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RAPID

Research Administration Process Improvement & Deployment

Financial Reporting Project

Introduction & Update

October 2009

Project Prioritization

Most sponsors require UCLA to report how money was spent during an award. Sponsor deadlines for these reports are frequently 90 days after an award end date. For some sponsors, payment to UCLA is dependent on financial report submission.

- August 2009 Metrics
  - 157 financial reports completed
  - 527 financial reporting in backlog (~3 months)
  - 26% submitted to sponsor by deadline over past 12 months
  - 24.6% submitted to EFM by sponsor deadline (n=459)

Project Prioritization

- Increasing volume
- Impact from ARRA (Recovery Act) awards
- Large number of late financial reports
- Large number of revised financial reports
- Backlog of 3 months
- Late reports threaten "expanded authorities" – flexible award terms -- and ultimately future funding
- Increasing complexity of reporting requirements
- Significant opportunities identified
  - Increase in efficiency for EFM and department staff
  - Improved technology
  - Improved compliance

Project Team Approach

RAPID project structure brings together central campus offices (EFM, OCGA, etc.) and campus representatives (school level, departments, fund managers, etc.) to work together in creating a solution.

- Project Team Membership Defined
- Phase 1 – Evaluate Current Process
  - Further detailed analysis with project team and documentation of current process
  - Discussion and documentation of challenges related to the current process
  - Discussion and documentation of current performance metrics
- Phase 2 – Process Design
  - Brainstorm on new and existing ideas to improve the process
  - Discussion and development of new process incorporating improvement ideas
- Phase 3 – Action Plan
  - Discussion of steps necessary for successful change of the process
  - Development of action workplan
- Phase 4 – Execute Action Plan

Project Organization

RAPID Outreach and Communication

- RAPID Faculty Advisory Committee
- RAPID Workgroups
- Monthly RA Forum Meetings
- RAPID Update Meetings
- ORA News
- RACC Meetings
- CAO Meetings
- OOC Meetings
- Department Faculty Meetings
- RAPID Web Site (in development)
- Email: RAPIDfeedback@research.ucla.edu
- ORA Portal

Core Workgroups and Team Leads

- **Functional Requirements (Maurice Taylor, Rory Constancio)**
- **Technical Team (Terry Wingo, Edwin Riluao, Neda Navab)**
- **Communication/Vetting (Keith Steele, Evelyn Balabis)**
- Testing (Terry Novorr, Brian Atienza)
- Training (Raellen Man, Maurice Taylor)
- Pilot and Rollout (Jennifer Aguilar, Raellen Man)
- Leadership Involvement/Policy Enforcement (Marcia Smith, Rory Constancio)
- Other Considerations (TBD)

Bold workgroups are currently active

Workgroup Membership

ORA

- Marcia Smith

EFM

- Evelyn Balabis
- Maurice Taylor
- Brian Atienza
- Christian Diaz
- Jennifer Aguilar
- Jevon Echave
- Edwin Riluao
- Willian Paja
- Winny Migletz

Campus Representation

- Raellen Man
- Terry Novorr
- Keith Steele
- Duy Dang
- Neda Navab
- Rory Constancio
- Michelle Phillips
- Ned Avejic
- Tonya Bester
- Nancy Blumstein
- Fleur Schultz
- Lana Song

ORIS

- Jackson Jeng
- Terry Wingo

AIS

- Jacqueline Ronen

Huron

- Nate Haines
- Sarah Horner

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Goals and Expected Results

- Better integration of technology - SINGLE SYSTEM!!
  - Integrated data retention and historical information
  - Increased efficiency, reduced handoffs
- Standardization of the process across EFM and campus
  - Ability to track internal turnaround times for financial reports
  - Ease of training through standardization
- Efficient and accurate financial reporting
- Improved compliance and management information
- On time submission of financial reports
- Reduction of revised financial report submissions
- Improved accountability and visibility into roles and responsibilities
- Improved collaboration between EFM and campus
- Increased faculty involvement and awareness
- Culture change!

Early Initiatives

- Define EFM closeout requirements
- Standardize closeout packet/tools for schools and departments
- Eventually this closeout package will be web-based and will be a "smart form"
- Migrate 30 day reminder communications to new system
- Provide users ability to run FS reports (made available through the ORA portal) for expenses
  - After fund end date
  - On unallowable/warning object costs
  - From subcontracts/subgrants
  - From intercampus agreements
- Improve FSR due reports in conjunction with MFNOA

Next Steps

- Continue execution of action plan; involves 12 subteams; 5 are currently in action: Steering Committee, Core Project Team, Functional Team, Technical Team, Vetting/Communication
- Complete Early Initiatives (all are in process)
- Communication and Vetting

How Can I Be Involved?

- There will be a need for testing/piloting products-please volunteer!!
- Again, we need as much help, from as many people to make this project be successful
- Contact us at RAPIDfeedback@research.ucla.edu