



Family Medicine Research Unit Monthly Meeting

February 2026

Overview of NIH Common Forms and SciENcv

Catherine Rujanuruks

Director of Research Administration

UCLA Dept. of Medicine

Dept of Medicine Links to Training

- The [Dept of Medicine Research Website](#) has a lot of great information and training tools, including:
 - [ORCID ID & eRA Commons Linkage](#)
 - [Training - PI Required: UC Research Security Training](#)
 - [NIH eRA Commons Fund Manager Access](#)
 - [PI Portal Fund Manager Access](#) (these last two can be used for granting anyone delegate access to your PI portal or eRA Commons, not just fund managers)
 - [My NCBI Account Delegation](#)

Note: The website as a whole is for DOM, not Fam Med, so not everything will be 100% applicable. But the DOM website is a great resource especially for the guidance specified above.

Department and Campus Announcements

W-2's

- To access your W-2 statements online, log into [UCPath](#) and click the “View Online W-2/W-2c” link in the Income & Taxes dashboard
- UCLA will never email or text you your W-2.
- 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



Presidents Day
Monday, February 16, 2026

UCLA

Research Day 2026

- Call-for-Abstracts will be distributed shortly
- **Abstracts/Case Reports due April 19, 2026**
- Event will be held at the California Endowment downtown on **Wednesday, May 27, 2026** from 11:30am – 4:00pm
- Visit website for more info:
<https://www.uclahealth.org/departments/family-medicine/research/research-day>



Updates for Department Newsletter



Please send any updates for the department newsletter to Tiffany De La Cruz and Denise Acelar. This includes:

- Recent publications
- Newly funded research projects
- Academic or research achievements/announcements
- Other news you would like to share with the department

Photos are welcome!

Transition from Oppenheimer to CHS

- Delivery of filing cabinets, boxes, docking stations, and monitors was completed on Jan 29
- Please move all delivered items INTO your assigned filing cabinet as soon as possible:
 - CHIPTS cabinet: 50-071
 - Tarn cabinet: 50-057
 - All other PIs can utilize the filing cabinets in the conference room (50-051)
- DGIT will be coming by to set up the new hubs, monitors, and keyboards. We will set up double-monitors at several (but not all) workstations, limited by our available supply. Please allow up to 1 week for this to be completed.



Dibsido



- Cloud-based booking platform for hybrid work environments.
- Connects with existing workplace tools (Microsoft Teams, Outlook, and Slack)
- Available as a web application and via mobile apps for **iOS** and **Android**.
- Reserve hoteling space at CHS in advance.
- On busy days, faculty get priority for more private offices (52-017, 50-057A and B)
- Conference room (50-051) can be booked by the hour for in-person and Zoom meetings
- <https://app.dibsido.com/Identity/Account/Login>

Door Codes at CHS



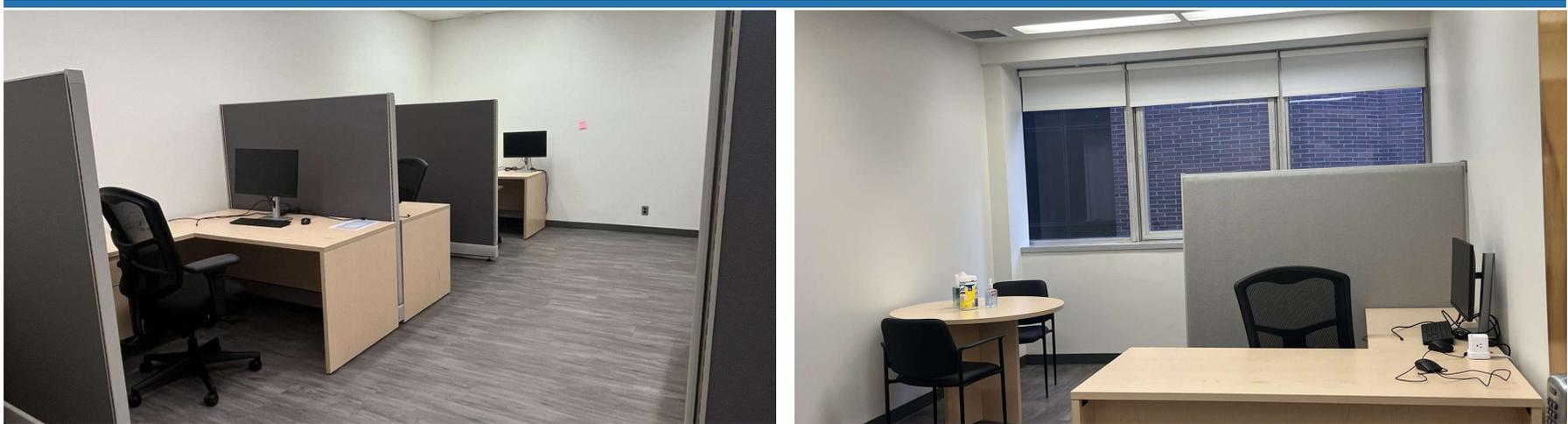
Door codes should remain confidential and not shared with anyone unauthorized to access our space.

Room Number	Door code	Notes
50-066	155066	3 Workstations
50-071	155071	6 Workstations

Room Number	Door code	Notes
52-025	155025	3 Workstations
52-017	155017	1 Workstation

Room Number	Door code	Notes
50-051	155051	Conference Room
50-080	155080	Pantry/Copy/Mail Room

Workstation Sharing



- Shared office devices (keyboards, mice, and other accessories) must remain in the office and should not be taken home.
- After use, turn off lights, keyboards, and mice.
- Cleansing wipes are provided in each office: please wipe down keyboard/mouse/shared surfaces and tuck in your chair before leaving.

Security



Please **close the door and turn off the lights** if no one is in the room.

General Housekeeping



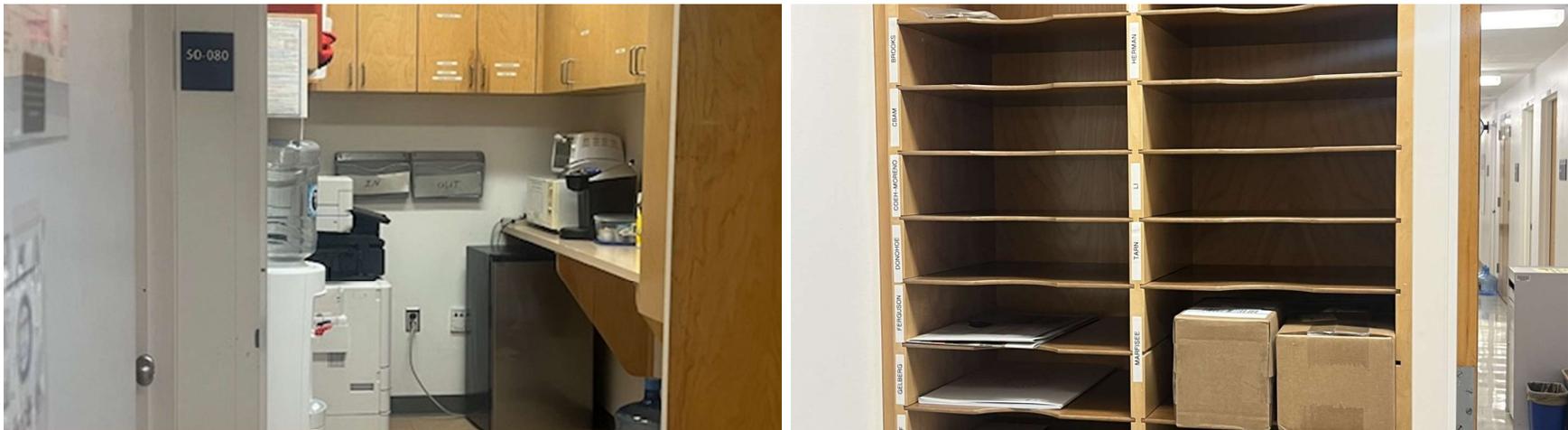
- We have **once-a-month** vacuum services for all offices.
- **Trash** – There are no trash bins inside offices. Please make sure to collect any trash and dispose of it in the common area bins located in the hallway (which are emptied nightly).

Restrooms

- Restrooms are located at the end of the hall.
- Men's restroom is unlocked.
- Women's restroom is locked (key located near mail cabinet).
- Additional unlocked restrooms are available down the hall to the south in front of the auditorium (School of Dentistry), or down the hall to the east (School of Nursing).



Mailboxes



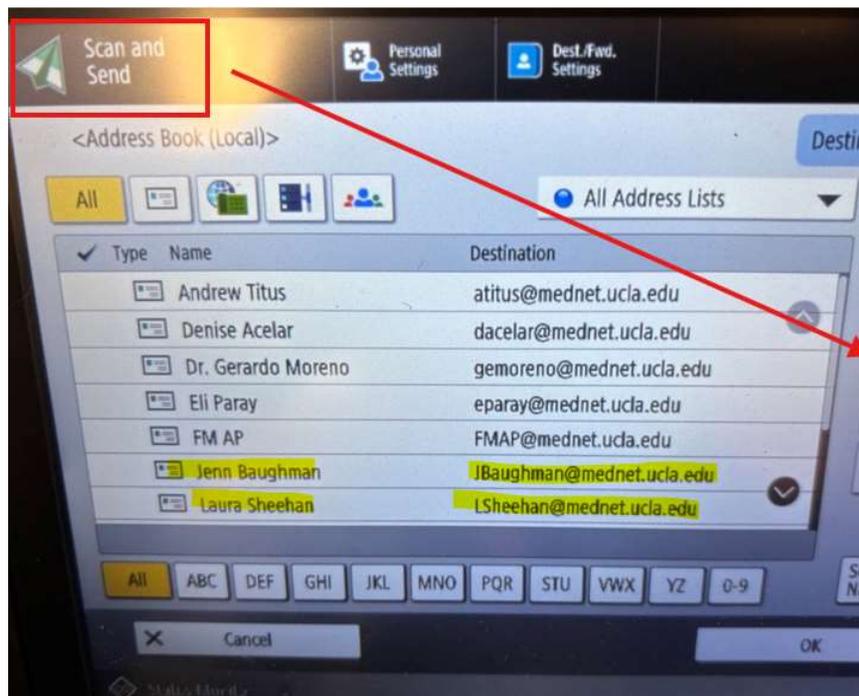
- Mailboxes are located inside Pantry/Supply Room 50-080
- Each PI/team has their own box.
- Please check it and empty it regularly.

Printer

- A shared color printer/copier/scanner is available for everyone to use.
- If DGIT has not already contacted you to connect the printer to your laptop, please open a ticket or reach out to Tiffany.
- **Printer info:** Printer name: IELW231CANON; Location CHS 50-080 ; IP address: 10.44.173.36.



How to use the scanner



- All users can scan documents and send them directly to their email
- To avoid entering your email each time, you can register it on the device
- **How to register your email:**
- From the Home screen, select **Scan and Send**
- Choose **Address Book**
- Select **Register New Destination**
- Enter your name and email address
- Scanned documents will be sent from FMCHS@mednet.ucla.edu

UKG Training Has Started!

What is it?

New Timekeeping System
for Staff, Residents, Postdocs, etc.

When will it be implemented?

- *3/1/26 for Staff Employees and Postdocs*
- *7/1/26 for Medical Residents & Fellows*



UKG Trainings

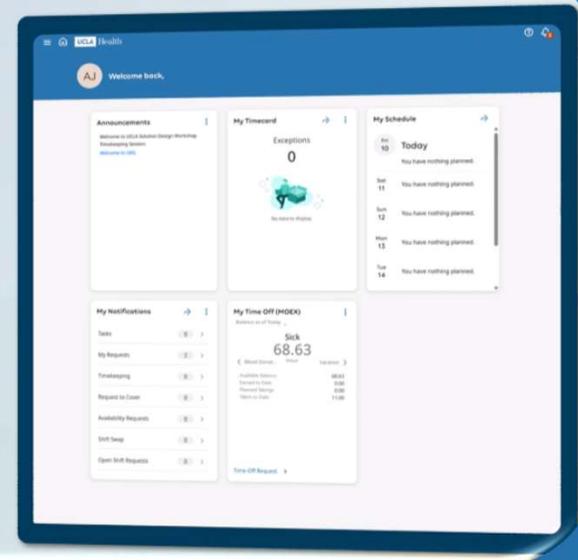
- Launching across all areas of UCLA
- Replacing HBS, ANSOS, Faculty scheduler, and physical time clocks
- [UKG Website](#)
- [UKG-Course-Catalog](#)

Introducing UKG for Timekeeping

Timekeeping & advanced scheduling
in one place

LAUNCHING

MARCH 1, 2026



Financial Updates

Postdocs: Childcare Reimbursement

- Postdocs are eligible for **up to \$2,500 in childcare reimbursement**
- Childcare costs **cannot be charged to restricted C&G funds** (exception: NIH T32 grants)
- An **unrestricted funding source is required**
- These childcare costs are **union-mandated**
- Costs are **not covered by CBR or standard benefits**
- Please keep this in mind when planning to hire a postdoc



TPRM – Third-Party Risk Management

TPRM is a required approval process for purchasing software and services that involves third-party vendors who will interact with UCLA systems or data.

What TPRM Assesses:

- Digital Accessibility
- Information Security
- Data Privacy

When is TPRM Required? You must complete TPRM if the vendor will:

- Access, create, receive, maintain, or transmit UC data
- Process credit card transactions on behalf of UC
- Access or connect to any UC system(s)
- Provide equipment with software (hosted, on-premise, or embedded) with remote access
- Provide technology transactions including web applications, software subscriptions/licenses, mobile apps, website design/development, wearable technology, or kiosks

TPRM – Third-Party Risk Management

The Process:

- **Submit** the UCLA SNOW Triage Form; this is required *before* the Purchasing team can create a requisition
- **Receive** email approval notice via SNOW
- **Submit** the approval to your fund manager and the Fam Med Purchasing Team, along with the P-card request form



C&G Updates

Recently Submitted Proposals

PI	Title	Sponsor	Prime Sponsor	Program Type	Project Begin Date	Project End Date
Johnson, Micah	The HEALTHy Brain and Child Development Study's Scientific Training in Addiction Research Techniques Program (HBCD-START)	UNIVERSITY OF VERMONT	NIH-NIDA	Research Training	7/15/2025	7/14/2026
Shoptaw, Steven J	NIDA Clinical Trials Network: Big South/West Node	University of Texas-Southwestern Medical Center at Dallas	NIH-NIDA	Clinical Research	12/1/2025	2/28/2026
Li, Michael Jonathan	Rocky Link: Integrating Health Vending Machines and Smartphone Technology for HIV Prevention and Care on the Rocky Boy Reservation	COLORADO STATE UNIVERSITY	NIH	Clinical Research	7/1/2026	6/30/2029
Li, Michael Jonathan	Training Intensive for Student Preparedness in Community Health Innovation	UC/OFFICE OF THE PRESIDENT	-	Training	7/1/2026	3/31/2028
Gelberg, Lillian	CTN-0139: Collaborative Care for Polysubstance use in Primary Care Settings (Co-Care)	NEW YORK UNIVERSITY	NIH-NIDA	Clinical Research	3/1/2026	2/28/2027
Shoptaw, Steven J	Contingency Management Pilot Program	Shine BC-LA	CONRAD HILTON FOUNDATION	Basic Org Research	12/1/2025	11/30/2026
Li, Michael Jonathan	A Multisite Trial Integrating Health Vending Machines and Smartphone Contingency Management to Improve Naloxone Cascade Adherence and Prevent Overdose Deaths	University of Southern California	NIH-NIDA	Clinical Research	12/1/26	11/30/2031

Recently Processed Awards

PI	Award Title	Sponsor	Prime Sponsor	Program Type	Action Type	Project Period Begin Date	Project Period End Date
Tarn, Derjung Mimi	Nasal Steroids, Nasal Irrigation, Oral Antibiotics and Subgroup Targeting for Effective Management of Sinusitis (NOSES)	GEORGETOWN UNIVERSITY	PCORI	CT Govt/ Non-Profit	No Cost Extension	04/01/2023	12/09/2026
Moreno, Gerardo	UCLA Underrepresented in Medicine - Center of Excellence	DHHS-HRSA	-	Public Service	Modification/Amendment	07/01/2022	06/30/2027
Shoptaw, Steven J	Contingency Management Pilot Program	Shine BC-LA	CONRAD HILTON FOUNDATION	Basic Org Research	Modification/Amendment	03/23/2023	11/30/2026
Gelberg, Lillian	Extended Intervention for Tobacco Use (EXIT) for People Experiencing Homelessness	UCSF	UC TRDRP	Basic Org Research	Continuation	07/01/2024	06/30/2027
Shoptaw, Steven J	NIDA Clinical Trials Network: Big South/West Node	University of Texas-Southwestern Medical Center at Dallas	NIH-NIDA	Clinical Research	Modification/Amendment	03/01/2025	02/29/2032
Gusoff, Geoff	Building Better Boards: Identifying Challenges, Best Practices, and Interventions for Effective Worker Board Participation at Home Care Cooperatives	Cooperative Development Foundation	-	Other Org Research	New	11/01/2025	10/31/2026

New CBR (Benefit) Rates

Below are the 8 UCLA campus Employee Groups with proposed CBRs for FY25-26 and FY26-27. Subject to federal review and approval, the proposed FY25-26 and FY26-27 CBRs are subject to change. Please note these are not UCLA Medical Center CBRs.

Group #	Employee Group	Proposed FY25-26 CBR	Proposed FY26-27 CBR
1	Faculty Summer	3.9%	3.5%
2	Non-HCOMP Faculty	32.2%	32.3%
3	HCOMP Faculty	31.5%	33%
4	Other Academics	42.9%	43.3%
5	Post Docs	19.6%	20.3%
6	Staff Exempt	42.9%	43.3%
7	Staff Non-Exempt + Food-Custodian-Grounds	49.5%	52.0%
8	Employees & Students with Limited Benefits	3.9%	3.5%

New NIH Salary Cap



Effective January 11, 2026, the salary limitation for Executive Level II is **\$228,000**.

Partial Government Shutdown

As of January 30, 2026, the federal government entered a partial shutdown.

- Applicants should continue to submit applications in accordance with the due dates outlined in the Notices of Funding Opportunities. Applications will be accepted and reviewed once operations resume.
- Grants.gov and ASSIST will be open and can accept electronic applications. However, applications will not be processed by NIH until operations resume.



Finding Funding Opportunities

Internal UCLA opportunities

[UCLA Research Enhancement Office](#)

[UCLA Internal Funding Database](#)

[UCLA Clinical and Translational Science Institute \(CTSI\)](#)

[UCLA Academic Senate](#)

UC/UCOP opportunities

[UCOP Research Grants Program Office \(RGPO\)](#)

[University of California Research Initiatives \(UCRI\)](#)

Subscribe to [newsletters](#)

SPIN – Sponsored Programs Information Network

What is SPIN?

A Comprehensive Funding Database

SPIN is UCLA's institution-wide subscription to a powerful funding opportunity database that helps researchers find the right grants for their work.

Why Use SPIN?

- Discover opportunities across federal, foundation, and corporate sponsors
- Find funding for students, postdocs, and faculty at all career stages
- Set up customizable searches tailored to your research interests
- Receive automated alerts when new opportunities match your criteria

Free

Subscription paid by UCLA

40,000+

Funding Programs

10,000+

Unique Sponsors

Creating Your Profile

SPIN World's Largest Database of
Sponsored Funding Opportunities

UCLA Sign In

Search ▾ Preferences ▾ Saved Searches ▾ Help ▾

Login

Sign in using SPIN™ credentials

Username

Password

Remember me? What's this?

Login

Sign In Help

Need to create a new profile?

OR

Sign in using institutional credentials

InfoEd Global became an authorized service provider with the InCommon Federation to provide SPIN™ users with easier access. If your institution appears below or in the pick list, you may login using your institutional credentials. If your institution does not appear, contact your institutional SPIN™ administrator to inquire about InCommon federated access.

Select your organization from the list below:

UCLA ▾

Login

Help

- <https://spin.infoedglobal.com/Home/SOLRSearch>
- Click “Sign In” (top right corner)
- Select “Sign in using institutional credentials.”
- Choose UCLA as your organization
- Log in using your Mednet SSO credentials
- First-time users: Select “Create Profile” when prompted

SPIN Basics

The screenshot shows the SPIN search interface. At the top is a black navigation bar with white text for 'Search', 'Preferences', 'Saved Searches', 'Help', and 'Funding Alerts', each followed by a downward arrow. Below this is a search bar containing the text 'lifestyle medicine'. To the right of the search bar are two buttons: 'Clear' and 'Locate Funding'. Below the search bar is a checkbox labeled 'Exclude US Federal Opportunities' which is currently unchecked. Underneath the checkbox is a line of text: 'You have additional filters active. Click here to edit them.'

- Use the **Search** tab to find funding opportunities by keyword
- Navigate to **Saved Searches** to set up and receive email alerts about new opportunities
 - Choose how often you receive updates
 - You can have multiple saved searches
- Manage saved searches in the **Funding Alerts** tab

DGIT Updates



Jose Gil

Business Relationship Mgr

DGIT | Client Experience Team



- DGIT BRMs aim to bring value to our customers by serving as trusted advisors to our communities of research, education and patient care.

IPHONES/IPADS: iOS 26.2 Required Starting February 10

To maintain the security of your Apple mobile device(s), **please update to iOS/iPadOS 26.2 by February 10**. Updating will allow you to maintain access to applications such as Mednet email, Box for EMM, and Teams (mobile) and to maintain access to the UCLAHealthSecure wireless network when onsite.

More info: https://uclahsprod.service-now.com/it_portal?id=kb_article_view&sysparm_article=KB0010533



FUTURE STATE: ISS Support for Apple Computers (Macs)

ISS is currently developing an enterprise program to procure, deploy, support, and manage Apple Computers in ISS-supported areas. When ISS creates and validates the necessary workflows, integrations, and resources, ISS-supported customers will be able to request enterprise-managed Macs. (possibly by mid-year 🍏)



EVENTS/TRAINING

January 28, 2-3pm (Zoom) – Password Managers Made Simple: UHIT’s senior cybersecurity researcher will lead a session on how keep your online passwords safer by effectively using a password manager app, such as 1Password, which is offered at no cost to faculty, students, and staff.

February 12, 10-11am (Zoom) – Copilot 365 at UCLA Health: Learn how the Artificial Intelligence of Microsoft Copilot 365 (paid license) can boost your productivity with your Microsoft 365 apps, such as Excel, Word, Powerpoint, etc. Learn also the differences between the paid version and the free version of Microsoft 365.

MORE EVENTS: <https://it.uclahealth.org/groups/ucla-health-it>



Upcoming Meetings/Events

- Next Grand Rounds: Feb 27th
- Next Research Unit Meeting: Mar 5th
- Prior monthly meeting agendas/slides are available on the [website](#)

UCLA Health Family Medicine

About Us For Patients Specialists Education Research Support Our Mission [Get Connected](#)

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

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

For Family Medicine Research Unit Employees

Share this [f](#) [t](#) [in](#) [e](#) [v](#)

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 L.Sheehan@mednet.ucla.edu.

TRAINING/HOW-TO GUIDES:

- [Information Sheet for New Fam Med/Deenheimer Suite Employees](#)
- [Travel/Entertainment/Food Reimbursement Request Guide](#)
- [Purchasing Guide](#)
- [Accounting Policies Training](#)
- [Purchasing Flowchart](#)
- [First Aids Training](#)
- [IRB 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](#)
- [Missive Form \(Fam Med Res Unit\)](#)
- [Ordering from At Your Service Catering](#)
- [Proposal Intake Form \(Fam Med Res Unit\)](#)
- [Purchase Order Request Form \(Fam Med Res Unit\)](#)
- [Request for QR Cards \(non-human subjects and non-employees only\)](#)
- [Subawards - Required Information for Proposals](#)
- [Travel and Entertainment Reimbursement Request Form \(Fam Med Res Unit\)](#)

Looking for other forms available here? Check out the [Accounts Payable website](#) for forms like Check Requests, Petty Cash Reimbursements, W9 templates, and other forms.

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](#)