Patti Manheim
Director
February 9, 2017
## EPASS Updates

5. **Sponsor Information** (Entity which will provide funding directly to UCLA)
   - Sponsor Name: ________________________________
   - Sponsor Due Date: __________  Time (Pacific): __________
   - Deadline Type: ________________________________
   - Sponsor Guidelines and/or FOA/RFA/RFP:

   - Yes  No

   - Attached: □ URL (Section 9) □ Name/No. # __________

   - Contact (if known): ________________________________
   - Email Address: ________________________________
   - Phone #: ________________________________

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<thead>
<tr>
<th>Prime Sponsor Information</th>
<th>(Complete this section when UCLA is a subrecipient)</th>
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<tr>
<td>Prime Sponsor Name: ________</td>
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   - Yes  No

   - Attached: □ URL (Section 9) □ Name/No. # __________

   - Contact (if known): ________________________________
   - Email Address: ________________________________
   - Phone #: ________________________________

Allows for more complete information leading to efficient, thorough review.
EPASS Updates

6. Proposal Checklist -  Carefully Review and Answer All Questions

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<th>Yes</th>
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- **PI Exception Required?** *(Check Requirements and Look up Eligibility)*. If yes, attach approval form *(Sample Approval Form)*

  - On Campus Space? Indicate location: Building: ____________________________ Room: ____________________________
  - Off Campus Space? Indicate location: ____________________________

- **Outgoing Agreements?** If yes, provide entity names in Section 9, Remarks, and attach Sub-recipient Commitment Form(s) or FDP Expanded Clearinghouse Subrecipient Letters(s) of Intent for each entity.

  - PI signature below indicates review and approval of cost reasonableness. *(See Subaward Initiation and Management)*

- **Does this project involve activities outside the U.S. or partnership with International Collaborators?**

- **Is any Cost Sharing/Matching proposed in this application?** *(Cash, unfunded effort, or in-kind contributions - do not include salary cap differential).* Yes, required by sponsor? □ Yes (mandatory committed) □ No (voluntary committed)

  - Cost Share Amount: ____________________________ Source/FAU#: ____________________________

- **Is any unfunded effort proposed in this application?** *(In accordance with UC policy, "unfunded effort", must be reported in ERS.* *(Do not include salary cap differential here)*

  - Source/FAU#: ____________________________

- **Do you anticipate program income?** If yes, specify: ____________________________
EPASS Updates

Carefully Review and Answer All Questions

• Receive incomplete/incorrect Checklists.
• Information is important for compliance:
  ▪ University – PI Exception, Cost Sharing (identification of funding source), space, university IP,
  ▪ State - COI,
  ▪ Federal – Export Control, COI, Subrecipients, animal and human subjects
• Data capture is retrievable/reportable
EPASS Updates

*Is any Cost Sharing/Matching proposed in the application?*

Project costs not borne by the sponsors but supported by contributions from the University and/or third parties.
Mandatory Cost Sharing – that portion of the University contribution to a sponsored project which is required by the terms of the project’s Request for Proposal or Application (RFP/RFA).

- requires tracking via the financial system
- auditable documentation
- reporting to the sponsor and is part of the award eligibility criteria

UC Contract and Grant Manual; 5-310
Voluntary Committed – **Not required** by sponsor. University-initiated contributions to a sponsored project.

Voluntary cost sharing is discouraged under the University’s policy requiring full cost recovery for work conducted under extramural awards as it commits University resources and creates additional award administration documentation requirements.

- requires tracking via the financial system
- auditable documentation
- reporting to the sponsor

UC Contract and Grant Manual; 5-320
Voluntary Uncommitted Cost Sharing

Voluntary uncommitted cost sharing refers to any effort of University faculty (and possibly senior researchers) beyond that which is committed and budgeted for in a sponsored agreement. Such voluntary uncommitted cost sharing is not included in either the proposal budget or the narrative.

UC Contract and Grant Manual; 5-340
EPASS Updates

Cash
- Actual cash transactions
- Value of a cash transaction
- University purchased equipment

Unfunded Effort
- Effort committed to execution/performance of the project
- University covers the costs
- Costs not borne by the sponsor
Unfunded Effort

Is any unfunded effort proposed in this application? In accordance with UC Policy “unfunded effort”, must be reported in ERS.

5-330 Committed Cost Sharing/Matching
“Committed cost sharing includes mandatory and voluntary cost sharing identified in the project proposal (in the proposed budget or in the project narrative). It represents a commitment by the University that must be fulfilled if the proposal is accepted as offered by the University and awarded by the sponsor. By accepting an award with committed cost sharing, the University also incurs an obligation to document the financial contribution provided to the sponsored project. Reporting may also be required by the sponsor. (See 5-500, Cost Sharing records and Reports.) In addition, all information on commitments must be identified for proper effort reporting and for F&A rate proposal development. Should the awarded amount be reduced from the proposed amount, the committed cost sharing may need to be adjusted accordingly, particularly if the awarded budget reduction requires a change in the Scope of Work. Any reduced cost sharing should be correctly stated in the award.”
In-Kind Contributions - the value of non-cash contributions provided by the University or non-federal third parties to a sponsored project when such contributions directly benefit that project.

- services provided by volunteers and
- property donated by non-federal third parties.

UC Contract and Grant Manual; 5-420
For proposal submissions funded by Federal Public Health Service (PHS) or an agency that has adopted the PHS regulations, provide, below, the name and email address for all project personnel responsible for the design, conduct, or reporting of research. All named individuals must have a current disclosure in eDGE, which is accessed at coi.research.ucla.edu.

- No other project personnel responsible for the design, conduct, or reporting of research.

Click here to copy Investigators information from section 1

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<thead>
<tr>
<th>First Name</th>
<th>M.I.</th>
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Clarifying language and removal of outdated information.
Clarifying Language:

- **Annual** requirement
- **Non-competing continuations** (generally applies to flow-through funding)
- Emphasis on both *current and new* investigators
**eDGE Disclosure Tracking Form Updates**

- Added Non-competing Continuation
- More user friendly format
- Move “date” to the signature line
- Added affirmative response

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<tr>
<th>Progress Report Deadline Date</th>
<th>NCE Request Date</th>
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<td>PI Name</td>
<td>Sponsor Award #</td>
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<tr>
<td>Fund #</td>
<td>Date</td>
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Please check applicable boxes below:

- [ ] Non-Competing Continuation – Budget Period: ____________________________
- [ ] Progress Report – Deadline Date: ____________________________
- [ ] NCE Request Date: ____________________________

**PI Name:** ____________________________  **Sponsor Award #:** ____________________________  **Fund #:** ____________________________

- [ ] No other project personnel are responsible for the design, conduct, or reporting of research.
- [ ] Yes project personnel below are responsible for the design, conduct, or reporting of research.
eDGE Disclosure Tracking Form Updates

- Added Non-competing Continuation
- Added “date” to the signature line
Staff Update

Saima Sharoff – Grant Analyst – Grants and Cooperative Agreements

Senior Fund Manager in the Department of Medicine, Division of Infectious Diseases, with both pre-award and post-award responsibilities. Four years plus years’ experience in this position with extensive knowledge of NIH and non-profit sponsors.