OCGA Updates

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Office of Contract and Grant Administration

April 14, 2011
Updates

❖ Outreach Opportunities
  ➢ Contact me for staff meetings, faculty meetings, other?
    ➢ patti.manheim@research.ucla.edu
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❖ ORA Address Change
  ➢ Suite 211
  ➢ Update Face Pages, Sponsor Forms, etc.

❖ Administrative Costs on Proposal Budgets
PROPOSAL BUDGETS
Major Projects and Administrative Costs

Cindy A. Gilbert
Senior Grant Analyst/eRA Coordinator
Office of Contract and Grant Administration

April 14, 2011
Direct Costs

- Personnel – salaries, wages and benefits
- Travel
- Equipment
- Supplies
- Other
  - GSR Fee Remission and NRTW
  - Patient Care
  - Animal Care
  - Services
  - Subawards
  - Consultants
F&A Costs

- Buildings and Maintenance
- Utilities
- Libraries
- General Use Supplies/Equipment
  - Computer, photocopy, paper, pencils
- Postage
- Administrative/Clerical Salaries
Direct versus F&A Costs

**DIRECT COSTS**

- Salaries
- Fringe Benefits
- Equipment
- Travel
- Subawards
- Services (Recharge Units)
- GSR Tuition Remission
- Consumable Supplies
- Patient Care Costs
- Other Direct Costs

**F&A COSTS**

- Project Asst Salary
- Office Machines
- Utilities
- Business and Finance
- Building Maintenance
- Copying Postage
- Telephone
- ORA
- Library

(Direct Costs)
Exceptions

- Major Projects
- Administrative/General Costs Above and Beyond Normal Support Provided by the Department
Examples of “major project” from **Exhibit C**: Large, complex programs such as General Clinical Research Centers, Primate Centers, Program Projects, environmental research centers, engineering research centers, and other grants and contracts that entail assembling and managing teams of investigators from a number of institutions.
Administrative Salaries

**TBN, Project Assistant, 3 cal mos/year:** The project assistant will make travel arrangements, set-up meetings, and prepare and distribute documents.

**TBN, Project Assistant, 3 cal mos/year:** This project involves investigators from four academic departments at UCLA as well as five other U.S. universities. The project assistant arrange one project meeting per year at UCLA and monthly webinars for 15 – 20 key personnel. S/he will make travel arrangements; schedule webinars; and prepare and distribute meeting materials to/from all participants. S/he will also maintain a website for efficient access to project-related manuscripts and resources by all project personnel including postdocs, technicians, and student researchers.
Examples of “major project” from Exhibit C:
Projects which involve extensive data accumulation, analysis and entry, surveying, tabulation, cataloging, searching literature, and reporting (such as epidemiological studies, clinical trials, and retrospective clinical records studies).
Miles Quare, Data Analyst, 3 calendar months/year (years 1 and 2): Mr. Quare will assist the PI and postdoc with data collection and entry.

Miles Quare, Data Analyst, 3 calendar months/year: During years 1 and 2 of the project, 375 – 400 ten-page surveys will be filled out by study volunteers. Mr. Quare will distribute surveys to participants identified by the PI and postdoc, collect completed surveys, and transfer data to the database for analysis by the postdoc. Mr. Quare received his B.S. in Statistics in 2010 and volunteered on various statistical projects in the Psychology and Physiology departments during his Junior and Senior years.
Examples of “major project” from Exhibit C:
Projects that require making travel and meeting arrangements for large numbers of participants, such as conferences and seminars.
TBN, Project Assistant, 1.2 calendar months: The project assistant will make travel arrangements; prepare vendor payments, and monitor budgets.

TBN, Project Assistant, 1.2 calendar months: The conference will take place over four days San Antonio, TX and 290 – 325 attendees from North America. The project assistant will prepare and distribute registration materials; arrange and prepare reimbursements for travel for the program committee and keynote speakers; work with venue staff to plan meeting rooms, AV needs, block rates, and catering; and monitor budgets and spending.
Administrative Salaries

- Examples of “major project” from Exhibit C:
  Projects whose principal focus is the preparation and production of manuals and large reports, books and monographs (excluding routine progress and technical reports).
TBN, Project Analyst, 1 calendar month/year: We are requesting a modest 1 calendar month per year for a project analyst to perform project-specific work such as preparing, editing and submitting project reports and deliverables and monitoring budgets and expenditures.

TBN, Project Analyst, 1 calendar month/year: The project analyst will assist the PI with design, layout and content of bi-monthly nutrition newsletters for hard-copy and electronic distribution to 50 low-cost women’s clinics in Los Angeles county. S/he will also maintain mailing and distribution lists, and monitor the expenditures and budget related to newsletter publication and distribution.
Examples of “major project” from Exhibit C:

Projects that are geographically inaccessible to normal departmental administrative services, such as research vessels, radio astronomy projects, and other research fields sites that are remote from campus.
Administrative Salaries

TBN, Administrative Specialist, 1.5 calendar months/year: The specialist will handle purchase and distribution of project supplies.

Ellie Mentaire, Education Specialist, 1.5 calendar months/year: The education program specialist will spend ½ a day per week at each of two local elementary schools to provide support to five student teachers who are co-mentored by the UCLA PI and a veteran teacher at their assigned schools. She will assist with preparation, and/or identification and purchase of teaching aids; and will monitor the funding allocations and expenditures for each of the student teachers. Ms. Mentaire is an undergraduate student at UCLA with a major in sociology and minor in English and is currently applying for graduate school in Education.
Examples of “major project” from Exhibit C:

Individual projects requiring project-specific database management; individualized graphics or manuscript preparation; human or animal protocols; and multiple project-related investigator coordination and communications.
Administrative Salaries

**TBN, Administrative Specialist, 1.5 calendar months/year:** The administrative specialist will assist with preparation and coordination of IRB approvals.

**TBN Administrative Specialist:** The proposed clinical study will recruit patients from 60 hospitals in Southern California. The administrative specialist will assist the study coordinator in collecting IRB approvals for all sites and informing the UCLA PI, study coordinator, and site PI when update or renewal of protocol(s) are required so that no lapses in IRB approval occur. S/he will also assist the coordinator with entry of applications/updates in the UCLA Web IRB system.
When preparing budget justifications that include administrative salaries

- be specific and detailed as to how the project meets the criteria for major projects;
- provide sufficient detail and/or explanation to hold up under scrutiny of a sponsor or auditor, or both;
- provide programmatic justification for the position.

Consult with OCGA or EFM.
Questions?