Update on Extramural Fund Management Office

September 16, 2010

Agenda

- EFM Organizational Update
- RAPID Invoicing Tool
- Other Updates
  - ARRA
  - Audit
  - Cost Transfers
  - EFM Communities

EFM Organizational Update

- Pilot Team Progress – On-Time Submission for Reports and Invoices

Percent of On-Time Submission for Pilot Departments

- EFM1
- EFM2
- Pilot 3
**EFM Organizational Update**

<table>
<thead>
<tr>
<th>Team</th>
<th>Departments</th>
<th>Supervisor(s)</th>
<th>Team Members</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>Medicine - All Others</td>
<td>Brian Atienza</td>
<td>Diana Krekic, Christian Diaz, Jacque Steepleton, David Holguin</td>
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<tr>
<td>2</td>
<td>L&amp;S - all Other</td>
<td>Veronica Fuentes</td>
<td>Ping Yang, Annette Garcia, Vivian Araner</td>
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<tr>
<td>3</td>
<td>Medicine - Surgery</td>
<td>Jennifer Aguilar</td>
<td>Nessie Huff, Chekka Seng, An Tran</td>
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<tr>
<td>4</td>
<td>Engineering</td>
<td>William Paja</td>
<td>Angelica Diaz, Serena Brooks, Robyn Latchman</td>
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<td>5</td>
<td>Public Health</td>
<td>Becky Hendrix</td>
<td>Jon Echave, Winnie Mykletz, Katie Cade</td>
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<td>6</td>
<td>Administration</td>
<td>Linda Finley</td>
<td>Jen Eis, Grace Aguado, Vicki Lin</td>
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<td>7</td>
<td>Complex Agreements</td>
<td></td>
<td>Sujata Sahne</td>
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**RAPID Invoicing Tool**

- 40% of UCLA’s revenue comes from non-LOC awards
- 600+ AutoBill invoices submitted by EFM each month
- RAPID Invoicing tool was created to save time when completing the AutoBill each month. Additional benefits include:
  - Ability to save files electronically
  - Decrease in time needed to review
  - Includes outstanding A/R
  - Reduces manual entry of demographic information, leading to fewer revisions

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**Results**

- Past due population decreased from 1,876 invoices in July 09 to 467 invoices in May 10
RAPID Invoicing Tool

What is the financial impact of the invoicing backlog at UCLA?

- Invoicing backlog in June 2009 was roughly $42M
- Invoicing backlog in May 2010 was down to $7M

Decrease in backlog means $35M going out the door on time!!

Other Updates

- ARRA
  - Awards received: 383
  - Award dollars received: $192 million
  - Next department submission deadline is Monday, Sept 27th

- Audit Coordination
  - Paula Dion, Supervisor for Special Projects at EFM, will work across ORA units to respond to audit requests

- Cost Transfers

Other Updates

- EFM Communities
  - New Hire Training
  - EFM Training
  - Customer Training
  - Procedure Implementation
  - Mentoring & Performance Review
  - Employee Recognition
  - Employee Morale
  - EFM Website Development
  - Hire Process
Financial Reporting Project
RAF Update
September 16, 2010

Agenda

- Project Overview
- RAPID Smart Closeout Tool
  - Metrics
  - Post Award Management System (PAMS)
    - Progress Chart

Project Overview

- **Goal:** Improve Financial Reporting to address the cause of delays in on-time submission of financial reports to sponsors

- **Deliverables:**
  1. Process Improvements
  2. Short-Term Solution
     - RAPID Smart Closeout Tool
  3. Long-Term Solution
     - Web-based Post Award Mgmt System
RAPID Smart Closeout Tool

- Interim Excel-based Quick Win Tool
- Accessible from ORA Portal
- Mandatory adoption as of 9/1/2010
- Held 5 Training Sessions > 200 attendees
- Smart Closeout Tool Open Houses held 8/16 and 8/23
  - Approximately 30 – 35 attendees in total
- Deployed updates to the user guide

Effort Reporting Updates

September 16, 2010

- Completion Rates at UCLA
  - 87% certification rate for Effort Reporting through Fall 2009
- Open Reports
  - Currently 23,865 open reports as of 9/09/10
  - 11,719 of these reports are overdue back to Spring 2006
  - 1,379 reports are in Certified/Adjustment Required status - 29% decrease since May!
Effort Reporting

- Effort Reporting Issue Dates and Deadlines for Certification

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Release Date</th>
<th>Due Date</th>
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<td>Winter 2010</td>
<td>August 17, 2010</td>
<td>October 8, 2010</td>
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<tr>
<td>Spring 2010</td>
<td>August 17, 2010</td>
<td>October 8, 2010</td>
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Goal for Completion of Backlog:

- Overdue Open Reports: 75% Completion by September 30, 2010
- Overdue Open Reports: 100% Completion by December 31, 2010

Effort Reporting Assistance

- EFM has been visiting individual departments to help work through the open effort reports. Progress since May:
  - 7 Department Visits Complete
  - Average increase of 38% in completion rates for Summer and Fall 09 Quarters 60 days after visit
  - Average increase of 10% in overall completion rates 60 days after visit
- After documenting the common issues and fixes for certifying reports, EFM has an ERS FAQ that they continue to update: [ERS FAQ](http://www.efm.ucla.edu/ERS%20FAQs.htm)
- If you are interested in setting up a meeting with EFM, please email ershelp@research.ucla.edu
- Future Assistance: Effort Report Open Houses may be held. These will be scheduled times for Departments to bring effort reports with which they need assistance. EFM experts will be on hand to answer questions and troubleshoot ERS.

ERS Forum Agenda

- Effort Reporting at UCLA (Marcia Smith)
- Effort Reporting Basics (Lilit Amirkhanyan, Catherine Rujanuruks)
- Effort Report Statuses in ERS (Tsegaye Teshome)
- Challenges to 100% On-Time Certification (Martha Riemer, Connie Brown)
- Tips for Ensuring Compliance (Lilit Amirkhanyan)
- Q&A (Shannon McGarry)