Present: Raeni Miller, Peter Padilla, Jeanette Ng, Kellie Leung, Calvin Kwok, Joan U, Lynn Ha, Joanne Dang, Andy Luong, Christina Liu, Herman Ma, Narda Serrano, Karen Yuan, Marcela Cazares, Christianmichael Dutton, Trevor Gillaspy, Lily Luu, Christine Razler, Nichol Fernandez, Ross Beard, Pat Wirattigowit, Binh Tran, Tony Yu, Susana Szeto, Cherie Habayeb, Nancy Huynh, Annie Mar, Daisy Chow, Michael Chen

Announcements/Updates (Christine Razler)

The Finance3 Team published the new Chart of Accounts (COA) System Blackout Dates/Processing Deadlines on the Controllers site. This calendar shows deadlines such as, last day to process payroll changes, invoices, check, or payment requests, etc.:

BSR Portal – The current version of the BSR Portal will be frozen once the new COA goes live on March 10, 2014. It will still be possible to submit BSRs to faculty for existing projects but no new projects will be added to the current version. The BSR Portal will be re-built once the new COA is available for review and testing. After the new BSR Portal is active with the new chart strings, the old BSR Portal will serve as an archive. Reminder: The purpose of the BSR portal is to document our communication to the PI that they have received their BSR(s), and relay any issues/concerns with their project funds.

If the timeline for reprogramming the new BSR Portal will be several months, the interim solution will be to email their BSRs to their PIs, and cc Nichol Fernandez. Nichol will then document and keep track of all submitted BSRs. Once the new BSR Portal is available, Yuri will archive all of the BSRs that were submitted during the interim, into the new BSR Portal.

DOMBO Express will no longer be valid as of March 10, 2014 (it will be good for use through February 2014).

WebLinks, there will be eight months of crossover data, from July 2013 – February 2014. WebLinks archive information will be available after the crossover period.

MyReports provides the ability to run overdraft reports that looks much like our DOMBO Express Overdraft Report. It will age your overdraft, showing you how many months it has been in overdraft. MyReports does not have the ability for you to write notes and save, but can be downloaded into an excel spreadsheet, where you may add a notes field.

Pre & Post Think Tank Update (Joanne Dang and Christianmichael Dutton)

The purpose of the Pre- and Post-Award Think Tank is to collaboratively discuss both pre- and post-award, and to make recommendations regarding roles and responsibilities between the two areas. The ultimate goal is to have a seamless, effortless collaboration between the two groups. Pre- and post-award meet the last Tuesday of every month.

In their last meeting, the major topic was communication and PI engagement - They also shared their best practices in working with their PIs. The common things discussed were making sure they are delivering what they are promising, and accurate information. The important question is, how do we build trust with our PIs and their staff?
If you or your Faculty are encountering issues, feel free approach/email Joanne Dang, Christianmichael Dutton, or Susan Lau to let them know what the issues are, so they may add it to the agenda for discussion.

Feedback from the group on Issues vs. Solutions for RMS:

**Issues:**
Confusion of roles/responsibilities
Accuracy
Communication style with the PI
Need to remind RMS of deadlines
Not able to clarify who does what
Streamline/Standardization across teams
Subcontracts

Fund advance – Let Christine Razler know if you are getting push back for setting up a Fund Advance. Keep in mind that the COI needs to be cleared and IRB needs to be approved.

**Solutions:**
Clear understanding of roles and responsibilities
Meetings/interactions
Open line of communication “pick up the phone”
Proactive DA that meets with the Team Lead
Keep RFA in the loop
RFA asks during the BSR meeting if the PI plans on submitting any proposals

Pre- and Post-Award Grey Areas:
CF budgets
2\(^{nd}\) NCE requests
Sponsor communication
All Personnel Report to fill out (it is not the post-award persons job to complete the form, but will provide information as needed)
Other support
Biosketches (PMCIDs)

Pre/Post Think Tank can help advise on changes to the service level agreement (SLA)

**Announcements/Updates (Michael Chen)**

**The New UPlan Budget Tool** – UPlan is The Hyperion Planning application provided by the campus for budget planning and forecasting. There is some frustration with those who have been using and are familiar with the DOM Budget Tool. When budgeting for sponsored projects in UPlan, you have to budget not only by Fund, but also by Project Use which is an attribute (an attribute is not a chart field, it is a feature of a chart field).

**Project Use** is a COA attribute of the Project that describes the type of project or activity. Planning in UPlan is based in part on Project Use. Expense plans for specific projects within four Project Uses (sponsored projects, recruitment projects, retention projects and other faculty/PI projects) can be developed outside of UPlan, in Faculty Portfolio. Faculty Portfolio is fed to UPlan on a monthly basis.
Issues with UPlan:

- The user must determine which Project Use and Fund matches the projects in question. They will have to add up all projects based on Project Use and Fund combination. For example, if you have six different Projects in the new COA, how many different Funds and Project Uses are associated with each of these Projects? This will equal how many different lines that need to be put into the new budget tool. **Note:** If you are not using Faculty Portfolio, the December payroll lines will replicate from January – June as a forecast in UPlan. If you do not use Faculty Portfolio, the system creates the FY15 budget by using the Faculty distributions from July – December actuals and January – June based on December numbers. If you use Faculty Portfolio, FY15 will be based on what you enter into Faculty Portfolio. Outside of the 4 Project Uses (Sponsored Research, Recruitment, Retention, and Other PI Owner) that need to be budgeted at the Project Use level, Projects will be planned at the individual Project level.

- The distribution line percentages do not total at the bottom of either the Distributions Plan Percentages landing page under Plan or the Total Distribution by DFP by Employee under Reports, so these will need to be manually totaled.

- The New system does not have self-checks – which means you may have people over/under 100 percent.

- For divisions and departments that share effort (i.e. Cardiology, Hem-Onc, etc.), or PIs that have effort paid in other divisions or departments, your DA is originally only budgeting the percentages that are controlled by his/her DeptID. **Note:** those who are using Faculty Portfolio, in April, all Faculty distributions will re-feed all of the DAs’ input information, which may make the distributions inaccurate. The DOM will not have the same expectations due to the challenges imposed by the new system.

- There is no single report which lists your entire faculty by funding source distribution.

- Discretionary sources owned by Faculty are budgeted at the Project Use level, not at the Project level, so any faculty member’s single discretionary source will be lumped with all other faculty discretionary source under that same DeptID/Fund. Divisions will have to plan and monitor for potential and actual overdrafts on a year-round basis outside of UPlan.

Please send your current Faculty Pay Plans to Michael Chen – he is in the process of creating an Excel workbook template for division use and would like to see the specific details in your current pay plan. Please be patient with your division administrators during this challenging budget season as they cope with UPlan, and please provide them with the necessary faculty and staff funding worksheets when they request them.

**Faculty Portfolio**
There have been many limitations and inaccuracies that the Faculty Portfolio Team has not been able to fix. Once MyReports goes live, DOM will look into developing a template Excel BSR that can be used with the MyReports formatting that will offer more flexibility and functionality.

**Discussion of Desired BSR Tool:**

<table>
<thead>
<tr>
<th>Faculty Portfolio</th>
<th>BSR</th>
<th>Clinical Trials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excel Template</td>
<td>Include field for % effort</td>
<td>Build budget using revenue</td>
</tr>
<tr>
<td>Pull fringe benefits</td>
<td>Tabulate monthly balance</td>
<td></td>
</tr>
<tr>
<td>Delete data, not needed</td>
<td>Unique BSR for T32</td>
<td></td>
</tr>
<tr>
<td>Drill down for Detail for SAS115</td>
<td>Ability to project out months in advance</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fellowships</td>
<td></td>
</tr>
</tbody>
</table>
Next Meeting Topics:

**Upcoming RFA Meetings**

March 20, 2014 SFGH, Bldg. 30, 2nd Fl., Rm. 3208
April 17, 2014 Parnassus
May 15, 2014 Laurel Heights, 3rd Fl., Rm. 376
June 19, 2014 VAMC
July 17, 2014 Parnassus
August 2014 No Meeting – Summer Break
September 18, 2014 Mt. Zion
October 2014 Date TBD – RFA/RSC Retreat
November 20, 2014 SFGH, Bldg. 3, 5th Fl., Rm. 505
December 2014 Date TBD – Holiday Party