS cost details within the budget justification.

Data Management and Sharing Costs

The NIH Data Management and Sharing Policy requires all NIH-funded researchers to create, implement, and report a Data Management and Sharing Plan to ensure research is made publicly available.

Findable
Accessible
Interoperable
Reusable

"At the heart of the new policy, it is really about trying to convey the value of why data sharing is important… If you are going to properly data share, you must effectively manage your data. The two are intricately linked because data management happens throughout the research lifecycle. The DMS Plan aids researchers in thinking about data management and data sharing issues up front before they conduct a study."

- Stephanie Holmgren, program manager at NIEHS [Office of Data Science]

In the News

Science funding agencies say no to using AI for peer review (Science)

Neuroscientist Greg Siegle was at a conference in early April when he heard something he found "very scary." Another scientist was gushing that ChatGPT, the artificial intelligence (AI) tool released in November 2022, had quickly become indispensable for drafting critiques of the thick research proposals he had to wade through as a peer reviewer for the National Institutes of Health (NIH). … NIH and other funding agencies, however, are putting the kibosh on the approach. On 23 June, NIH banned the use of online generative AI tools like ChatGPT "for analyzing and formulating peer-review critiques"..

https://www.science.org/content/article/science-funding-agencies-say-no-using-ai-peer-review

In the News

NIH Will Require Review Integrity and Bias Awareness Training for Reviewers in 2024

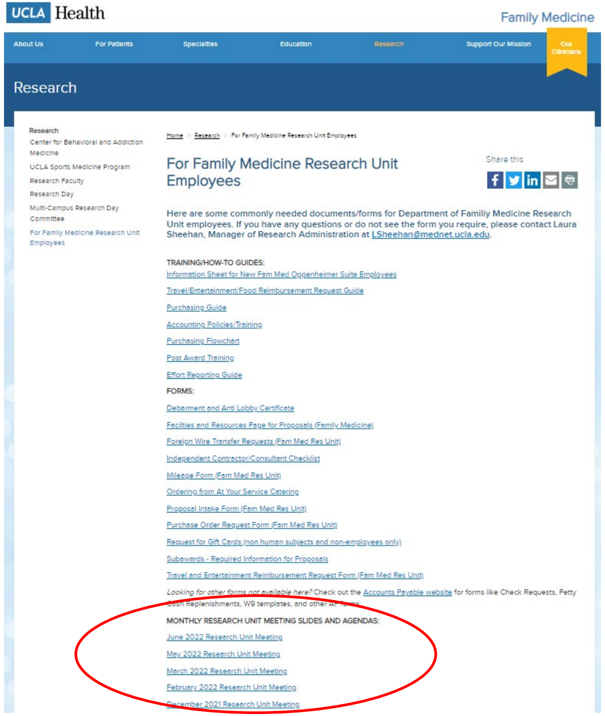
The agency has developed reviewer training modules covering review integrity and bias awareness mitigation. Effective May 2024, completion of the modules will be required for all reviewers. Each training takes about 30 minutes and must be completed every three years. READ MORE

Thousands of early-career NIH researchers forming union for first time (Nature)

The mobilization at the NIH comes amid a wave of academic workers forming unions across the United States while citing pay and working conditions that have failed to keep up with the rising cost of living. "These are issues that science needs to come to grips with," says Rick McGee, associate dean of professional development at the Northwestern University Feinberg School of Medicine in Chicago.
https://www.nature.com/articles/d41586-023-01845-w

Upcoming Meetings/Events

- Next Research Unit Meeting: Thu Sep 7
- Next Grand Rounds: Friday, Aug 25
- Prior monthly meeting agendas/slides are available on the website



Thank You