Family Medicine Research Unit Monthly Meeting

November 2024

Recently Submitted Proposals (since September)

PI	Title	Sponsor	Prime Sponsor	Program Type	Overall Proposal Type	Project Begin Date	Project End Date
Gelberg, Lillian	Medical Respite Programs for Persons Experiencing Homelessness	UNIVERSITY OF NORTH CAROLINA	NIH	Basic Org Research	Resubmission - New	7/1/2025	6/30/2030
Butler, Derrick	Pacific AIDS Education and Training Center (PAETC) (2024-2029)	UNIVERSITY OF CALIFORNIA, SAN FRANCISCO	DHHS-HRSA	Training	Competitive Renewal	7/1/2024	6/30/2029
Sur, Denise Kc	CalMedForce Grant (2024-2027)	Physicians for a Healthy California	N/A	Training	New	7/1/2024	6/30/2027

Recently Processed Awards (since September)

PI	Award Title	Sponsor	Prime Sponsor	Program Type	Action Type	Project Period Begin Date	Project Period End Date
Shoptaw, Steven	Screen, Treat and Retain Meth-Using Opioid Drug Users at Methadone Clinics (STAR-OM)	Hanoi Medical University	NIH-NIDA	Clinical Research	Continuation	06/01/2020	03/31/2025
Tarn, Mimi	Nasal Steroids, Nasal Irrigation, Oral antibiotics and Subgroup Targeting for Effective Management of Sinusitis (NOSES)	GEORGETOWN UNIVERSITY	PCORI	Clinical Research	No Cost Extension	04/01/2023	11/30/2024
Moreno, Gerardo	UCLA Underrepresented in Medicine - Center of Excellence	DHHS-HRSA	-	Public Service	Continuation	07/01/2022	06/30/2027
Tarn, Mimi	LatinX/HIspanic Attitudes and Perspectives on Investigations and Studies- of New Therapeutics: The LAPIS Study	UCSF	DHHS-FDA	Basic Org Research	No Cost Extension	09/01/2022	12/31/2024
Donohoe, Thomas	The Substance Abuse Treatment to HIV Care II (SAT2HIV-II) Project	OHIO STATE UNIVERSITY	NIH-NIDA	Other Service	Continuation	07/15/2022	05/31/2025
Sur, Denise	CalMedForce Grant (2023-2026)	Physicians for Healthy Calif.	UCOP	Training	New	07/01/2024	09/30/2027
Gusoff, Geoffrey	The Role of Home Care Cooperatives in Home Health Aide Turnover, Job Quality, and Care Quality	NIH-NIA	-	Research Training	New	08/23/2024	05/31/2029
Shoptaw, Steven	Nguyen, Birch Diep: 2024 National Institute on Drug Abuse (NIDA) International Visiting Scientists and Technical Exchange Program (INVEST) Clinical Trials Network Drug Use and Addiction Research Fellowship	IQ Solutions, Inc.	NIH-NIDA	Research Training	Supplement	04/30/2024	05/01/2025

VETERAN'S DAY
November 11, 2024

Upcoming Holidays

Veterans Day holiday	Monday, November 11
Thanksgiving holiday	Thursday-Friday, November 28-29
Christmas holiday	Tuesday-Wednesday, December 24-25
New Year's Eve/Day holiday	Tuesday-Wednesday, December 31-January 1, 2025
Winter Campus Closure	Saturday December 21, 2024 – Wednesday January 1, 2025 (4 paid holidays, 4 other days to be reported as vacation or leave without pay)

No Grand Rounds

for November or December 2024

Join us January 24, 2025

for next year's series

We will be Closed for the Holidays

UCLA Family Medicine Community Holiday Gathering

Save the Date

Friday , December 6 @ 5:00PM
Location: TBD
RSVP no later than November 22, 2024

If you have any questions, contact Tiffany or Myles at
tdelacruzflores@mednet.ucla.edu mylenemitra@mednet.ucla.edu

Open Enrollment

alex® can help you pick a medical plan fast.

Open Enrollment ends at 5:00 pm on November 22nd. If you need to make any changes or re-enroll (FSA, Dep Care) please make sure to do so on UCPath before the deadline.

For more information regarding open enrollment please visit the open enrollment website https://ucnet.universityofcalifornia.edu/oe/ and check out "ALEX® — a personal benefits counselor available 24/7 on your computer, phone or tablet   https://start.myalex.com/uc/

Google

	Microsoft		Google	
	Copilot	**M365 Copilot**	**Gemini**	**Gemini for Workspaces**
Target Campus Availability Date[1]	**Available now**[3]	**Students:**To Be Determined[3] **Employees:** Available Now	**Available now**[3]	**To Be Determined**[4]
Approved Data Protection Levels	**P1/P2**	**P1/P2**	**P1/P2**	**P1/P2**
Cost	**Included**	**$30/month**	**Included**	**$30/month**
Third-Party Vendor Review Status	Approved ✓	Approved ✓	Approved ✓	Approved ✓
Grounding[5]	**Web**	**Your O365 Data**	**Web**	**Your Workspace Data**
Public Offering	**Yes**	**No**	**Yes**	**No**
Commercial Data Security and Privacy[2]	**Yes**	**Yes**	**Yes**	**Yes**

How to Access **Copilot**:

Browse to Microsoft's Copilot page, and use your UCLA logon credentials to authenticate.

How to Access **Gemini:**

Browse to Google's Gemini page and use your UCLA logon credentials to authenticate.
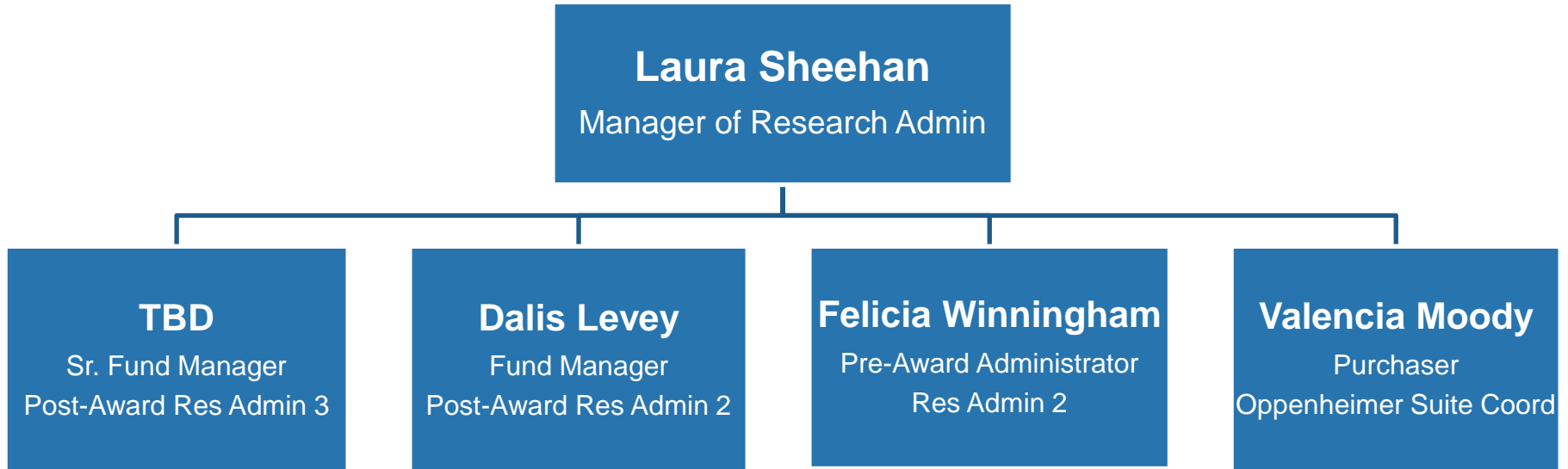
Flu Shot Compliance

All UCLA Health personnel were required to be in compliance with the UCLA Health influenza vaccination policy by November 1.

To comply, you must complete the Employee Flu Questionnaire.

Research Admin Team Updates

Laura Sheehan

Manager of Research Admin

TBD

Sr. Fund Manager
Post-Award Res Admin 3

Dalis Levey

Fund Manager
Post-Award Res Admin 2

Felicia Winningham

Pre-Award Administrator
Res Admin 2

Valencia Moody

Purchaser
Oppenheimer Suite Coord

New Staff

Felicia Winningham

- Started Monday, Sep 30
- Responsible for all pre-award administration, including:
  o Assisting investigators with the creation and submission of proposals and applications for research funding
  o Developing budgets and budget justifications
  o Ensuring all components of the proposal are completed according to sponsor guidelines
  o Managing all internal documents and navigating through the internal approval process
  o Training of department and research staff and investigators
- Also responsible for assisting with event organizing, website updates, and other tasks as needed

New Staff

Dalis Levey

- Started Monday, Oct 14
- Responsible for post-award administration for assigned PIs, including:
  - Fund Management and financial oversight of awarded research funds
  - Monthly financial reporting and review
  - Financial Compliance, reviewing/approving all transactions
  - Managing transfers of funds (TOFs), non-payroll expenditure adjustment requests (NPEARs), UCPath updates, and other transactions as needed
  - Serve as resource for financial policies and procedures
  - Serve as liaison to various central offices (OCGA, EFM, etc.)

Micah E. Johnson, PhD

- Starts November 1

- New Research Faculty member

- Will be seated at Oppenheimer

- Will bring 3 funded projects with him: a K01 and two R25s

- Sociologist trained in psychiatric epidemiology

- Comes to us from University of South Florida, where he was an assistant professor of mental health law and policy

- His work centers around childhood trauma, behavioral health, juvenile justice, and social justice, including poverty, antiracism, sustainable peace, and applied forensic sociology.

New Faculty

Outgoing Proposals

- The Proposal Intake Form is required; submit to the Felicia Winningham as soon as possible

- Felicia will aim to submit to the appropriate central office by COB on the **6th business day** prior to deadline

Office of Contract and Grant Administration (OCGA)	Research agreements, clinical trials (except when the Prime or Sponsor are for-profit) and training
Technology Development Group (TDG)	Industry supported Sponsored agreements
Clinical Trials Contract & Strategic Relations (CTC&SR)	Industry supported Clinical Trials

UCLA OCGA
Office of Contract and Grant Administration

➤ Minimum documents **allow OCGA to conduct meaningful preliminary review** of the application.

➤ Remaining documents that constitute a complete application **allow OCGA to approve and submit applications** or provide institutional endorsement for hard copy submission.

Minimum Requirements for Review	Requirements for Review, Approval & Submission
Completed EPASS with **PI Signature**	Completed EPASS with **all required signatures**
Sponsor Guidelines	Sponsor Guidelines
All Sponsor forms requiring OCGA signature	Final Proposal (budget, science, agency required signatures, biosketches, etc.)
Final Budget with Budget Justification	Subaward Documents (if applicable)
Brief description of the proposal aims or proposal abstract	PI Exception Letter (if applicable)
Subaward Documents (if applicable)	Signed/Completed COI forms (if applicable)

Aim to submit a complete proposal, not just minimum documents required

Post-Award Updates – Who to Contact

Send the following questions directly to Valencia:

- Questions about travel policies

- Questions about invoice payments or BB+

Send the following to both Valencia Moody and Dalis Levey:

- PTAs/Concur Request IDs/flights approvals and approvals on travel reimbursements

- Purchase Orders, Direct Pay Requests (e.g. buying supplies, paying invoices, catering, independent contractors/consultants, etc.)

Post-Award Updates – Who to Contact

Send the following requests directly to Dalis Levey:

- Gift card requests

- Transfers of Funds (TOFs)

- NPEARs

- Subaward set-ups

- Salary distributions changes/UCPath/PAFs

- Carry-forward requests, re-budgeting, Requests for Advanced Spending (RAS's) or other items requiring prior approval

- NCEs (No Cost Extensions)

- Effort Reporting

- Financial Reports and monthly fund manager meetings

Monthly Meetings with Fund Manager

Are they actually required?

Monthly Meetings with Fund Manager

- Review financial reports (aka FR's, GL)

- Ensure that all recorded expenses are allowable, applicable, complete

- Approve/initiate transfers to other departments, subaward set-ups, etc.

- Determine if adjustments need to be made to effort, expenditures, etc.

- Review encumbered items

- Monitor spending rate

Are sister depts/subawards performing as expected? Is personnel effort accurate? Is that charge applicable? Are there any applicable charges missing? Why is that item still encumbered?

Other Support

Current and
Pending Support

Current and Pending Support

UCLA OCGA has updated their guidance page:
https://ocga.research.ucla.edu/other-support/

UCLA provides tools for investigators to collect information related to sources of support received by and/or reported to the campus:

 The PI Portal includes a pre-populated NIH Other Support form with information from the Office of Research Administration's (ORAs) Proposal and Award Tracking System (PATS). The effort values included in the pending proposal sections of the PI portal report represent the effort recorded in the submitted proposal.

The investigator must add in-kind, other internal, and external sources that support research endeavors that are not included on the UCLA Current and Pending (Other) Support reports, including prepopulated data on the NIH Other Support form.

What to include:
- Active Awards and Pending Proposals
- Active and Pending In-Kind Contributions
- Gifts
- Overlap Statement

NIH will adopt Common Forms in May 2025

Must use the Common Forms for both Biographical Sketch and Current and Pending (Other) Support for all applications and RPPRs submitted on or after **May 25, 2025**

Will be required to obtain an ORCID ID and enter it in the Persistent Identifier (PID) section of the Common Forms.

Must also link ORCID ID to eRA Commons Personal Profile.

No deviations from the common forms BUT... NIH will have a separate supplement form to collect required agency specific data elements (i.e. Personal Statement, Contributions to Science and Honors)

NIH will adopt Common Forms in May 2025

Applicants/Recipients will be required to use Science Experts Network Curriculum Vitae (SciENcv) for completing and certifying the Common Forms.

SciENcv will generate a digitally certified PDF for use in application submission.

NIH OPERA is working with SciENcv to develop compatibility features [e.g., Application Programming Interface (API)] to assist entities with full implementation in May 2025.

SciENcv: Science Experts Network Curriculum Vitae

A researcher profile system for all individuals who apply for, receive or are associated with research investments from federal agencies. SciENcv is available in My NCBI.

- Science Experts Network Curriculum Vitae (SciENcv) is a new electronic system that helps researchers assemble the professional information needed for participation in federally funded research.

- Gathers and compiles information on expertise, employment, education and professional accomplishments.

- Researchers can use it to create and maintain biosketches that are submitted with grant applications and annual reports.

- Allows researchers to describe and highlight their scientific contributions in their own words.

In the meantime…

Until the Common Forms are fully adopted, NIH requires applicants and recipients to use the current NIH Biosketch and Other Support formats for applications, Just-in-Time (JIT) Reports, and Research Performance Progress Reports (RPPRs).

Electronic signatures and supporting documentation are required.

Failure to follow the appropriate formats may cause NIH to withdraw applications from or delay consideration of funding.

Reminder: RPPRs must now include pending proposals in OS (previously only active OS was required for RPPRs)

Updated NIH RPPR Guidance

NIH has released an updated Research Performance Progress Report (RPPR) Instruction Guide. One of the main changes is the inclusion of progress reporting requirements for the Data Management and Sharing Plan. Award recipients must report activities related to their approved Data Management and Sharing (DMS) Plan in C.5.c. Data Management and Sharing.

Travel Reminders

- **Domestic Travel:** You should save receipts and seek reimbursement for actual costs for food, lodging, and ground transportation (NOT per diem). There are daily maximums, however (see next slide).

- **Foreign Travel:** UC Policy is to reimburse foreign travel based on per diems only, for both food and lodging. However, some exceptions can be made, notably: if the conference hotel/rate exceeds the per diem for lodging, you may seek reimbursements for actual hotel costs instead of per diem. Any other justification will likely need approval. And if you seek actual hotel costs, you must seek reimbursement for actual food costs. You cannot split and do food per diem and actual hotel or vice versa.

- **Guests should be trained on all travel reimbursement policies and requirements** PRIOR to incurring any travel related costs.

Domestic Travel: Meal Reimbursement Cap

Meal details	Reimbursement Cap
For UC business travel within the continental U.S	Expenses incurred before **September 30, 2024**: $79 per day Expenses incurred **on or after October 1, 2024**: $92 per day

Reminder!! This is the cap, not a per diem. You must save and submit receipts. Anything beyond these caps will NOT be reimbursed!

Upcoming Meetings/Events

- Next Research Unit Meeting: Dec 5

- Holiday Gathering: Dec 6

- Next Grand Rounds: Jan 24, 2025

- Prior monthly meeting agendas/slides are available on the website

Thank You