Research Administration Forum
November 8, 2018

Marcia Smith
Associate Vice Chancellor for Research
Meeting Agenda

Welcome and Announcements – Marcia Smith

Introduction to the Ascend Project – Abbey Ginn and Chris Ramos

Extramural Fund Management Updates – Yoon Lee
- UCPath Payroll Reports, Rapid Tool, ERS – Katie Cadle

Office of Research Information Systems
- CITI Training Lookup Tool – Jackson Jeng and Mike Yuan
Survey New Format

- Simplified RAF Survey available on Survey Monkey:
  https://www.surveymonkey.com/r/8CWXXZC
Ascend Town Hall for Research Admin Forum

November 8th, 2018
Agenda

1. Why Ascend?
2. What’s Ascend?
3. What’s Changing?
4. How will I stay informed?
5. Next Steps
6. Q&A
“The needs of our campus are constantly evolving and we need a scaleable system that will grow with us and elevate our financial foundation as UCLA begins its second century.”

Gene D. Block
Chancellor
Current Financial System vs. Needs

Mainframe Technology
- Maintenance
- Limited improvements
- Long-term stability

Current Needs
- Modern day efficiencies
- Streamlined reporting needs
- Compliance/regulatory changes
- Mobile technology

1980s
- Operating Budget: $849M
- Grants & Contracts Revenue: $119M
- Medical Center Revenue: $169M
- FTEs: 17.6K

Today
- Operating Budget: $7.5B
- Grants & Contracts Revenue: $948M
- Medical Center Revenue: $2.4B
- FTEs: 34.5K
UCLA’s Use of Shadow Systems

- UCLA has experienced tremendous growth in terms of size and complexity
- Increased reporting and business process needs
- Exponential increase in use of shadow and supplemental systems
UCLA’s Core Financial System Today

Processing transactions shouldn’t be this difficult!
Opportunity to Leapfrog Technology

1980s  Two Generations  2000s  2018

Mainframe

Client-server

Web

SaaS/Cloud

Where we are today

"Conservative" upgrade to traditional ERP

"Leapfrog" to next generation core administrative system with ability to stay current
Administrative Systems Landscape

Source: 2018 US News National Universities Rankings
**Project Goals**

**Effectiveness**
Support strategic decision-making to ensure quality and aggregation of data

**Efficiency**
Improve productivity (value-add, low risk, ease ….) through streamlined business processes to spend less time on non-mission critical tasks

**Cost Effective**
Enable appropriate use of University resources

**Usability**
Provide mobility and self-service capabilities including ease of access to data

**Scalable**
Deliver a scalable system environment that will grow with the university

**Quality**
Ensure quality of data to guide current and future endeavors
## Project Timeline

<table>
<thead>
<tr>
<th>2018</th>
<th>2019</th>
<th>2020</th>
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<tbody>
<tr>
<td>Q1</td>
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<td>Q4</td>
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### Plan
- Strategy & Familiarization

### Design
- Workshops & Architecture

### Configure
- Test (5 Cycles)

### Validate

### Deploy

### Stabilize
- Go-Live
Iterative Nature of Cloud Projects

<table>
<thead>
<tr>
<th></th>
<th>2018</th>
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<th>2019</th>
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<th>2020</th>
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<tr>
<td>Q1</td>
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<td>Q2</td>
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<td>Q1</td>
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<td>Q2</td>
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<td>Q3</td>
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- **Plan**
  - Workshops

- **Design**
  - Unit Testing

- **Configure**
  - End-to-End Testing

- **Validate**
- **Deploy**
- **Stabilize**
Ascend Project Timeline

Today

- CRP Conference Room Pilot
- SIT System Integration Testing
- Iterative Evolution

Plan
- Product Familiarization
- Design Workshops
- CRP 1

Design
- CRP 2
- CRP 3

Configure
- SIT System Integration Testing
- SIT Carryover
- Cutover

Validate
- UAT

Deploy
- Go Live

Stabilize

Configuration
- Discovery
  - P2P
  - Research
  - Budget
- COA Redesign

Business Process Mapping
- BPA 1
- BPA 2
- BPA 3

Go Live: Today

Project Management
- Technical Management
- Change Management
Cloud Transformation Methodology

"What do you want?"

Build

Requirements Driven
- Assumed Customization
- Scope Creep

Solution Driven
- Drives Improvement
- Quicker delivery to the user

Buy

“How do we make this work for you?”
WHAT’S CHANGING?
What changes will affect most users?

- Chart of Accounts
- Procurement
- Expense Reimbursement
UCLA’s future state Chart of Accounts will leverage a multi-dimensional design to enhance the institution’s reporting capabilities and simplify maintenance.

<table>
<thead>
<tr>
<th>Current State</th>
<th>Future State</th>
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<tbody>
<tr>
<td>Linear</td>
<td>Multi-Dimensional</td>
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<tr>
<td>• May require significant intelligence in numbering/nomenclature</td>
<td>• Increased flexibility for program fiscal management</td>
</tr>
<tr>
<td>• Limited capacity to track funds that cross organizations or purposes</td>
<td>• Improved capacity for tracking fiscal activity of cross disciplinary activities</td>
</tr>
<tr>
<td>• May rely on extensive use of “account attributes” to meet reporting needs</td>
<td>• High scalability, supporting accounting needs of complex organizations</td>
</tr>
<tr>
<td>• Limited capacity to track multidisciplinary activities and programs</td>
<td>• May require less maintenance than linear CoA</td>
</tr>
<tr>
<td>• Often results in duplicative information captured across the Chart</td>
<td>• May be a significant departure from legacy CoA – steeper learning curve</td>
</tr>
<tr>
<td></td>
<td>• Requires care in design to result in best outcome</td>
</tr>
</tbody>
</table>

Multi-Dimensional Chart Structure Example

<table>
<thead>
<tr>
<th>XXXXX Fund</th>
<th>XXXXX Account</th>
<th>XXXXX Financial Unit</th>
<th>XXXXX Program</th>
<th>XXXXX Activity</th>
</tr>
</thead>
</table>
Relationship Between GL & Sub-ledgers

GL contains the CoA designed by the institution

SL data such as expenditure types and orgs map to CoA segments
UCLA Systems Impacted by Oracle Cloud
Evaluating Local Systems

Why?
All UCLA systems consuming financial data from QDB must use new key data elements. For e.g. new Chart of Accounts

What?
All directly and indirectly impacted systems will need updates (“retrofitting”) to work with the new CoA and other key data elements

How?
The Ascend project will coordinate an outreach to departmental and system owners

When?
Departmental and system owner outreach will occur through the end of the year
UCLA Systems Impacted by Oracle Cloud

Directly Impacted External Systems

Systems that will interface with Oracle Cloud and other core financial systems implemented by the Ascend Project. These systems will send and receive data from Oracle Cloud and very likely be impacted by new CoA and other configuration.

Examples: UCPath, BAR, Maximo - Facilities, CashNet, etc.

Indirectly Impacted External Systems

Systems that interface with Direct Impacted Systems and maybe impacted by new CoA and Configuration.

Examples: CASHCOR, and other specialized departmental systems, etc.

Future State Financial Ecosystem

New features offered by Oracle Cloud could meet departmental business needs and render some directly and indirectly impacted systems unnecessary in the future state.
HOW WILL I STAY INFORMED ABOUT ASCEND?
Team Expansion

Core Team: Team Leads & Team Members

Departmental experts and campus leaders

Team Leads are empowered to make necessary and beneficial changes to campus processes and are supported by the project team members.
Building a Change Network

Business Partners Experts

- Provide local context for unit aiding in the “why” for change
- Communicate business needs by aiding in redesign process
- Drives clarity to change resulting in increased adoption and proficiency
- Influence broadly by leading change and garnering feedback to bring to the project team
- Engage actively in bi-monthly Business Partner Expert meetings

UCLA Business Partner Expert Groups:

1. DGSOM
2. Academic
3. Non-Academic
4. Research

Change Agents

- Advocate change locally amongst unit colleagues
- Gather and share feedback on changes with Business Partner Experts and Core Project Team
- Promote readiness by sharing information from bi-monthly Change Agent webinars
- Support colleagues during implementation to bring along thru change process (ADKAR)
- Go-to-person post-implementation to reinforce change and provide resources
Change Management Support

How does Change Management support this community?

Change Management

Ascend Project Team
- town halls | roadshow | subject matter experts

Communication
- surveys | website | printed materials

Ascend Business Partner Experts
- process redesign | context | business needs

Training
- online | job aides | in-person support

Ascend Change Agents
- local influence | advocate change | direct feedback
NEXT STEPS
Visit the Website: [www.ascend.ucla.edu](http://www.ascend.ucla.edu)
Sign-up to be an Ascend Change Agent!

1. Visit www.ascend.ucla.edu
2. Hover over ‘Change Network’
3. Click on ‘Change Agent’
4. Sign up!
Q&A
Open Discussion
Email ascend@ucla.edu
Extramural Fund Management

November 8, 2018
Agenda

• Distribution of Stipend Payments
• UCPath Distribution of Payroll Expenditure Report
• New Version of the RAPID Tool for UCPath
• Next Release of Effort Reports
Distribution of Stipend Payments
For stipend payments processed in UCPath:

- There is no validation requiring 78xxxx Accounts be used for Post doc stipends.
- Ensure 78xxxx Accounts are used in the Earning Distribution section on the Fund Entry page.
- Review and correct Earning Distributions which list other Accounts, Ex. 40xxxx, 43xxxx.
UCPath Distribution of Payroll Expenditure Report
Distribution of Payroll Expenditure Report

How to Locate the Report

1. Navigate to UCPath Reports in the UCLA Campus Data Warehouse.
2. Select Systemwide Reports.
3. Click on Payroll.
4. Choose Distribution of Payroll Expenses (DOPE).
Distribution of Payroll Expenditure Report

The Current Status

- The report is available in the Campus Data Warehouse.
- A workgroup has been formed to discuss possible enhancements to the report.

<table>
<thead>
<tr>
<th>Workgroup Members</th>
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<tbody>
<tr>
<td>David Beckstrom</td>
</tr>
<tr>
<td>Eugene Harrison</td>
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<tr>
<td>Troy Romero</td>
</tr>
</tbody>
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- The DOPE report should be used for interim invoices or financial reports for the period beginning September 2018, which require the payroll detail reports as supporting documentation:
  - The report is available to be downloaded to Excel
New Version of RAPID Tool for UCPPath
New Version of the RAPID Tool for UCPath

The Current Status

- New version of the RAPID Tool will be released to campus as soon as testing has been completed.
- Testing began on November 7, 2018.
- New version will contain updated payroll reports for use with UCPath data.
- Training grant worksheets still in development and will be released as soon as available.
- UCPath payroll reports:

<table>
<thead>
<tr>
<th>Included in Next Release</th>
<th>Included in future release</th>
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<tbody>
<tr>
<td>Payroll After Fund End Date</td>
<td>Training Grant – Postdoc</td>
</tr>
<tr>
<td>Employee Sum</td>
<td>Allowable/Unallowable Benefits</td>
</tr>
<tr>
<td>Admin Salary</td>
<td>Training Grant Benefits</td>
</tr>
<tr>
<td>ERS Detail Reports</td>
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- UCPath payroll reports:
Next Release of Effort Reports
Next Release of Effort Reports

The Current Status

- First round of in-depth testing began on October 11, 2018.
- Issues identified and reported back to UCOP and UCPath development teams.
- Current round of in-depth testing began on November 7, 2018.
- Release of Spring and Summer 2018 effort reports will be delayed until testing is completed.
Any Questions?

Contact Information

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

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ORA Portal
CITI Training Lookup Tool
CITI Training

• Collaborative Institutional Training Initiative (CITI Program)

• UCLA Training Hosted at CITI:
  ◦ HIPAA
  ◦ Human Subject Research
  ◦ Animal Subject Research
  ◦ Good Clinical Practice (GCP)
  ◦ Responsible Conduct of Research (RCR)
  ◦ Institutional Biosafety Committee (IBC)
When CITI Training Status Needed

• NIH Just-in-Time; Human Subject Protection

• EPASS; Good Clinical Practice (GCP) Training

• NSF; Responsible Conduct of Research (RCR)
How to Check CITI Training Records

• OHRPP Website
  ◦ Education and Training -> Certification (CITI Training)
  ◦ Download Excel Spreadsheet
    ◦ File size: 6.4 MB
    ◦ Number of records: ~100,000

• ORA Portal CITI Training Lookup Tool
Acknowledgements

• OCGA and Other ORA Departments
• Research Policy and Compliance (RPC)
• Department of Medicine
• Semel Institute
• Fielding School of Public Health/JCCC
• Radiological Sciences
Demo

ORA Portal
Questions or Feedback?

portal@research.ucla.edu