Meeting Agenda

Welcome and Announcements - Marcia Smith

CBR for Post Postdocs - David Beckstrom and Yoon Lee

Extramural Fund Management - Yoon Lee

Research Safety and Animal Welfare Administration - Jennifer Perkins

Office of Contract and Grant Administration
- Subaward Updates – Mary Haskins
- S2S Grants (Cayuse) Upgrade – Cindy Gilbert
Happy 90th RAF!
Composite Benefit Rates (CBR) Update

David Beckstrom
Senior Director, Sales & Service, Costing Policy & Analysis
UCLA Corporate Financial Services
dbeckstrom@finance.ucla.edu
# UCLA Employee Groups & Rates

<table>
<thead>
<tr>
<th>Group #</th>
<th>Employee Group</th>
<th>Finalized FY18-19 CBR</th>
<th>Finalized FY19-20 CBR</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Faculty Summer</td>
<td>4.8%</td>
<td>4.9%</td>
</tr>
<tr>
<td>2</td>
<td>HCOMP Senior Faculty</td>
<td>24.8%</td>
<td>25.2%</td>
</tr>
<tr>
<td>3</td>
<td>Faculty</td>
<td>31.7%</td>
<td>32.3%</td>
</tr>
<tr>
<td>4</td>
<td>Other Academics</td>
<td>42.5%</td>
<td>43.4%</td>
</tr>
<tr>
<td>5</td>
<td>Post Docs</td>
<td>27.5%</td>
<td>28.4%</td>
</tr>
<tr>
<td>6</td>
<td>Staff Exempt</td>
<td>42.5%</td>
<td>43.4%</td>
</tr>
<tr>
<td>7</td>
<td>Staff Non-Exempt</td>
<td>51.6%</td>
<td>52.8%</td>
</tr>
<tr>
<td>8</td>
<td>Food-Custodian-Grounds</td>
<td>66.8%</td>
<td>68.3%</td>
</tr>
<tr>
<td>9</td>
<td>Employees &amp; Students with Limited Benefits</td>
<td>4.8%</td>
<td>4.9%</td>
</tr>
</tbody>
</table>
CBR Impact & Mitigation

- Campus impact of CBR and VLA expected to be low
  - Budgets have used CBR since Fall 2016

- Sponsored Award Mitigation
  - For Awards budgeted prior to CBR
  - Industry Clinical Trials Exempt
  - Contact me if impact >5% and $10,000 of awarded direct costs
Post Doctoral Scholar - Fellow

- Title Code 3253:
  - An appointment is made in the title “Postdoctoral Scholar – Fellow” when the Postdoctoral Scholar has been awarded a fellowship or traineeship for postdoctoral study by an extramural agency and the fellowship or traineeship is paid through a University account.

- Post Doctoral Fellows will be paid through UCPath
- Post Doctoral Fellows receive benefits and will be assessed the PostDoc CBR
- Treatment of NRSA unallowable benefits - EFM
- Future Post Doc Fellow CBR
## Post Doctoral Benefits

<table>
<thead>
<tr>
<th>Benefit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Insurance Contribution</td>
</tr>
<tr>
<td>Medicare</td>
</tr>
<tr>
<td>Workers' Compensation</td>
</tr>
<tr>
<td>Dental Insurance</td>
</tr>
<tr>
<td>Matching Retirement Contribution</td>
</tr>
<tr>
<td>Unemployment Insurance</td>
</tr>
<tr>
<td>PSBP Disability</td>
</tr>
<tr>
<td>PSBP Broker Fee</td>
</tr>
<tr>
<td>PSBP Workers' Compensation</td>
</tr>
<tr>
<td>Vision Insurance</td>
</tr>
<tr>
<td>OASDI</td>
</tr>
<tr>
<td>PSBP Life Insurance</td>
</tr>
<tr>
<td>OPEB Health</td>
</tr>
</tbody>
</table>
• Composite Benefit Rates and Unallowable Benefit Expenses in NRSA Grants
• UCPath Distribution of Payroll Expenditure Report
• New Version of RAPID Tool for UCPath
• Next Release of Effort Reports
Composite Benefit Rates and
Unallowable Benefit Expenses in NRSA Grants
Unallowable Benefit Expenses in NRSA Grants

NIH Grant Policy Statement, 11. RUTH L. KIRCHSTEIN NATIONAL RESEARCH SERVICE AWARDS

• **11.2 INDIVIDUAL FELLOWSHIPS / 11.2.9.7 Employee Benefits**
  Since Kirschstein-NRSA fellowships are not provided as a condition of employment with either the Federal government or the sponsoring institution, institutions may not seek funds, or charge individual fellowship awards, for costs that normally would be associated with employee benefits (for example, FICA, workman's compensation, life insurance, union dues, and unemployment insurance). Concerning union dues or other similar costs otherwise paid personally by the fellow; if a fellow requests the institution deduct such a cost from the stipend amount, the institution can provide the fellow such a service. However, in no case can such a deduction from the stipend be made automatically without the approval of the fellow.

• **11.3 INSTITUTIONAL RESEARCH TRAINING GRANTS / 11.3.8.7 Employee Benefits**
  Because Kirschstein-NRSA awards are not provided as a condition of employment with either the Federal government or the recipient, it is inappropriate and unallowable for organizations to seek funds, or to charge Kirschstein-NRSA institutional research training grants, for costs that normally would be associated with employee benefits (for example, FICA, workers compensation, life insurance, union dues, and unemployment insurance). Concerning union dues or other similar costs otherwise paid personally by the trainee, if a trainee requests the institution deduct such a cost from the stipend amount, the institution can provide the trainee such a service. However, in no case can such a deduction from the stipend be made automatically without the approval of the trainee.
Benefit expense will be charged as a lump sum based on the Composite Benefit Rate (CBR) for each employee group.

CBR includes benefit expenses not allowed by NIH Grant Policy for NRSA grants and actual costs of different types of benefits are not available.

How can we ensure not to charge unallowable expenses to NRSA grants?

- CBR is assessed only when salaries are paid to employees.
- Trainees/Fellows receive stipends (not salaries) on NRSA grants.
- No benefit is assessed to NRSA grants.
- No risk of charging unallowable benefit expenses to NRSA grants.
- Two training grant worksheets in the RAPID COP will be discontinued.
  - Training Grant – Postdoc Allowable/Unallowable Benefits.
  - Training Grant Benefits.
Unallowable Benefit Expenses in NRSA Grants

The Process for benefits processed in UCPath with CBR

• Actual costs of unallowable benefit expenses are not available in UCPath; however, breakdowns of costs of different types of benefits included in the base for CBR rate development are available.

• New training grant worksheets (to be included in the new version of the RAPID tool) will be developed to facilitate segregation of allowable expenses and unallowable expenses based on the percentage of each type of benefit included in the CBR rate.

• Department fund manager reviews accuracy and submits them to EFM as a part of a closeout packet.

• Department works with the central Payroll office to transfer off unallowable expenses from the grant fund via financial journal entries.
Unallowable Benefit Expenses in NRSA Grants

The Process for benefits processed in PPS (prior to CBR)

- **Worksheet in the RAPID COP [PAYROLL: Training Grant– Allowable/Unallowable benefits]**

  - The worksheet segregates allowable expenses and unallowable expenses based on object codes by person in two tables.

  - Department fund manager reviews accuracy and submits it to EFM as a part of a closeout packet.

  - Department works with the central Payroll office to transfer off unallowable expenses from the grant fund via financial journal entries.

---

**Allowable Benefits**

<table>
<thead>
<tr>
<th>Paid/Lien</th>
<th>Total</th>
<th>Joe Bruin</th>
<th>Josephine Bruin</th>
<th>Brown Bear</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paid</td>
<td>4,457.32</td>
<td></td>
<td></td>
<td>4,457.32</td>
</tr>
<tr>
<td>Lien</td>
<td>5,017.62</td>
<td>1,578.24</td>
<td>0.00</td>
<td>3,439.38</td>
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<tr>
<td>Total Allowables</td>
<td>9,474.94</td>
<td>1,578.24</td>
<td>0.00</td>
<td>7,896.70</td>
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**NIH PSBP Unallowable Charges**

<table>
<thead>
<tr>
<th>Paid + Lien</th>
<th>Total</th>
<th>Joe Bruin</th>
<th>Josephine Bruin</th>
<th>Brown Bear</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work Comp (8501)</td>
<td>1441.79</td>
<td>375.92</td>
<td>245.89</td>
<td>639.98</td>
</tr>
<tr>
<td>Life Ins. (8751)</td>
<td>52.25</td>
<td>9.15</td>
<td>0.00</td>
<td>43.1</td>
</tr>
<tr>
<td>Disability (8741)</td>
<td>166.6</td>
<td>29.4</td>
<td>0.00</td>
<td>137.2</td>
</tr>
<tr>
<td>Total Unallowables</td>
<td>1660.64</td>
<td>414.47</td>
<td>425.89</td>
<td>820.28</td>
</tr>
</tbody>
</table>

Grand Total | 11,135.58 | 1,992.71 | 425.89 | 8,716.98 |
The need to develop training grant worksheet(s) in the RAPID closeout packet came to the light earlier this week.

CFS will provide the detailed breakdowns of CBR rates soon in October.

EFM and ORIS will start designing the worksheet(s) and test them as soon as possible. Target completion date will be determined considering the followings:
  ◦ These worksheets will be needed to close grants with the budget end date in September in 2018 or later.
  ◦ New version of RAPID tool including new worksheets needs to be available for the department in November in 2018 to prepare a closeout packet to submit to EFM on time.
UCPath

Distribution of Payroll Expenditure Report
How to Navigate to Locate a Report

1. Log in to the UCLA Campus Data Warehouse and click on "UCPath Reports".
2. Under "Systemwide Reports", select "Distribution of Payroll Expenses (DOPE)".

Distribution of Payroll Expenditure Report
The Current Status

- Report is available in Campus Data Warehouse; however, it currently does not display complete data yet and some data in the report have been identified to be inaccurate.

- UCPath reporting team is currently fixing various issues identified, including but not limited to the followings:
  - CBR and Leave Assessment columns do not have the data.
  - Pay rate and earnings for funds with salary cap appear to be inaccurate.

- For interim invoices or financial reports for the period including September 2018, which require the payroll detail reports as supporting documentation,
  - UCPath payroll report is not ready to be used.
  - Employee sum report in the RAPID closeout tool needs to be used.
    - It also has a few issues that have not been fully resolved yet but displays all data at least. EFM will manually correct the report as needed.
New Version of RAPID Tool for UCPath
### New Version of RAPID Tool for UCPath

#### The current Status

- Payroll related reports in the RAPID tool:
  - Training grant worksheets will need to be developed.
  - All other reports in the new version of RAPID tool are under testing.
    - Testing progress has been impacted by delays in UCPath data conversion and conversion/reporting issues.
    - Identified issues are in the process of being fixed.
  - The new version of RAPID tool will be released to campus as soon as ready understanding that it will be needed for the department to prepare a closeout packet for funds expired in September 2018 or later.
  - The new version of RAPID tool (Incomplete version) is available for EFM. For interim invoices and financial reports that need to accompany payroll detail reports, EFM will prepare payroll reports for the department.

<table>
<thead>
<tr>
<th>In Scope</th>
<th>All In Scope</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll After Fund End Date</td>
<td>Admin Salary</td>
</tr>
<tr>
<td>Employee Sum</td>
<td>ERS Detail Reports</td>
</tr>
<tr>
<td>Training Grant – Postdoc</td>
<td>Training Grant – Postdoc</td>
</tr>
<tr>
<td>Allowable/Unallowable Benefits</td>
<td>Training Grant Benefits</td>
</tr>
</tbody>
</table>
New Version of RAPID Tool for UCPath

New version will include two sets of payroll related reports

**Payroll reports pulling data from PPS**

**Payroll reports pulling data from UCPath**

**RAPID Project Quick Wins**

<table>
<thead>
<tr>
<th>Closeout Reports</th>
<th>ARRA, ERS, Billing &amp; A/R Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Closeout Checklist (Recommended 2 months prior to fund end date)</td>
<td>ARRA Linked Accounts by Hierarchy Code</td>
</tr>
<tr>
<td>Smart Closeout Tool</td>
<td>ARRA FTF Report</td>
</tr>
<tr>
<td>Summary - By Sub</td>
<td>ERS Detail report (11/12 Academics and Non Academics)</td>
</tr>
<tr>
<td>Expenses - Unallowable and Warning Object Codes</td>
<td>ERS Detail report (9/12 Academics)</td>
</tr>
<tr>
<td>Expenses - After End Date</td>
<td>Billing &amp; Accounts Receivable</td>
</tr>
<tr>
<td>Remaining Encumbrances</td>
<td>Financial Reporting and Invoicing Tool</td>
</tr>
<tr>
<td>F&amp;A Reconciliation Link</td>
<td>UCPath Employee Sum</td>
</tr>
<tr>
<td>Subawards/Subcontracts/Subgrants</td>
<td>UCPath Admin Salary</td>
</tr>
<tr>
<td>1199XX (Intercampus/Carry forward/STIP)</td>
<td>UCPath Payroll After Fund End Date</td>
</tr>
<tr>
<td>Training Grant - Trainee Expense Worksheet</td>
<td>UCPath ERS Detail Report (11/12 Academic and Non Academics)</td>
</tr>
<tr>
<td>Training Grant – Postdoc Allowable/Unallowable Benefits</td>
<td>UCPath ERS Detail Report (9/12 Academics)</td>
</tr>
<tr>
<td>Training Grant Benefits</td>
<td></td>
</tr>
<tr>
<td>Detail - Closed</td>
<td></td>
</tr>
<tr>
<td>Detail - Open</td>
<td></td>
</tr>
<tr>
<td>Detail - All</td>
<td></td>
</tr>
<tr>
<td>Financial Reporting Application</td>
<td></td>
</tr>
<tr>
<td>TOF Zero Out Accounts/Subs</td>
<td></td>
</tr>
<tr>
<td>Detail - After Closeout</td>
<td></td>
</tr>
<tr>
<td>Payroll After Fund End Date</td>
<td></td>
</tr>
<tr>
<td>Employee Sum</td>
<td></td>
</tr>
<tr>
<td>Admin Salary</td>
<td></td>
</tr>
<tr>
<td>Detail - Closed Warning and Unallowable Expenses</td>
<td></td>
</tr>
<tr>
<td>Detail Equipment – Within 90 days of Expiration</td>
<td></td>
</tr>
</tbody>
</table>

Training grant worksheets will be added
Next Release of Effort Reports
Testing of effort reports has been delayed due to composition of test data, delay in data conversion, and defects of I-129 (Interface which processes data from UCPath labor ledger to Effort Reporting System).

A number of issues identified so far are due to either data conversion issues or defects of I-129.

Payroll data and effort reports for Summer 2018 became available in the testing environment at 10pm, October 10, 2018. In-depth testing has begun today, October 11, 2018.

Release of Spring and Summer 2018 effort reports will be delayed until thorough testing of effort reports is completed and major defects are addressed.
Contact Information

EFM Website
http://ora.research.ucla.edu/efm/

Yoon Lee
Phone: X40375
Email: yoon.lee@research.ucla.edu
Outgoing Subaward Updates (i.e. Reminders)

Mary Haskins, OCGA Outgoing Subaward Team
Subaward Reminders via updates from our FDP colleagues

What is the FDP?

The Federal Demonstration Partnership (FDP) is an association of federal agencies, academic research institutions with administrative, faculty and technical representation (ex. UCLA), and research policy organizations that work to streamline the administration of federally sponsored research. FDP members of all sectors cooperate in identifying, testing, and implementing new, more effective ways of managing the more than $15 Billion in federal research grants.

FDP Federal Agencies
National Science Foundation (NSF)*
National Institutes of Health (NIH)*
Department of Agriculture (USDA)*
National Aeronautics & Space Administration (NASA)*
Environmental Protection Agency (EPA)*
Department of Homeland Security (DHS)*
Office of Naval Research (ONR)
Air Force Office of Scientific Research (AFOSR)
Army Research Office (ARO)
Army Medical Research and Material Command (AMRMC)
*participating in UG federal-wide RTC (check agency policy for which type of assistance awards UG RTC apply)

NonFederal Agencies
http://sites.nationalacademies.org/PGA/fdp/PGA_049112
FDP Does Great Things

- Regular Meetings with Federal Sponsors - i.e. updates from last RAF

- Expanded Clearinghouse -
  - This initiative was authorized in 2016 by the FDP to use on-line entity profiles in lieu of Subrecipient Commitment Forms to obtain institutional information needed by pass-through entities when they are issuing subawards or monitoring their subrecipients.

  **Effective August 18, 2016** when working with an FDP Expanded Clearinghouse *Institution*, use the short *Letter of Intent* instead of the full *Subrecipient Commitment Form*. The Letter of Intent (LOI) provides *project specific information* and eliminates *institutional information*. [Ex: UCLA Commitment = 5 pages vs. UCLA LOI = 1 page]

- As of September 2018, ALL FDP members are now participating in the FDP Expanded Clearinghouse.

- Provides an Venue for Feedback/Sharing Among Its Members
FDP Members provide each other feedback -

Example – we share with each other what Auditors were looking for during audits, including our Single Audits.

• Hot Topic For Auditors:

>>>>>>Subrecipient Monitoring<<<<<<<
UNIFORM GUIDANCE (UG) – Subrecipient Monitoring
Required by the §200.331, with § 200.415

• Subrecipient Monitoring is a **Shared** Responsibility at UCLA, and must be documented:

  • **200.331(b):** The OCGA Subaward Team “Evaluate[s] each subrecipient’s *risk* of noncompliance ...” prior to Subaward issuance:
    - If risk is identified, “addition requirements” (ex. reporting, prior approvals, monitoring, etc.) are noted in the Subaward.
      - Ex. Foreign Subrecipients often present risk, therefore, the Subaward often requires monthly invoices
    - The OCGA Subaward Team also “monitors” the Subrecipient *institution* [ex. audit] prior to Subaward amendment issuance

• It is up to the **UCLA PI/department** to ensure it is “monitoring” the *project* as laid out in the Subaward agreement:
  - “Financial and programmatic reports [as identified in the Subaward] are being reviewed” [*200.331 (d)(1)]
  - Subrecipient is adhering to “any additional requirements” as identified in the Subaward [*200.331 (a)(3)]
UNIFORM GUIDANCE (UG) – Subrecipient Monitoring: PI Certification
Required by the §200.331(d)

200.331(d)
This UCLA Subaward Invoice Certification Form was created as part of the Subrecipient Monitoring requirements. The form is kept in UCLA PI/Department files [not submitted to OCGA]. This form certifies that the UCLA PI has reviewed and approved of each invoice. Also certifies that UCLA PI is monitoring performance of Subaward project.

“As the principal investigator for [Award Title/award number], I have monitored the activities of the Subrecipient that were funded by the Subaward and I have reviewed all financial and programmatic reports (if any) that were submitted to me by the Subrecipient for this Subaward.”

“I certify that all of the Subrecipient’s activities that were funded by the Subaward were carried out for authorized purposes, as defined by the terms and conditions of the Subaward. I further certify that the Subrecipient has carried out all work, as necessary at this stage in the Subaward timeframe, toward achieving the Subaward’s performance goals, as specified in the Subrecipient’s statement of work. To the best of my knowledge, the costs included on the attached invoice are reasonable and appropriate for the work performed.”
UNIFORM GUIDANCE (UG) – Subrecipient Monitoring: Subrecipient Invoice Certification Required by the § 200.415(a)

- **200.415:**
  “To assure that expenditures are proper and in accordance with the terms and conditions of the Federal award and approved project budgets, the annual and final fiscal reports or vouchers requesting payment under the agreements **must** include a certification, signed by an [Subrecipient] official who is authorized to legally bind the [Subrecipient], which reads as follows:

  ‘By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729–3730 and 3801–3812).’”
Outgoing Subawards

- Please share this information with investigators and research administrators in your department/unit.

- In addition, if you have any questions about outgoing Subawards, please see our website at:

- Contact the OCGA Outgoing Subaward Team:
  - Subaward Officer, Mary Haskins, [mhaskins@research.ucla.edu](mailto:mhaskins@research.ucla.edu)

- General questions? Thank you!
Topics

- S2S Grants (Cayuse) Upgrade
- October Master Training
S2S Grants Upgrade

October 2018

SUN MON TUES WED THURS FRI SAT
30 1 2 3 4 5 6
Taco Day World Teachers’ Day Mad Hatter Day
7 8 9 10 11 12 13
International Day of the Girl
14 15 16 17 18 19 20
Dessert Day Pasta Day
14th Anniversary of Tim Burton’s The Nightmare Before Christmas
21 22 23 24 25 26 27
Pumpkin Day
28 29 30 31 1 2 3
Halloween Dia De Los Muertos Begins

S2S Upgrade

Date not specified.
S2S Grants Upgrade

Upgrade from Version 8.3 to 8.4

Tuesday, October 16, 2018
5:30 – 6:30 PM

- System unavailable during upgrade period.
- Users will need to clear the cache on their browser (not cookies, history, etc.).
  - Prior to logging in for the first time after the upgrade.
  - Failure to do so will affect usability in some parts of the system.
  - Check with your departmental IT staff.
S2S Grants Upgrade

What to Expect

• Grants.gov Header 2/Packag ID
• Fringe Benefit Rate Improvements
• Validation Updates
• Attachment Redesign
Grants.gov technical update

No action *required* from a user perspective

New FOA package identification point visible and/or available:

- Opportunities List
- Opportunity Download
Grants.gov Header 2 - Impacts

Opportunities List

**CURRENT VERSION**

<table>
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<th>Comp. ID</th>
<th>Comp. Title</th>
<th>Agency</th>
<th>CFDA #</th>
<th>Opens</th>
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<tbody>
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<td>CDC-RFA-PS19-1904</td>
<td>Capacity Building Centers for Disease</td>
<td>93.834</td>
<td>06-12-2018</td>
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<tr>
<td>1</td>
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<td>PAR-14-246</td>
<td>NIOSH-R</td>
<td>93.262</td>
<td>06-10-2014</td>
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<td>PAR-14-229</td>
<td>NIOSH-R</td>
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**UPGRADED VERSION**

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<th>Comp. Title</th>
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<tr>
<td>1</td>
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<td>Core</td>
<td>Use for due dates on or after January 25, 2011 National Institutes</td>
<td>93.865</td>
<td>PKG000037619</td>
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<td>1</td>
<td>G.p. Training and NIH Ext-UAT FOA (T32)</td>
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<td>93.865</td>
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</table>
Grants.gov Header 2

Opportunity Download
Current Version

Download Opportunities

To download Federal opportunities, please specify one of the following values.

Opportunity Number: 
CFDA #: 

Download Opportunities  Cancel

Upgraded Version

Download Opportunities

To download Federal opportunities, please specify one of the following values.

Opportunity Number: 
CFDA #: 
Package ID: 

Download Opportunities  Cancel
Fringe Benefit Rate Improvements

Fringe Indirect Cost Category

- Indirect on **Salary** and **Benefits** are now separate.
  - *Does not* affect UCLA F&A calculations.
  - *May* affect F&A calculations with other entities (subaward budgets).
  - OCGA eRA Help team will make determination when creating or updating Institutional Profiles.

Current Version

<table>
<thead>
<tr>
<th>Senior/Key Person and Other Personnel</th>
<th>Indirect Cost Type Default</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Salary, Wages and Fringe Benefits</td>
<td>&lt;Selected Default Rate&gt;</td>
</tr>
<tr>
<td>Equipment Descriptions</td>
<td>Excluded</td>
</tr>
<tr>
<td>Total Equipment</td>
<td></td>
</tr>
</tbody>
</table>

Upgraded Version

<table>
<thead>
<tr>
<th>Senior/Key Person and Other Personnel</th>
<th>Indirect Cost Type Default</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Salary and Wages</td>
<td>&lt;Selected Default Rate&gt;</td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td></td>
</tr>
<tr>
<td>Equipment Descriptions</td>
<td>&lt;Selected Default Rate&gt;</td>
</tr>
<tr>
<td>Total Equipment</td>
<td>Excluded</td>
</tr>
</tbody>
</table>
Fringe Benefit Rate Improvements

Fringe Escalation Rates

• Now includes Senior/Key Personnel Fringe Benefit escalation rate that is independent of Salary escalation rate.
  ▪ This already existed for Other Personnel

• Existing proposals will default to “0” escalation rate.

Current Version

<table>
<thead>
<tr>
<th>Enabled</th>
<th>Budget Category to Escalate/Replicate</th>
<th>Rate (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A.) Senior/Key Persons - Salary</td>
<td></td>
</tr>
<tr>
<td></td>
<td>B.) Other Personnel - Salary</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Other Personnel - Fringe Benefits</td>
<td></td>
</tr>
</tbody>
</table>

Upgraded Version

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</tr>
<tr>
<td></td>
<td>Other Personnel - Fringe Benefits</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Senior/Key Persons - Fringe Benefits</td>
<td></td>
</tr>
</tbody>
</table>
Validation Updates

- HRSA and FDA have been added as sponsor validation types.
- Additional validations on the PHS HSCT form.
- Additional NIH updates as well as NIFA, Ed, and SAMHSA.
- NSF Participant Support Costs and 2 months salary.

Carefully review the validations in applications that were initiated prior to the upgrade.
Validation Updates

Attachment Warnings – Check the Sponsor Guidelines

- Non-PDF attachments
- Fillable PDF attachments
- PDF with oversized pages
- Attachment > 100 MB
- Final Attachment on form that is not checked for inclusion
- Draft uploaded, but no Final
- Non-ASCII characters or limit on number of characters in filename
Validation Updates

Upload Attachment

After uploading, please view the uploaded attachment to verify its correctness.

Maximum 36 characters exceeded.

Warning: PDF attachments are required by this Sponsor unless Sponsor guidelines explicitly state otherwise.

Choose Final  Submission File: This is a Word Doc.docx
Attachment Name: This is a Word Doc.docx

Error (46) / Warning (6) / Info (1)  NIH

Warning: [SF424r 2.21][NIH] The Letter provided on the SF424 (R&R) Cover component will be used in

Warning: [Other Project Info 9][NIH] In most cases, a Bibliog

Warning: [Other Project Info 10][Cayuse] The Facilities & Other

Warning: [Other Project Info 11][Cayuse] The Equipment att

Warning: [PHS 398 Modular Budget][Cayuse] Uploaded final

Info: [SF424r 2.21][Cayuse] A Cover Letter is often recom
## Attachment Redesign

### Appendix (if applicable)

<table>
<thead>
<tr>
<th>#</th>
<th>File Name</th>
<th>Draft Status</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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<td>draft</td>
<td>PDF</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>eRA_Commons_Roles</td>
<td>no draft</td>
<td>--</td>
</tr>
<tr>
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</tr>
<tr>
<td>3</td>
<td></td>
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</tr>
<tr>
<td>4</td>
<td></td>
<td>no final</td>
<td>no draft</td>
</tr>
</tbody>
</table>
Attachment Redesign

*PDF* and *Source* labels have been changed to *Final* and *Draft*.

- *Final* is submitted to Grants.gov/sponsor with the application.
- *Draft* is not submitted, but is available in the system as needed by users with access to the proposal.
Attachment Redesign

Appendix (if applicable)

1

no final | no draft

Add

Upload Attachment

After uploading, please view the uploaded attachment to verify its correctness.

Choose Final

Attachment Name: F & A Rate Agreement - 2017.pdf

Choose Draft

Optional Draft File: --
Attachment Name: --

Upload  Cancel
Attachment Redesign

- File size and number of pages are now indicated on form at time of upload.
  - *New attachments only* … does not appear for files that were attached prior to upgrade.
- Order of attachments can now be changed without deleting and re-uploading.

```
<table>
<thead>
<tr>
<th>Appendix (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>3</td>
</tr>
</tbody>
</table>
```
Final Thoughts

- Don’t forget to **clear your cache**.
- For existing proposal – check errors and warnings – they may have changed.
- Errors will prevent successful submission.
- Warnings will not prevent successful electronic submission, but may prevent proposal acceptance, or delay review.
- Webinar will be available on the [OCGA – S2S Grants website](https://research.ucla.edu) soon.
  - Watch ORA News for further details.
- Upgrade will be applied on Tuesday, October 16 between 5:30 and 6:30 PM.
- Suggestions to make the system more user friendly or need help … send email to [erahelp@research.ucla.edu](mailto:erahelp@research.ucla.edu).
OCGA Master Training

**S2S Grants Basics**

Wednesday, October 17  
9:00 – 11:30 AM  
820-20 Wilshire-Glendon Building

- Accessing the system
- Getting started with proposal preparation
- Best practices
- User resources
- Hints and Tips

Register at:  
[https://www.eventbrite.com/e/s2s-grants-basics-tickets-39991213797#tickets](https://www.eventbrite.com/e/s2s-grants-basics-tickets-39991213797#tickets)