Research Administrators Forum

Welcome

Patti Manheim, Director, OCGA

Agenda

- Welcome - Patti Manheim
- OCGA Updates – Patti Manheim
  - Consortium/contractual arrangements versus purchase of services
  - Master Calendar of OCGA training sessions
- Indirect Cost Rate Agreement – David Beckstrom
- EFM Updates – Nate Haines
  - Automatic notifications
  - Effort reporting update
  - Payroll expense transfer processing
  - EVerify requirements
- ORIS Updates – Jessica Lee
  - LearnIT.ucla.edu
OCGA Updates

Patti Manheim
Office of Contract and Grant Administration
June 9, 2011

Subgrants/Subcontracts versus Purchase of Goods and Services

- Applies to third-party recipients other than the principals involved in the transaction

Subgrants/Subcontracts

- Very specific scholarly task
- Intellectual contribution
- Design, conduct and reporting of the performance/deliverables
  - Are publications anticipated from third-party entity?
  - Will individuals from third-party entity be co-authors on articles?
- Contribute to a measurable portion of UCLA work.
- Performs research or non-commercial research related services.

Purchase of Goods and Services

- Procurement
  - Purchase of Good and services used by UCLA in accomplishment of the project goals
- No design, conduct or reporting
- No independent research/little or no discretionary judgment.
- Non-University labor or services
- Equipment or components parts for fabricated equipment which will be delivered to, and used by the sponsor or other entity designated by the sponsor
- Goods or services offered to public at large.
Subgrants/Subcontracts versus Purchase of Goods and Services

Why is correctly clarifying a subrecipient important?

- Flow down obligations – IP rights
- Different allowability standards for different kinds of third part agreements
- Correct application of F&A
  - risk of under calculation of project costs
  - department may be on the line if third party recipient is incorrectly categorized

Let OCGA help you
- Ask EARLY, Ask OFTEN
- Visit the OCGA Subaward Initiation and Management website

QUESTIONS???

OCGA “Master Calendar”

### INTENT:
- More face-to-face interaction with the research community by providing monthly informal training sessions
- Meet specific training needs of the community and/or OCGA
- Focus on a single, focused topic related to pre-award administration
- Ability and flexibility to address current issues/topics in a timely manner

SOCEDULING
- Held in Kinross (ORA) Conference Rooms
- Monthly, 60 - 90 minute sessions
- Beginning September 2011
OCGA “Master Calendar”

POTENTIAL TOPICS:
- Proposal budget preparation – salaries/wages, direct costs, calculating F&A costs, budget justification
- Internal forms – EPASS/GR, COI (700 series), PHS forms
- Subgrants vs. subcontracts – process, negotiation issues
- Close-out Documents – Who is responsible for what?
- Award negotiation – problematic terms and why you should care
- Non monetary agreements – equipment loan, Data Use Agreements, etc.
- NSF FastLane
- Criteria for reviewing proposal applications – what OCGA looks for and why
- Progress reports (E-snaps)

OCGA “Master Calendar”

❖ Other Topics?
  ➢ Add a comment to your RAF evaluation

QUESTIONS???
Facilities & Administrative (F&A) Rate Negotiations

David Beckstrom
Manager, Costing Policy & Analysis
UCLA Corporate Financial Services

F&A Rates Through FY-2016

<table>
<thead>
<tr>
<th>Award Function</th>
<th>Location</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organized Research</td>
<td>On-Campus</td>
<td>54.0</td>
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<tr>
<td></td>
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<tr>
<td></td>
<td>Off-Campus</td>
<td>26.0</td>
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Research On-Campus Components

- **Facilities**
  - Building Depreciation: 5.2
  - Interest: 3.6
  - Equipment Depreciation: 3.0
  - Operations and Maintenance: 14.2
  - Library: 2.0

- **Administration**
  - General Administration: 3.8
  - Departmental Administration: 17.9
  - Sponsored Projects Administration: 4.0
  - Student Services Administration: 1

  **Total**: 54.0

F&A Rate Calculated Numerator/Denominator

F&A Costs UCLA incurs to Support Research Projects

Direct Costs (MTDC) of Research Projects & Cost Sharing

\[ \text{F&A Rate} \]
**F&A Rate Timeline - Proposal to Negotiations**

- FY 2009 - Base year for the Cost Study
  - Space Utilization Survey
  - Library Utilization Study
  - Cost Data from University Accounting Systems
- March 31, 2010 – Proposal Submitted to Feds
- Feds Review Proposal – June to Dec. 2010
- Federal on Site Review – February 2011
- Rate Agreement Signed – 05-19-11

**Federal Site Review (Audit)**

- US Department of Health & Human Services Division of Cost Allocation (DCA) – Visited UCLA during the Week of February 14th
  - Space Survey Data Review (7 Departments)
  - Older Research Facilities (4 Older Buildings)
  - New Research Facility (Terasaki Life Sciences Bldg.)

**Rate Negotiation Issues**

- ARRA Awards - $230 Million
- Building Depreciation – Useful Lives
- Equipment Depreciation
- Space Survey
- Operations & Maintenance
- Projections – New Facilities
- Cost Sharing

**F&A Recovery at UCLA**

<table>
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<tr>
<th>FY</th>
<th>Amount</th>
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<tr>
<td>2006</td>
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<tr>
<td>2007</td>
<td>$156,000,000</td>
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<tr>
<td>2008</td>
<td>$161,000,000</td>
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<tr>
<td>2009</td>
<td>$164,300,000</td>
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<tr>
<td>2010</td>
<td>$183,000,000</td>
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</table>

One Research Percentage Point = $2.6 Million
Preparing for Next Rate Proposal

- FY 2014 is the next Base Year for UCLA’s F&A Rate Proposal
- Focus on Data, System, and Process Improvements for the next Rate Proposal
Timeline for Automated Notifications

- 90 Days: Before End Date of Award
  - PI receives notification and Department Administrator is cc'ed.
- 30 Days: Before End Date of Award
  - Department Administrator receives notification and PI is cc'ed.
- At the End Date:
  - PI receives notification and Department Administrator is cc'ed.

*Timeline for Closeout Packet

- +90 Days: After End Date of Award
  - Closeout packet is due to EFM.
  - If closeout packet is not received, EFM will follow-up.
- Financial report is due to Sponsor.

If final reports/invoices are due 60 days after end of award, closeout packet is due to EFM 30 days prior to sponsor deadline (i.e. Private subgrants with Federal Prime sponsors).
Automated Notifications go out to the contact information stored in InfoEd. InfoEd only stores one contact at the time.

- The recommendation for the contact is: A Distribution List or a Shared Mailbox. Not an individual name.
- Distribution List (DL): forwards incoming messages to each member linked to the DL. It’s set up and managed by the department’s local IT office.
- Shared Mailbox: is an actual mailbox with space to retain all incoming/outgoing messages. It’s set up and managed by the department’s local IT office.
- ORIS is to be contacted only when current contact address is unknown and/or an update of the proper distribution address (if outdated) is needed. In your request to ORIS please include the department code and the distribution email address.
**Effort Reporting Metrics**

As of 6/8/11

- **Completion Rates at UCLA**
  - 89% certification rate on Campus
  - 43% certification rate for Fall 2010
  - 40% certification rate for Winter 2011

- **Open Reports**
  - Currently 14,075 open reports out of 130,772
  - 7,487 from Fall 2010 and Winter 2011

- **July 22nd Due Date for Fall 2010 and Winter 2011**
- **Effort Reporting email** ershelp@resadmin.ucla.edu

**Effort Reporting Workgroup Update**

- **Open House on May 19 Recap**
  - More Open House Dates Coming Soon

- **ERS Training Class Coming Soon**

- **Working On Solution to Departmental Search Issue**
Enhancements to the Payroll Expense Transfer System

New features deployed effective April 21, 2011:

🔹 **Cost Transfers Organized by Team**: Cost Transfers are now organized by EFM team.

🔹 **Cost Transfers Routed to EFM**:
  - Sponsored research fund to sponsored research fund
  - Non-sponsored research fund to sponsored research fund
  - Sponsored research fund to non-sponsored research fund
  - No longer routed to EFM for review

🔹 **Flagged Cost Transfers**: Those transfers that are "re-transfers" to restricted accounts are now identified with an asterisk.

🔹 **Order of Required Questions**: The order of those questions that must be answered for cost transfers escalated to EFM now appear as follows:
  1. Why is the transfer being made?
  2. Why is the original in error?
  3. Who approved the transfer?
  4. How does the cost transfer benefit the new fund charged?
  5. What are the steps being taken to prevent recurrence?
  6. Explain delay in transfer - more than 120 days after original transaction date or 90 days after fund end date
What is E-Verify?

E-Verify is an Internet-based system that compares information from an employee's Form I-9, Employment Eligibility Verification, to data from U.S. Dept of Homeland Security and Social Security Administration records to confirm employment eligibility for identity and U.S. citizenship.

E-Verify is required on Federal contracts with an original or amended value of over $150K and a duration of 120 days or more.

Why is E-Verify important?

• The main reason is to verify that the employees are eligible to work in the United States and to stop unauthorized employment.

E-Verify also:

• Helps employers maintain a legal workforce
• Eliminates guesswork during the verification
• Protects jobs for authorized workers
• Deters document and identity fraud
• Works seamlessly with Form I-9

Verification Requirements

• For new employees, you have 3 business days after the start date for pay once the employee has accepted an offer of employment and the Form I-9 is complete.

• For existing employees, you have 30 days from the day that the employee is assigned to the contract.
www.LearnIT.ucla.edu

Jessica Lee
ORIS Project Manager and Sr. Business Analyst

Agenda
• Free Online Software Tutorials
• Login Instructions
• Demo
• The Future

Online Software Tutorials

What
• Online software training videos and materials
  – Over 1,000 training tutorials
Who
• All UCLA students, faculty and staff
When
• Unlimited license through June 2012

Login Instructions

• www.LearnIT.ucla.edu
  – Access from Computer or Mobile Device
• Log in with your UCLA ID and password
  – May be prompted to install some add-ins
• Initial login may ask you to set up a profile
  – Fill in name for personalization upon login and
    certifications upon completion of coursework
The Future

- “Packages of classes” as prerequisites for academic courses, career preparation, or administrative skill sets
- UCLA’s license is being supported by several campus organizations (see email for list)
- Spring 2012 Survey and this year’s usage will determine value and license renewal