Welcome

Marcia Smith
Associate Vice Chancellor for Research
Agenda

- Welcome, Highlights of ORA Report to RAPID Steering Committee, ERS Status
  ▪ Marcia Smith

- Highlights of ORA Annual Report of Sponsored Awards
  ▪ Rory Constancio

- Update on Needs Assessment for a Clinical Trials Management System
  ▪ Jennifer Porter, CTSI

- Tour of the New ORA Award Status and Snapshot Report (ASSR)
  ▪ Jackson Jeng

- Extramural Proposal Approval and Submission Summary (EPASS) and Other Updates
  ▪ Patti Manheim

- Tour of the OHRPP Website
  ▪ Sharon Friend

- Business and Finance Services – Human Subject Disbursement Process
  ▪ Marsha Lovell, Director, UCLA Business and Finance Services

- Questions and Discussion
As of January 31, 2013, the breakdown of Anticipated/Committed to UCLA consists of:

- $657.2 Million Direct Costs
- $196.0 Million F & A Costs
- $853.2 Million Total Costs*

*Note: Total costs include $1.4 M for FY 2018, $1.1 M for FY 2019, and $1.0 M for FY 2020

Data as of January 31, 2013
Pending Proposed Dollars by Direct and F & A, FY 2013 to FY 2018

From FY 2013, as of January 31 onwards, UCLA can expect:

- $853.2 Million Total Anticipated/Committed Dollars
- $1,064.6 Million Total Pending Proposed Dollars*

*Note: Total Pending Proposed includes $0.69 M for FY 2019 and $0.07 for FY 2020
DGSOM, The College, and Engineering & Applied Science Pending Proposed Dollars by Direct and F & A, FY 2013 to FY 2018

- **DGSOM Totals**
  - Anticipated/Committed: $418.6 Million
  - Pending Proposed: $493.3 Million

- **The College Totals**
  - Anticipated/Committed: $106.8 Million
  - Pending Proposed: $204.9 Million

- **Engineering & Applied Science Totals**
  - Anticipated/Committed: $53.4 Million
  - Pending Proposed: $91.2 Million

Data as of January 31, 2013
Effort Reporting Statistics

• As of 2/8/13

  ▪ UCLA’s overall completion rate all quarters (Spring’06 - Summer’12)
    • 98% certification
    • 2696 open reports out of 168,114 released to date

  ▪ On-time completion rate for Spring and Summer 2012
    • 87% certification
    • Closed with 1580 open reports
Effort Reporting Statistics

- As of 2/8/13
  - UCLA’s completion rates for Spring’06 – Winter’12
    - 99% certification
    - 1,116 open reports out of 155,268

Reminder:
Next release for the period Fall 2012 & Winter 2013 is mid April
See you at 100%
ERS Support

- Outreach Support
- Help Desk: ershelp@research.ucla.edu
  - Connie Brown
  - Leticia Calderon
Highlights

• Summary by Campus Organization (n=28)
  ▪ $1.011 Billion FY2012; 3rd consecutive year over $1 Billion

• Sponsor Awards by Non-ARRA & ARRA Dollars
  ▪ Non-ARRA continued to increase despite Federal ARRA decrease

• Awarded Dollars by Sponsor Type Category
  ▪ Decrease: Federal 10.4% & State/Other Gov’t 16.2%
  ▪ Increase: Business/For-Profit 45.1%
  ▪ Federal Government funds 66.6% of Awarded Dollars
Highlights (Cont’d)

• Federal Agency Sponsors FY2012
  - DHHS 66.8%  Dept. of Defense 9.2%
  - NSF 11.0%

• Award Transactions by:
  - Award Type:  FY12 = 6,000 transactions
    Over 1,200 contract/subcontracts processed
    Over 55% are Grants
  - Proposal Type:  36% New/Renewals
    62% Continuations & Mod/Amend.
  - Program Type:  75% Organized Research
Highlights (Cont’d)

• Research Expenses As Percent of Total UCLA Expenses
  - FY 2011 = 18.9%  FY 2012 = 17.2%

• Sponsor Awarded Dollars by Campus Department (Excel)
CTMS Survey Results Highlights

• How important is it to export basic protocol data?
  – Important to export protocol data to IRB MS1 Form, clinicaltrials.gov, and CareConnect
  – Critical to export protocol data to ePass (Goldenrod)
CTMS Survey Results Highlights

• How important is it for a CTMS to track/report subject information?
  – Important for CTMS to track/report subject enrollment in multiple studies, recruitment source, subject accrual, cause of screen failure, and demographics
  – Important for a CTMS to track/report subject information to clinicaltrials.gov, CTRP (NCI), and CareConnect
CTMS Survey Results Highlights

• How important is it for a CTMS to track/report visit information?
  – Important for CTMS to track/report subject progress through protocol, protocol deviations, and adverse events
  – Critical for a CTMS to track/report subject payments, subject visit billing – charge capture, and visit related sponsor payment milestones
CTMS Survey Results Highlights

• Importance of CTMS functions:
  – Somewhat important CTMS functions are linking visit information to biospecimen banking software, importing demographic data from CareConnect, and integration of Medicare Coverage Analysis
  – Important CTMS functions are data capture/entry by coordinator, patient/subject reported data, importing results from clinical labs, and budgeting internal costs of services provided by the UCLA Health System
  – Critical CTMS function is to generate and track invoices to sponsors
Thank you for completing the survey
Tour of the New ORA Award Status and Snapshot Report (ASSR)

ORA Online Resource Center

Jackson Jeng
Director, Office for Research Information Systems
Today’s Topics

• Updated EPASS
Updated EPASS

• New version dated 02/04/13 -- replaces version dated 06/06/12

• Based on:
  • Feedback from campus and OCGA users
  • Changes in ORA business processes
  • Distributed via ORA-News and OCGA website
Updated EPASS

- Section 1: no change

<table>
<thead>
<tr>
<th>Principal Investigator(s)/Co-PIs (Not Co-Investigators)</th>
<th>First Name</th>
<th>M.I.</th>
<th>Last Name</th>
<th>Employee ID</th>
<th>Email Address</th>
<th>Extension</th>
</tr>
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<tbody>
<tr>
<td>PI:</td>
<td></td>
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<tr>
<td>Other PI/Co-PI:</td>
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<tr>
<td>Other PI/Co-PI:</td>
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<tr>
<td>Fellow (if Individual Fellowship):</td>
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</tbody>
</table>

*Named individuals must sign certification below. Attach additional pages if needed.*
Updated EPASS

• Section 2:
  1. Changed free text field to pick-list
  2. Added free text field for those Centers/Institutes to add additional Centers/Institutes

<table>
<thead>
<tr>
<th>Department or Organized Research Unit (ORU)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administering Department Name:</td>
</tr>
<tr>
<td>Account #:</td>
</tr>
<tr>
<td>Dept. Contact Name:</td>
</tr>
<tr>
<td>Affiliated with Center/ORU:</td>
</tr>
<tr>
<td>If &quot;Other Center/Institute&quot; is selected above, please specify name, or if multiple Center(s)/Institute(s) please add additional selection(s) here:</td>
</tr>
</tbody>
</table>

California Nanosystems Institute (CNSI)
Clinical & Translational Science Institute (CTSI)
Ctr for Embedded Networked Sensing (CENS)
Ctr for Nanoscale Innovation for Defense (CNID)
Ctr for Scalable & Integrated Manufacturing (SINAM)
Ctr on Functional Engineered Architectonics (FENA)
Institute for Pure and Applied Mathematics (IPAM)
Joint Inst. for Reg Earth Sys Sci & Eng (JIFRESSE)
Western Institute for Nanotechnology (WIN)
Jonsson Comprehensive Cancer Center (JCCC)
Other Center/Institute
Updated EPASS

- Section 3: no change
Updated EPASS

• Section 4:
  1. Changed *Resubmission Competing* to *Resubmission Competing Renewal* in Proposal Type pick-list for clarity (Proposal that is a resubmission of a competitive renewal previously declined)
  2. Added *Master Agreement/Task Order* to existing Award/Action Type pick-list and to “If this EPASS relates to …”
Updated EPASS

- Section 5: no change

5 Sponsor Information (if UCLA award is a subcontract or subgrant, indicate both Sponsor & Prime Sponsor below)
- FOA/RFA/RFP# (if applicable):
- Prime FOA# (if different):
- Sponsor Due Date/Time (Pacific):
- Deadline Type:
- Sponsor Name:
- Contact (if known):
  - Email Address:
  - Phone #:
- Prime Sponsor Name (if applicable):
Updated EPASS

- Section 6:
  1. Outgoing Agreements – Sub-recipient Commitment Form(s) hyperlink has been updated to current version of form.
  2. Cost Sharing/Matching:
     • Unfunded Effort is now a separate question
     • Do not include salary cap differential here.

### Proposal Checklist

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>PL Exception Required? (Check Requirements and Look up Eligibility). If yes, attach approval form (Sample Approval Form)</td>
<td></td>
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<tr>
<td>On Campus Space? Indicate location: Building Room:</td>
<td></td>
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<tr>
<td>Off Campus Space? Indicate location:</td>
<td></td>
</tr>
<tr>
<td>Outgoing Agreements? If yes, attach Sub-recipient Commitment Form(s). PI signature below indicates review and approval of cost reasonableness. (See Subaward Initiation and Management)</td>
<td>1</td>
</tr>
<tr>
<td>Does this project involve activities outside the U.S. or partnership with International Collaborators?</td>
<td></td>
</tr>
<tr>
<td>Is any Cost Sharing/Matching proposed in this application? (Do not include unfunded effort or salary cap differential here.) If Yes, required by sponsor? ☐ Yes (mandatory committed) ☐ No (voluntary committed) Source/FAU#:</td>
<td>2</td>
</tr>
<tr>
<td>Is any unfunded effort proposed in this application? (Do not include salary cap differential here) Source/FAU#:</td>
<td></td>
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<tr>
<td>Do you anticipate program income? If yes, specify:</td>
<td></td>
</tr>
<tr>
<td>Does this proposal involve the use of significant IT resources (beyond basic academic infrastructure); the generation of datasets or digital assets; or a budget with over $10,000 in IT-related hardware, software, or staff expenditures? (Check additional requirements)</td>
<td></td>
</tr>
</tbody>
</table>
Updated EPASS

• Section 6 (continued):
  3. Coverage Analysis question expanded for clarity.
  4. Biological Materials: removed signature requirement and provided link to information.
Updated EPASS

- Section 6 – Export Control Section: no change

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Export Control (see RPC Website) – Does the project involve the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td>Shipping or carrying any tangible object or item to a foreign country?</td>
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<td>If yes, specify:</td>
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<td>Conducting research or other activities in, taking money to or planning to have money transferred to a foreign country?</td>
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<td>If yes, specify:</td>
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<td>Training foreign persons in using equipment, technology, or technical data?</td>
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<td>If yes, specify:</td>
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<td></td>
<td></td>
<td>Traveling to or doing research in a country currently under a US Trade or Economic Embargo (See OFAC Website)?</td>
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<td></td>
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<td>If yes, specify:</td>
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</tbody>
</table>
Updated EPASS

- Section 7:
  1. Replaced “…PHS, American Heart Association or American Cancer Society?” with link to list of sponsors/agencies that are subject to or have adopted the PHS FCOI regulations.

<table>
<thead>
<tr>
<th>7. Additional Forms Required</th>
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<tbody>
<tr>
<td><strong>Yes</strong></td>
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<tr>
<td>☐</td>
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<tr>
<td><strong>COI (Disclosure Requirements)</strong></td>
</tr>
<tr>
<td>Sponsor/Prime Sponsor is Federal Public Health Service (PHS) or agency that has adopted the PHS regulations?</td>
</tr>
<tr>
<td>Sponsor/Prime Sponsor is Federal (other than PHS), CIRM or special research programs managed by the UC Research Grants Program Office (RGPO)?</td>
</tr>
<tr>
<td>Non-Government Sponsor/Prime Sponsor?</td>
</tr>
<tr>
<td>☐</td>
</tr>
<tr>
<td><strong>Industry Sponsored Research</strong></td>
</tr>
<tr>
<td>☐</td>
</tr>
<tr>
<td><strong>Industry Sponsored Clinical Trial</strong></td>
</tr>
<tr>
<td>Industry Sponsored Clinical Trial?</td>
</tr>
</tbody>
</table>
Updated EPASS

- Sections 8 and 9: no change

8. Funds Requested
   1st Budget Period
   Direct Costs ($): __________ Excluded Direct Costs ($): __________ F&A Costs ($): __________ Total Costs ($): __________

   All Project Periods *(complete only when multiple budget periods are involved)*
   Direct Costs ($): __________ Excluded Direct Costs ($): __________ F&A Costs ($): __________ Total Costs ($): __________

F&A
   F&A Rate (%): __________ F&A Base Type: __________ If Other, specify: __________

9. Remarks
   __________
Updated EPASS

• Section 10:
  1. *Chair/ORU Director* signature line has been expanded to include Dean/Medical Center Director
  2. Pick-list added to additional signature lines to select the appropriate role/title.
Updated EPASS

• Page 3:
  1. Replaced “…PHS, American Heart Association or American Cancer Society?” with link to list of sponsors/agencies that are subject to or have adopted the PHS FCOI regulations.
  2. Added ability to copy Investigators from Section 1.
  3. Fixed tabbing in table … left to right, then top to bottom
Mini Tour of Updated OHRPP Website

http://ora.research.ucla.edu/ohrpp/Pages/OHRPPHome.aspx

Sharon Friend
OHRPP Director
February 14, 2013 RAF
Welcome

The Office of the Human Research Protection Program (OHRPP) is the administrative arm of the UCLA Human Research Protection Program (HRPP). The OHRPP in partnership with the research community is responsible for ensuring the safety and welfare of participants in Human Research Projects conducted under the aegis of UCLA. The OHRPP, which is a Division within the Office of Research Administration, provides the campus and the five UCLA Institutional Review Boards (IRBs) with professional guidance and administrative support.

HUMAN RESEARCH NEWS and Other Announcements

Simplified Procedures for Disbursement of Gift Cards, Bruin Card, and Cash

The Office of Business and Finance Services and the OHRPP have coordinated their efforts to simplify the procedures for disbursement of gift cards, Bruin Cards and cash to research subjects. Click here for a description of this revised process. This link also includes a link to the Research Human Subjects Payment Form. This form may be completed online and submitted via the web to Business and Finance Services.
Office of the Human Research Protection Program

Welcome

The Office of the Human Research Protection Program (OHRPP) is the administrative arm of the Human Research Protection Program (HRPP). The OHRPP in partnership with the Office of Research Administration (ORA) provides the campus and the five UCLA Institutional Review Boards with guidance and administrative support.

Resources

- **Getting Started**
- **CITI Online Training**
- **IRB Statistics**
- **Letter for Sponsors**
- **Full Accreditation**

Human Research News

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Search results:

Review Fees

... IRB review fees are charged for industry-sponsored clinical trials as new clinical trial agreements are negotiated. A onetime fee of $2,500 will be ...
ora.research.ucla.edu/OHRPP/Pages/ReviewFees.aspx - 84k - 2013-02-13 - Cached

WIRB

... Western Institutional Review Board (WIRB) is an independent IRB ... UCLA IRB also allows parallel submissions for ... do not result in additional fees. ...
ora.research.ucla.edu/OHRPP/Pages/WIRB.aspx - 88k - 2013-02-13 - Cached
[ More results from ora.research.ucla.edu/OHRPP/Pages ]

Fees & Ordering | UCLA Pathology & Laboratory Medicine

... Email the service request form, recharge order form, and IRB approval to ... Fees. ... The TPCL charges UCLA investigators a nominal fee for its services. ...
Business and Finance Services – Research Administrator’s Forum

- Accounting & Cash Management
- BruinCard Center
- Student Accounts
- Payment Solutions & Compliance
- Treasury Services
How does it work?

- Approval through OHRPP
- Disbursement of Gift Cards, BruinCard and Cash for Human Subject Payments
- All cards disbursed through UC approved courier, Dunbar with $8.50/$14 charge per UCLA 361.
What are my options?

* Options:
  * BruinCard deposit
  * Preferred cards – no shipping, card production, other charges, returnable, 3 day service guarantee. (Target, Amazon, Starbucks)
  * Non-preferred cards – Can order other card types, additional charges may apply, may take up to 4 weeks depending on vendor, not returnable. (Shell, Mobil, Chevron, Ralphs)
  * Cash
Updates and assistance!

* Human Subject Disbursement Survey
  * Additional preferred card types added, Amazon, Starbucks – researching additional ‘free’ options
  * Working on contract with US Bank for Visa
* Customer Service Interface
  * Treasury Services (Bank access or bank updates), Accounting & Cash Management (claim wires/ACH), Payment Solutions & Compliance (Human Subject/Gift Cards/Dunbar)
  * Get Answers or Ask A Question, http://uclacashmgmt.custhelp.com/