Monthly Research Unit Meeting

Family Medicine Research Unit Monthly Meeting

December 2023

Recently Submitted Proposals (since October)

PI	Title	Sponsor	Prime Sponsor	Type
Li, Michael Jonathan	Mobile, AI-integrated contingency management for methamphetamine-using sexual minority men with HIV	NIH-NIDA National Institute on Drug Abuse	-	New
Shoptaw, Steven J	ED-Based Substance Navigation	Public Health Institute	National Association of County and City Health Officials (NACCHO)	New
Shoptaw, Steven J	Racial Equity in Systems to Treat Opioid Use Disorder for Everyone (RESTORE)	SAN DIEGO STATE UNIVERSITY RESEARCH FOUNDATION	NIH-NIDA National Institute on Drug Abuse	New
Gusoff, Geoffrey Michael	The Role of Home Care Cooperatives in Home Health Aide Turnover, Job Quality, and Care Quality	NIH - National Institutes of Health	-	New
Gelberg, Lillian	Extended intervention for tobacco use (EXIT) for people experiencing homelessness	UNIVERSITY OF SAN FRANCISCO	UC TOBACCO-RELATED DISEASE RESEARCH PROGRAM	Resubmission - New
Gelberg, Lillian	Subthreshold Opioid Use Disorder Prevention (STOP) Trial (Year 4)	NEW YORK UNIVERSITY	NIH-NIDA National Institute on Drug Abuse	Modification/ Amendment

Recently Processed Awards (since October)

PI	Award Title	Sponsor	Prime Sponsor	Action Type	Project Period Begin Date	Project Period End Date
Gelberg, Lillian	Comparative Effectiveness of Single-Site and Scattered-Site Permanent Supportive Housing on Patient-Centered and COVID-19 Related Outcomes for People Experiencing Homelessness Receiving Contingency Management	UNIVERSITY OF SOUTHERN CALIFORNIA	PCORI	Modification/ Amendment	10/01/2020	08/31/2024
Shoptaw, Steven J	HPTN 094 Integra	FHI 360	NIH-NIAID	No Cost Extension	10/01/2020	03/31/2025
Shoptaw, Steven J	Center for HIV Identification, Prevention and Treatment Services	NIH-NIMH	-	Continuation	03/01/2022	12/31/2026
Shoptaw, Steven J	Center for HIV Identification, Prevention and Treatment Services	NIH-NIMH	-	Continuation	03/01/2022	12/31/2026
Tarn, Derjung	LatinX/HIspanic Attitudes and Perspectives on Investigations and Studies- of New Therapeutics: The LAPIS Study	UNIVERSITY OF CALIFORNIA, SAN FRANCISCO	DHHS-FDA	No Cost Extension	09/01/2022	08/31/2024
Shoptaw, Steven J	Clinical Trials Network Big South/West Node – Yr18 Remove Restrictions Request: CTN-0109 CURB-2	University of Texas-Southwestern Medical Center at Dallas	NIH-NIDA	Supplement	04/01/2022	02/28/2025
Li, Michael Jonathan	Midwest Integration of the National HIV Curriculum (MINHC) Grant	UNIVERSITY OF ILLINOIS	DHHS-HRSA	Continuation	03/01/2023	08/31/2026

WebClock

Clock in and out within 7 minutes of your scheduled start/end time. Set a timer or calendar reminder if you need to. Your supervisor will need to manually make corrections each time you forget, so please do what you can to avoid this.

Overtime is not allowed unless approved in advance

Members of RX union: you cannot exceed 8 hours per day without triggering overshift pay.

Members of other unions and non-union members: cannot exceed 40 hours per work week without triggering overtime pay.

WebClock

Unplanned sick time must be entered as a note.

Missed clock-in/-out must be entered as a note.

Vacation not requested at least 2 weeks in advance (prior to biweekly period start) must be entered as a note.

Notes are entered via TimeSuite, not Webclock:

- Employee Tasks > Timesheet
- Select PPE
- Click on the note icon:
- Add note(s) and save

Winter Closure

- Includes 4 paid holidays (Dec 25-26, and Jan1-2). Wed-Fri, Dec 27-29 should be reported as vacation (or leave without pay)
- Supervisors: If you or your staff are planning to work during closure, you need to get permission from the CAO this week.

WINTER CLOSURE

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
24	25	26	27	28	29	30	31
	PAID HOLIDAY	PAID HOLIDAY					
1	2	3	4	5	6	7	8
	PAID HOLIDAY	PAID HOLIDAY					

Family Medicine Community Holiday Gathering

DECEMBER

FRIDAY 15 AT 5:30 PM

UCLA LUSKIN CONFERENCE CENTER
(LEGACY ROOM)

Research Day 2024

Wednesday, May 22, 2024

Abstract submission details will be announced after winter break

Keynote Speaker: Tony Kuo, MD

No Grand Rounds

In December or January

Coming Soon: Slides will be made available on our website for all speakers who agree to share their presentations.

Outgoing Proposals

- Chris Ashikyan is now your point of contact for all outgoing proposals
- You must include a Proposal Intake Form when you contact Chris
- Plan to submit to OCGA by COB on the **6th business day** prior to deadline
- Aim to submit a complete proposal, not just minimum documents required
- If you are the lead investigator, proposal must be submitted through Fam Med

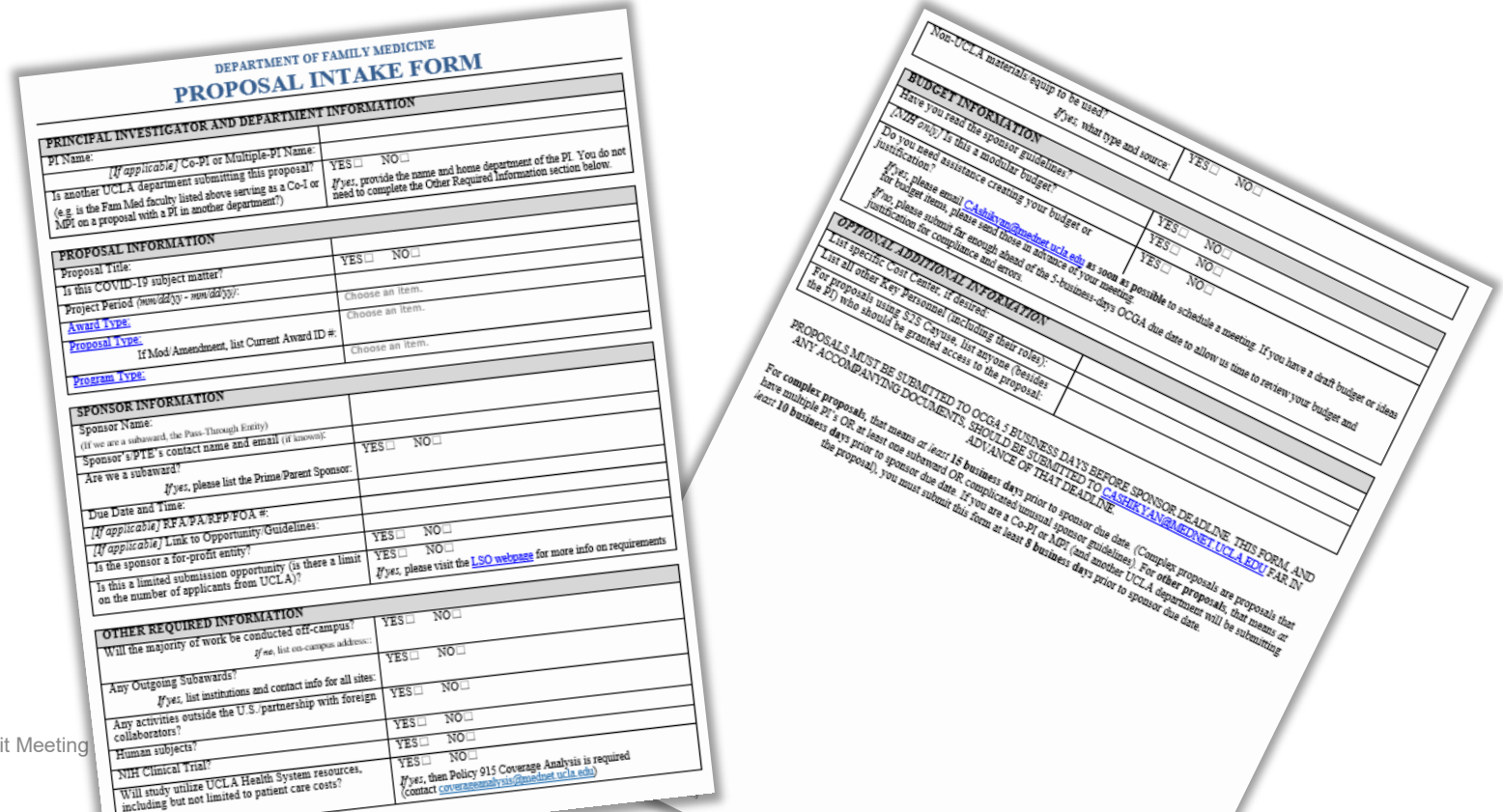
SIX is the new **FIVE** (business days)

UCLA OCGA
Office of Contract and Grant Administration

- Minimum documents **allow OCGA to conduct meaningful preliminary review** of the application.
- Remaining documents that constitute a complete application **allow OCGA to approve and submit applications** or provide institutional endorsement for hard copy submission.

Minimum Requirements for Review	Requirements for Review, Approval & Submission
Completed EPASS with **PI Signature**	Completed EPASS with **all required signatures**
Sponsor Guidelines	Sponsor Guidelines
All Sponsor forms requiring OCGA signature	Final Proposal (budget, science, agency required signatures, biosketches, etc.)
Final Budget with Budget Justification	Subaward Documents (if applicable)
Brief description of the proposal aims or proposal abstract	PI Exception Letter (if applicable)
Subaward Documents (if applicable)	Signed/Completed COI forms (if applicable)

Updated Proposal Intake Form



DEPARTMENT OF FAMILY MEDICINE

PROPOSAL INTAKE FORM

PRINCIPAL INVESTIGATOR AND DEPARTMENT INFORMATION

PI Name:

[If applicable] Co-PI or Multiple-PI Name:

Is another UCLA department submitting this proposal? (e.g. is the Fam Med faculty listed above serving as a Co-I or MPI on a proposal with a PI in another department") YES☐ NO☐

If yes, provide the name and home department of the PI. You do not need to complete the Other Required Information section below.

PROPOSAL INFORMATION

Proposal Title:

Is this COVID-19 subject matter? YES☐ NO☐

Project Period *(mm/dd/yy - mm/dd/yy)*:

Award Type: Choose an item.

Proposal Type: Choose an item.

If Mod/Amendment, list Current Award ID #:

Program Type: Choose an item.

SPONSOR INFORMATION

Sponsor Name:
(If we are a subaward, the Pass-Through Entity)

Sponsor's/PTE's contact name and email (if known):

Are we a subaward? YES☐ NO☐

If yes, please list the Prime/Parent Sponsor:

Due Date and Time:

[If applicable] RFA/PA/RFP/FOA #:

[If applicable] Link to Opportunity/Guidelines:

Is the sponsor a for-profit entity? YES☐ NO☐

Is this a limited submission opportunity (is there a limit on the number of applicants from UCLA)? YES☐ NO☐

If yes, please visit the LSO webpage for more info on requirements

OTHER REQUIRED INFORMATION

Will the majority of work be conducted off-campus? YES☐ NO☐

If no, list on-campus address::

Any Outgoing Subawards? YES☐ NO☐

If yes, list institutions and contact info for all sites:

Any activities outside the U.S./partnership with foreign collaborators? YES☐ NO☐

Human subjects? YES☐ NO☐

NIH Clinical Trial? YES☐ NO☐

Will study utilize UCLA Health System resources, including but not limited to patient care costs? YES☐ NO☐

If yes, then Policy 915 Coverage Analysis is required (contact coverageanalysis@mednet.ucla.edu)

Non-UCLA materials equip to be used? YES☐ NO☐

If yes, what type and source:

BUDGET INFORMATION

Have you read the sponsor guidelines? YES☐ NO☐

[NIH only] Is this a modular budget? YES☐ NO☐

Do you need assistance creating your budget or justification? YES☐ NO☐

If yes, please email CAshikyan@mednet.ucla.edu as soon as possible to schedule a meeting. If you have a draft budget or ideas for budget items, please send those in advance of your meeting.

If no, please submit far enough ahead of the 5-business-days OCGA due date to allow us time to review your budget and justification for compliance and errors.

OPTIONAL ADDITIONAL INFORMATION

List specific Cost Center, if desired:

List all other Key Personnel (including their roles):

For proposals using S2S Cayuse, list anyone (besides the PI) who should be granted access to the proposal:

PROPOSALS MUST BE SUBMITTED TO OCGA 5 BUSINESS DAYS BEFORE SPONSOR DEADLINE. THIS FORM, AND ANY ACCOMPANYING DOCUMENTS, SHOULD BE SUBMITTED TO CASHIKYAN@MEDNET.UCLA.EDU/ FAR IN ADVANCE OF THAT DEADLINE.

For **complex proposals**, that means at least **15 business days** prior to sponsor due date. (Complex proposals are proposals that have multiple PI's OR at least one subaward OR complicated/unusual sponsor guidelines). For **other proposals**, that means at least **10 business days** prior to sponsor due date. If you are a Co-PI or MPI (and another UCLA department will be submitting the proposal), you must submit this form at least **8 business days** prior to sponsor due date.

OCGA Winter Closure

- Proposals with submission deadlines between Friday, December 22nd, 2023 and Wednesday, January 3rd, 2024 must be submitted to OCGA by ~~**Friday, December 15, 2023**~~ to ensure submission.
  Thursday, December 14

- Any other transaction that needs to be resolved prior to closure should be submitted by **Monday, December 18, 2023**

- Proposals due between Jan 3-9, 2024, must be submitted to OCGA **prior to winter closure** (how many days prior depends on the due date)

THE BLUE RIDGE INSTITUTE FOR MEDICAL RESEARCH (BRIMR)

an independent non-profit organization founded in 2006

https://brimr.org/

Authoritative annual rankings of NIH funding to individual researchers and academic institutions

The 2023 federal fiscal year ended on 30 September 2023 and fiscal 2024 is now underway.

We anticipate that NIH will release its final summary of 2023 awards in late December. BRIMR will then post a modified version of the NIH data for a 4-week period of public review, likely during January-February 2024, and shortly thereafter BRIMR will release their 2023 rankings.

Preparing for BruinBuy Plus

- On **December 14**, the ability to create BruinBuy purchase requests, purchase orders (POs), and change orders will be disabled.
- You will not be able to place orders during this time unless they are emergent, and those will require special approval and processing
- **We encourage you to place supply orders and pay invoices RIGHT NOW**
- Delay non-urgent requests in December until after roll-out
- Beginning **January 3**, purchase requests, POs, and change orders will be processed in BruinBuy *Plus*.

Preparing for BruinBuy Plus

The New Invoice Submission Process Begins on December 14th

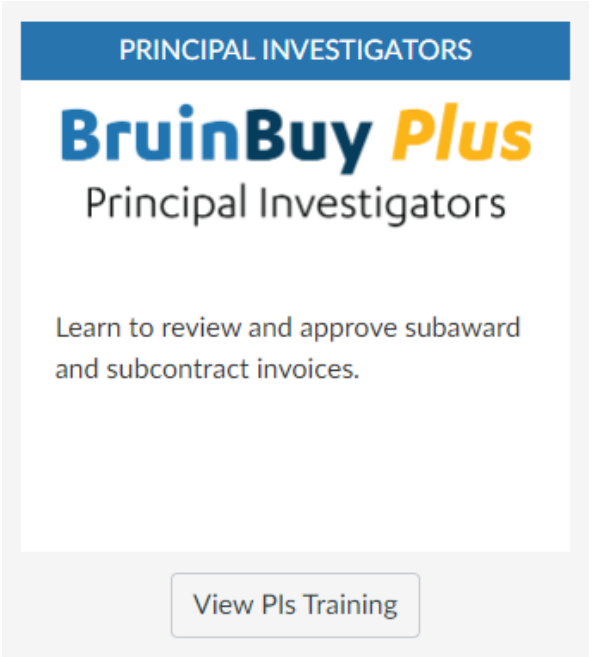
Starting December 14, 2023, vendors must submit invoices through a new centralized email address. That centralized email address will be shared soon. Transcepta and the Invoice Submission Portal will be decommissioned on December 13th. Review the BruinBuy *Plus* New Invoice Submission Process email that was sent to campus earlier this fall to get familiar with the new process.

Vendors have received a similar email outlining the new process. UCLA will continue communicating this change to vendors leading up to process launch on December 14th.

Preparing for BruinBuy Plus

- **PIs and Fund Managers** with awards that have outgoing subawards or subcontracts are required to complete BruinBuy *Plus* training.

- **Visit Bruin Learn to complete your required BruinBuy *Plus* training by January 2, 2024.**



Pcard Purchases

All Pcard purchases must be submitted to Valencia by Monday, December 11, 2023

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

Before you seek a waiver…

Effective immediately, if you cannot find a Small Business Enterprise (SBE) or Disabled Veteran Business Enterprise (DVBE), **before you send a waiver** look for other accepted certified businesses in these categories:

- Minority Business Enterprise (MBE)
- Women Business Enterprise (WBE)
- Veteran Business Enterprise
- LGBT
- American Indian Tribes

These certifications, together with SBE and DVBE, will be accepted into the Small Business First program. Buyers who still send waivers will be asked to go through rigorous training.

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 an

If you are not able to find a Certified Small Business you must complete a SBF 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

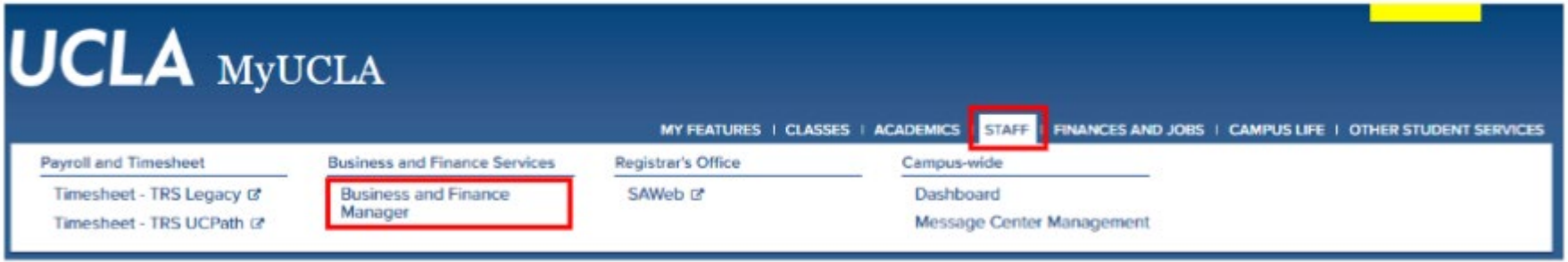
IRB Approved Research Payment Requests are completed through a combination of the Research Payment Portal on MyUCLA and the MyUCLA Message Center. You can track the status of your request on the Research Payment Portal.

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.

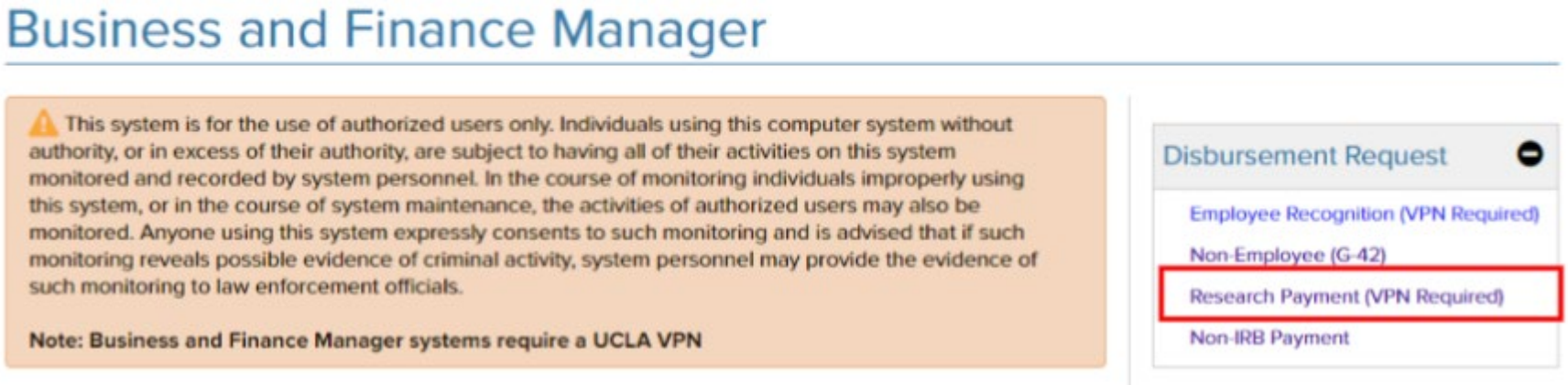
Research Participant Payment (Incentive) Requests

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.



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

- If the Principal Investigator approves, the Requestor will receive an automated email with instructions on the next steps. The portal status will update to *Approved*.

- If the Fund Manager or Principal Investigator rejects, the Requestor will receive an an automated email with the rejection reason. The portal status will update to *FM Rejected* or *PI Rejected*. The Requestor will have the option to edit the request and resubmit for approval.

4. Requestor alerts SFS of *Approved* portal request via the MyUCLA Message Center.

- When the portal request status is *Approved*, the Requestor must submit a case to SFS on the MyUCLA Message Center and include the Research Payment Portal Request number **in the subject line** of the Message Center case.

-For BruinCard payments, An excel file of recipient names, UIDS, and amounts received attached to the Message Center case
You must also provide an Excel list with the names, university identification numbers (UIDs), and payment amounts for each recipient with your Message Center request. Please ensure the recipient UIDs are correct; the department will be held financially responsible for deposit corrections.

-For gift card e-codes payments, Tremendous templates (for applicable Gift Card e-code requests)

5. SFS reviews the request and coordinates disbursement through the Message Center.

- If SFS approves the disbursement request, SFS will update the Message Center case to begin disbursement coordination. The portal status will update to *Completed*. Delivery for preferred gift cards and cash will be made within ten (10) business days, from the time the *Approved* Message Center Case is submitted to PSC, and will only be released to the active, Authorized Personnel identified on the portal.

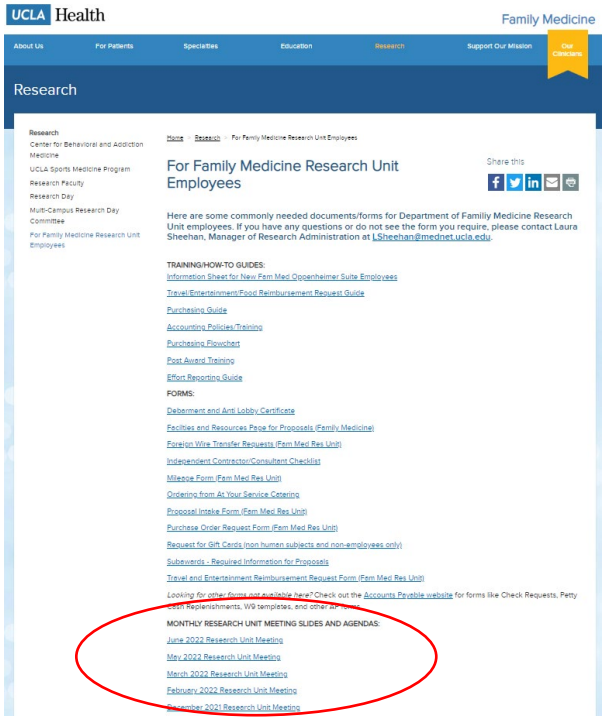
Non-preferred gift cards and BruinCard delivery may take up to four (4) weeks, depending on the vendor's processing and delivery schedule.

Once disbursement is coordinated, the portal status will update to *Disbursed*.

- If SFS rejects the disbursement request, SFS will update the Message Center case and the the portal status will update to *SFS Rejected*. The Requestor will no longer be able to edit the portal request and must initiate a new portal request if needed.

Upcoming Meetings/Events

- Next Research Unit Meeting: Feb 1st
- No Research Unit Meeting in January
- Next Grand Rounds: FEBRUARY 2024
- Prior monthly meeting agendas/slides are available on the website



Thank You