University of California
San Francisco

UCSF 2019-2020

F&A Space Component

Focus Group Training

UCSF Budget and Resource Management, Costing Policy

September 12 & 17, 2019

Agenda

1. Introductions and Overview
2. F&A Process
3. UCSF 2019 Survey Particulars
4. Cost Principles
5. Special Considerations
6. Functionalization Examples
7. System Operations
8. Recap
9. Next Steps
10. Q&A

Introductions

- F&A Survey Support
  - Budget & Resource Management : Darryl Lim, Morissa Gleichenhaus, Garret Jang
- Archibus Space System Administration
  - Real Estate, Space Analytics Team: Ritesh Khanna, Lisa (Lettau) Rolfsness, Bob Pizzi
- Dept Representation (responsible persons)
  - Coordinators
  - Other F&A Contacts: Dept Managers, Lab Managers, Financial Managers, PIs, etc.

"The responsible persons should be familiar with the Cost Principles academic functional definitions, have knowledge of the space and its occupants and have knowledge of the funding sources for the room occupants."

-CAS Best Practices Manual and Review Guide January 2017

Overview

- Objectives
- Facilities and Administration (F&A) Rate Proposal
- Space Survey Purpose
- Space Survey Population and Significant Dates (Schedule)

Objectives

Goal

Develop a basic understanding of
*the value of the F&A Space Survey
and
*what is required to complete F&A functionalization within Archibus

Approach

This training will provide:
* a Big Picture view of F&A
* and a description of the concepts, terms and operations included in the F&A portions of the space survey

Facilities & Administrative (F&A) Survey

- What is an F&A Survey?

  An F&A survey is a way to identify how space is used for development of F&A rates.

- Why is an F&A survey needed now?

  To collect data for the official (2019-20) based F&A proposal.

- Will this be done every year?

  This year and next surveys are expected.

  F&A functionalization is not expected to be included each year, application will be strategically reviewed and determined.

Why is the F&A Survey important for UCSF

- UCSF receives reimbursement for space (facilities) and administrative related costs based on a Facilities and Administrative (F&A) Rate
- F&A Rates base allocation of space (facilities) costs according to details of how space is utilized

- Space Allocation is based on either general department detail or specific departmental assignment
- Recovered costs are used to support building debt payment, operations and maintenance of facilities, sponsored project support and more
- Continued assessment of F&A space detail is necessary to optimize campus F&A rate(s) and related recovery

2019 F&A Survey Population

- Selected departments need to attend this session. Others are welcome, but not required.

	Division	Division Abbrev		Division	Division Abbrev
1	**102004**	M_Anatomy	12	**140020**	M_Neurology
2	**115001**	M_Biochemistry and Biophysics	13	**123010**	M_ObGyn, Reproductive Sciences
3	**104014**	M_Cardiovascular Research Inst	14	**142060**	M_Pathology
4	**106028**	M_CMP (Cellular Molecular Pha)	15	**136200**	M_PEDIATRICS
5	**128045**	M_Diabetes Center	16	**133100**	M_Psychiatry
6	**112100**	M_Epidemiology & Biostatistics	17	**147100**	M_Radiology
7	**143100**	M_HDF Comprehensive Cancer Ctr	18	**114083**	M_Regeneration Medicine
8	**110058**	M_IND (Neurodegenerative Dis)	19	**148200**	M_Surgery
9	**138300**	M_MEDICINE	20	**334030**	P_Bioengineering
10	**129070**	M_Microbiology and Immunology	21	**333019**	P_Pharmaceutical Chemistry
11	**121085**	M_Neurological Surgery			

Timeline for 2019 Space, F&A Survey

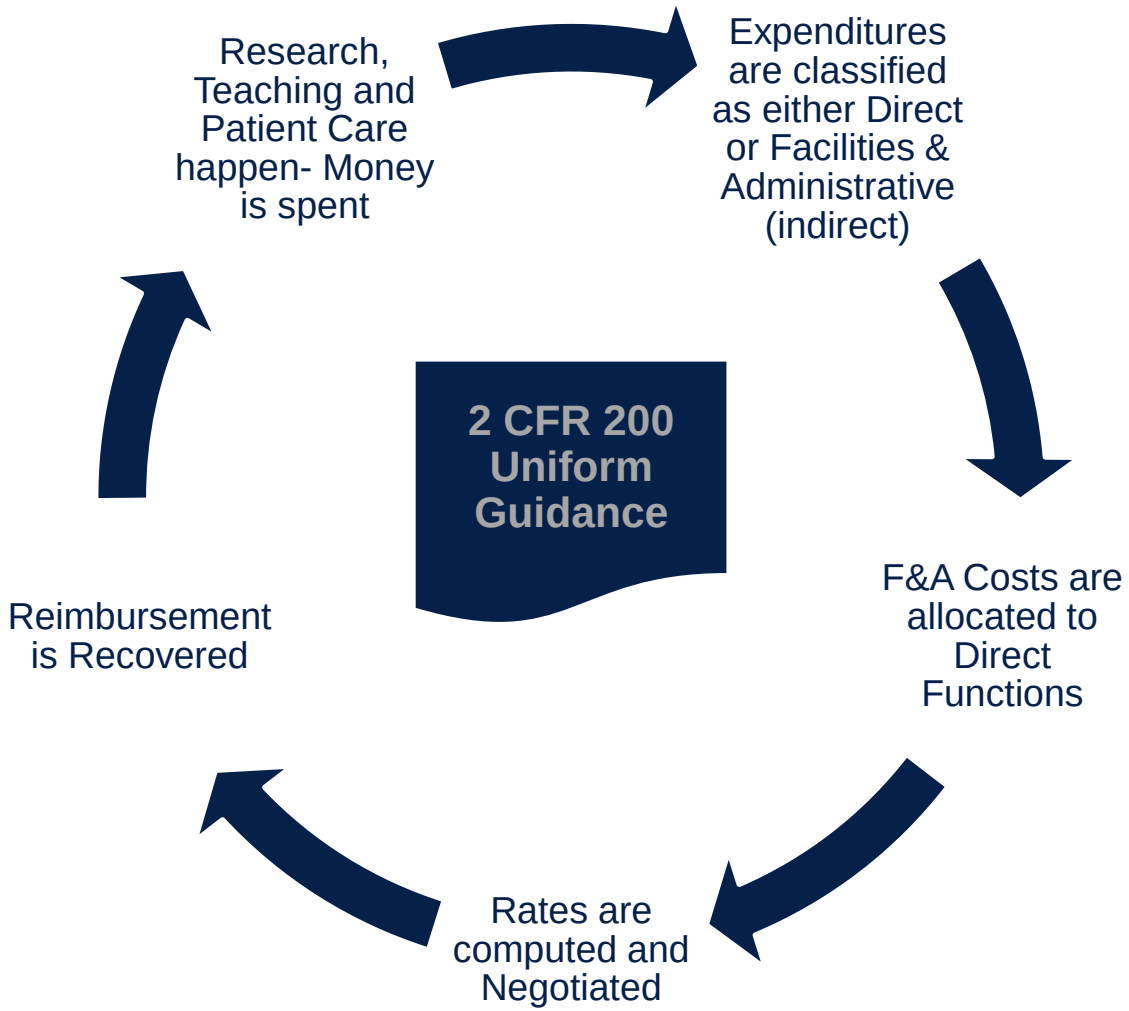
Date	Activity
Space Survey	
Sept 9th 2019	Annual Space Survey begins
Nov 4th 2019	Cut-off date for adding any new Space Coordinators
Nov. 22nd 2019	Annual Space Survey ends *(Nov 1st for SoM)*
Dec 13th 2019	UCSF Space Data will be reported to UCOP
F&A Component	
Sept. 9th 2019	F&A Survey begins on this day
Sept 12th & 17th 2019	F&A Town Hall @ Parnassus and Mission Bay
Oct – Nov 2019	F&A Dept meetings will be scheduled with BRM Team
Dec 13th 2019	F&A Survey Ends on this day for all end-users involved
Dec – Feb 28th 2020	BRM Team review of F&A Survey

Start early to allow time for discussion with your department and any questions for System Admins and BRM Admins.

F&A Process

- Big Picture
- Video
- Bringing it Home

The Big Picture - Facilities and Administration

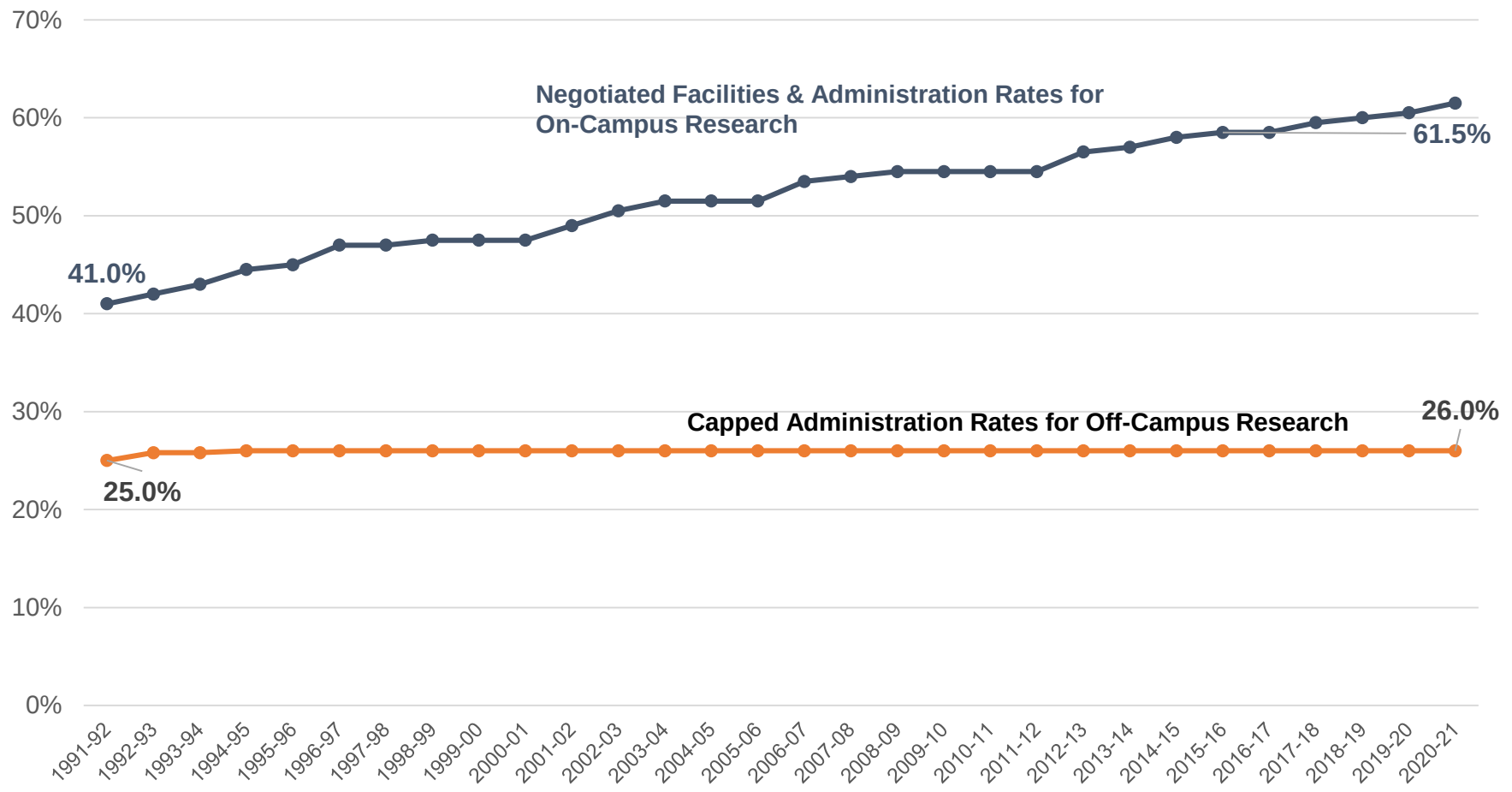


F&A Funding:
The Bedrock of Biomedical Research

- https://www.youtube.com/watch?v=QhDsWVbPMB0

- Note: While draconian federal limits are not currently impending, the effects highlight the importance of optimizing return.

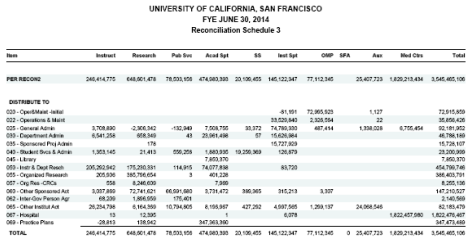
Negotiated F&A rates for Organized Research have increased, but are restrained by the administrative cap



The Big Picture - Facilities and Administration

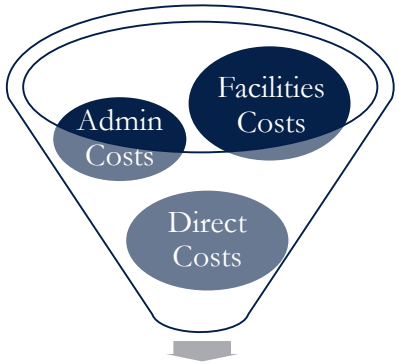
Research, Teaching and Patient Care happen- Money is spent

Expenditures are classified as either Direct or Indirect (F&A)


UNIVERSITY OF CALIFORNIA, SAN FRANCISCO
FYE JUNE 30, 2014
Reconciliation Schedule 3

Item	Instruct	Research	Pub Srv	Acad Spt	SS	Inst Spt	OMP	SPA	Aux	Med Ctrs	Total
PER RECORD	246,414,775	648,901,478	78,533,105	474,583,330	33,106,455	145,122,347	77,112,345	0	25,407,723	1,820,213,434	3,545,460,106
DISTRIBUTE TO											
020 - Ops/Maint -Initial						-91,151	72,965,923		1,127		72,915,959
022 - Operations & Maint						33,529,940	2,328,594		22		35,858,426
035 - General Admin	3,709,890	-2,306,342	-132,949	7,009,755	33,372	74,760,333	487,414		1,338,028	6,755,454	92,181,952
055 - Department Admin	6,541,258	908,549	43	25,961,496	57	15,626,964					48,798,169
055 - Sponsored Proj Admin		178				15,727,929					15,728,107
040 - Student Svcs & Admin	1,303,145	21,413	556,258	1,693,935	19,258,969	126,879					22,200,999
045 - Library				7,463,370							7,463,370
059 - Instr & Dept Resch	235,262,942	175,250,591	114,915	74,077,838		83,720					454,789,746
055 - Organized Research	305,936	380,756,654	5	401,226							381,463,791
057 - Org Res -CRCs	558	8,246,609		7,948							8,255,196
060 - Other Sponsored Act	3,007,660	72,741,621	66,691,980	3,774,472	390,965	315,213	3,307				147,215,527
062 - Inter-Gov Person Agr	68,209	1,866,659	175,401								2,140,569
065 - Other Institut Act	26,254,798	6,164,359	10,734,905	8,155,947	427,292	4,597,565	1,259,137		24,966,545		82,160,479
067 - Hospital	13	12,395		1		6,978				1,822,457,980	1,822,477,467
069 - Practice Plans	-28,813	138,542		347,363,390							347,473,488
TOTAL	246,414,775	648,901,478	78,533,105	474,583,330	33,106,455	145,122,347	77,112,345	0	25,407,723	1,820,213,434	3,545,460,106

Indirect Costs are allocated to Direct Functions



Direct Bases

Rates are computed and Negotiated

	On-Campus
Sponsored Research	
7/1/16 - 6/30/17	58.5%
7/1/17 - 6/30/18	59.5%
7/1/18 - 6/30/19	60.0%
7/1/19 - 6/30/20	60.5%
7/1/20 - until amended	61.5%

Reimbursement is Recovered

2 CFR 200 Uniform Guidance

F&A Survey Particulars

- Responsible Parties
- Particular research units
- Research room types
- Reflecting FY 2019-2020 functional activity
- Resources

F&A Responsible Persons

- Space supporting multiple functions requires informed review to appropriately functionalize
- Organized research often utilizes high cost lab space more intensively than does instruction, patient care or other activity
- To optimize recovery UCSF requires your support to functionalize campus multi-use research space.
- *"The responsible persons should*
  - *be familiar with the Cost Principles academic functional definitions,*
  - *have knowledge of the space and its occupants and*
  - *have knowledge of the funding sources for the room occupants."*

  -CAS Best Practices Manual and Review Guide January 2017

Departmental Resources / Responsible Persons

Information for the space survey comes from those who are familiar with the functional usage of the space:

- Department business managers
- Facility managers
- Department chairs and principal investigators may provide information and approval
- Departmental Representative may need to gather information from the above resources in order to complete the room survey.

2019 F&A Survey Population

- Research Labs, Research Offices
- Research Support Rooms

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Reflecting activity from July 1, 2019 through Jun 30, 2020

F&A Space Functionalization Period

- Reflects activity between July 1, 2019 and June 30, 2020
- Start with year to date activity
- Consider future plans, new occupants, expected projects
  - Record assumptions in F&A notes box in Archibus
- If room is in transition, record activity for room while in use
- If future is not known report current use

Resources

- This Training, Functional Definitions & FAQs will be updated on the Archibus home page
- To support review BRM will provide Divisions
  - In person meetings to review nuances and confirm consistency in coding
  - A list of active OR chartfields
  - A PI expenditure functional profile
  - A list of potentially OR chartfields not yet coded
- BRM will review and follow up next year based on fiscal year end result comparison to coding

Cost Principles

- F&A Costs
- Academic and Non Academic Functions
- Academic Functional Definitions

What are F&A Costs

Facilities Costs	Administrative Costs
•Depreciation related to facility construction and renovation •Cost to operate facilities (custodial, utilities, security, repair and maintenance, etc.) •Capital Interest Expense •Library Costs •Equipment Depreciation •Campus Infrastructure	•President's Office •Legal •Human Resources •Sponsored Programs Administration •Pre-award and Post-award Staff •Department Administrators •Financial Officers •Clerical and Support Staff •Data Management Professionals

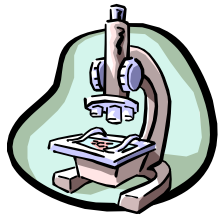
The Facilities component is the biggest driver of the F&A rate calculation and is highly dependent on the results of the space survey.

Academic and Non Academic Functions

Academic Functions	Non-Academic Functions
• Organized Research (OR) • Clinical Research Center (CRC) • Service Center (SC) • Clinical Trials - Private (CT) • Other Sponsored Activities (OSA) • Instruction and Department Research (IDR) • Other Institutional Activities (OIA) • Departmental Administration (DA)	• General Administration (GA) • Special Service Facility (SSF) • Sponsored Projects Admin (SPA) • Student Services (SS) • Library (LIB) • Operations & Maintenance (OM) • Renovations (REN)

**Note: You will not necessarily use all of these codes. Please review the following slides for commonly used codes academic functions.*

Organized Research (OR)



- Formal research and development activities

  Separately budgeted and accounted for with a distinct chartstring

- Requires chartstring(s) supporting the OR activity in the room
- Examples are:
  - NIH R01 awards are typical OR
  - Office of the President funded AIDS research projects
  - Tobacco-Related Disease Research Program research projects
  - Research Evaluation & Allocation Committee (REAC) funded projects
  - Academic Senate Committee (ASC) funded research projects
  - Clinical Trials Federal projects

NOT coded Organized Research (OR)

- Instruction & Departmental Research (IDR):
  - Research Training (such as NIH K, T & F Awards)
  - Development and Scholarly activities
  - Training or fellowship grants (Non-Federal)

- Departmental Research: Funds that are not “separately budgeted and accounted for”
- CTSI Clinical Research Centers (CRC):
  - Clinical Research Center funded research

CTSI Clinical Research Centers (CRC)

- Separately budgeted and accounted for research activity funded by the Clinical Research Centers portion of the Clinical and Translational Science Institute
- These activities were previously referred to as General Clinical Research Centers (GCRC)
- Requires chartstring(s) supporting the CRC activity in the room

Instruction & Departmental Research (IDR)

- Teaching
- Training
- Course and curriculum development
- Academic advising and development
- Departmental research
  - Research development and scholarly activities that are supported by unrestricted funds, or funds that are **not separately budgeted and accounted for**, are coded IDR
- Department research development (Discretionary funded)
- Research training (such as NIH K, T & F awards)
- Student services
  - student records, student organizations, and student lounges

Other Sponsored Activities (OSA)

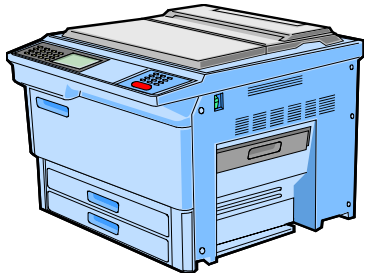
- Allowable activities funded through UCSF ledger by an **outside sponsor** not meeting the definition for Instruction, Organized Research, CRC, or Clinical Trials (federal or private sponsor)
- Intergovernmental Personnel Act Agreements supporting UCSF PI's working with the VA and similar contract activity
- Other examples include health service projects, community service programs, and State of California sponsored clinical trials

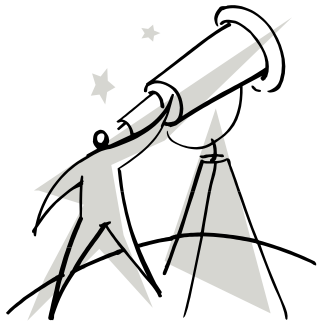
Clinical Trials - Private (CT)

- Private sponsored clinical trials or drug studies
  - State or local government sponsored clinical trials are Other Sponsored Activities (OSA) for space purposes, not CT
  - Federal clinical trials are organized research (OR) for space purposes
  - CT activities are normally related to FDA approval process
- Sponsor examples include commercial drug companies (Merck, Lilly, Genentech), the American Heart Association, the Centers of Disease Control (CDC) etc.
- Often located in a clinical setting; either inpatient, outpatient, or medical office

Service Center (SC)

- Space in academic units used by recharge activities
- Service centers are self-supporting centers with regularly reviewed and approved rates. These operations charge users directly based on actual use of services or sale of products
- Examples include special equipment use like MRI and copier services or professional services like CPR training
- Requires the Service Center operating chartstring(s) be listed
- New this year a Service Center should be identified as a room PI when service center activity exists



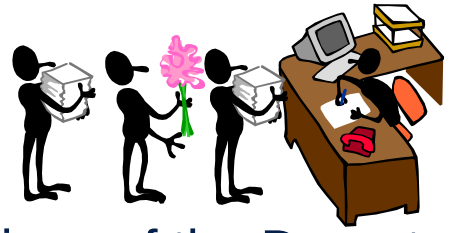


Other Institutional Activities (OIA)

- Non-sponsored activities not associated with any other defined Functional Use category
- Examples include: hospital activities, clinical activities (not including clinical trials/drug studies), auxiliary enterprise activities, HHMI, etc.
- Also includes fund raising/development activities
- Nonpaid activities

Departmental Administration (DA)

- Departmental/divisional administration, operations supporting multiple functions (e.g. Instruction, Research, Patient Care, etc.)
- Activities not directly related to a specific project or a direct activity
- Examples of DA include an appropriate portion of:
  - Departmental office space
  - Departmental service areas



- DA will be associated with all the functions of the Department
- EXCEPTION: Administrative activities NOT considered DA:
  - Support directly charged to a sponsored project fund

Renovation (REN)

- REN is 100% or 0% for rooms
- For rooms being renovated during the full fiscal year and ***occupied for less than 6 months***, code the space 100% REN and make note in FA Notes:
  - expected renovation mo/yr & expected occupancy mo/yr
  - expected occupancy department & anticipated functional use
- For rooms being renovated during the full fiscal year and ***occupied for 6 months or more***, do not use REN, instead code the space according to its use during the base year and make note in FA Notes:
  - renovation mo/yr & occupancy mo/yr

Special Considerations

Hightlight of F&A proposal space survey ‘Hot Topics’

- Space to Base
- Funding & Occupants
- Students
- Support Space and Block Coding
- 100% Organized Research Space

Space to Base

- Dollars: F&A function codes are assigned to every chartstring with expenditures.
- Space: Space Functions correlate the activity conducted within each room to the supporting funds through the space survey.
- Dollars and space
  - The Space Function code(s) assigned to a room must reflect the function code(s) of the chartstring(s) supporting the activities in the room.
  - The ratio of space to dollars may not be a one-to-one relationship.
  - The Space Function percentages should reflect the activities performed in each individual room.

Funding and Occupants

a) How would space used for research funded through **start-up funds** be treated?

b) How would space used by **visiting faculty** paid from their home institution or country be treated?

c) How would space used by **emeritus faculty** be functionalized?

d) How would Organized Research (OR) or Other Sponsored Activity (OSA) activity funded through departmental funds included as **cost sharing** within the award be coded?

a) Instruction and Department Research (IDR)
b) Other Institutional Activities (OIA). Please use the F&A note box in Archibus to document the name of the visiting faculty.
c) Other Institutional Activities (OIA). Please use the F&A note box in Archibus to document the name of the emeritus faculty.
d) Committed cost sharing activity should also be treated like the award as OR or OSA.

Students

- Organized Research (OR) space only if the student is funded from OR grants.
- If any students are being funded through departmental funds, related activity should be coded as Instruction and Department Research (IDR).
- If any students not being paid, that space should be coded as Instruction and Department Research (IDR).
- If students use the space to do homework or to work on their thesis (where not paid from OR grants) that space should be coded as Instruction and Department Research (IDR)
- Note of number or type of students using the F&A note box in Archibus when not included in occupants.

Support Space & Block Coding

- Research Support rooms (closets, cold rooms, storage, dark rooms etc.) may be specifically identified or may follow the functionalization of the supporting lab(s) and office(s).
- A copy function is available for use where appropriate and supportable.
- While similar codes are expected in localized lab areas or clusters, too much similar coding within a given department will lead to audit.
- Consideration needs to be given to each room.

100% Organized Research

Initial instinct is 100% Organized Research (OR), but…

- Are there other activities taking place in the lab that are not related to research?
- Are there students doing instructional activity in the lab?
- Are there individuals that work in the lab not funded from a sponsored research award?
- Are there individuals that work in the lab that are not paid from University funds (visiting professors, emeritus professors, etc.)

- Space should only be considered 100% OR if **everyone** is fully funded from OR grants for work performed in that room
- Where minimal other activity may be conducted use an appropriate increment to address potential other use. Increments as small as 1% may be assigned

Example #1

- Two research assistants share a lab, each spending equal amounts of time in the room.
- One research assistant is highly paid and working on a large Organized Research grant with large amounts of supplies. Costs incurred = $300,000.
- The other research assistant is paid less and is working on a small Department Research project. Costs incurred = $100,000.

	Research Assistant #1 (OR)	Research Assistant #2 (IDR)
Space	50%	50%
Dollars	75%	25%

Answer: 50% OR, 50% IDR

Example #2

- A research assistant is the sole occupant of a lab.
- The lab is used for work on NIH Research awards ABC and XYZ.
- The occupant is paid 25% from ABC and 25% from XYZ for work in this lab, and 50% from departmental operating funds for work in other space.

Answer: 100% OR

Example #3

- Four research assistants occupy a lab.
- The only activities taking place in the room are Organized Research (OR) and Department Research (IDR).
- Consider that three of the RAs are funded from an OR grant, one is funded by the department, and all use the lab equally. What would be an appropriate allocation?

Answer: 75% OR, 25% IDR

- Maybe your review of the lab showed that it was not used equally and that the one IDR-funded RA spent considerable less time in the lab. What would be appropriate now?

Answer: Use your judgment. A percentage between 75% and 95% for OR would be reasonable.

Operations (Using Archibus)

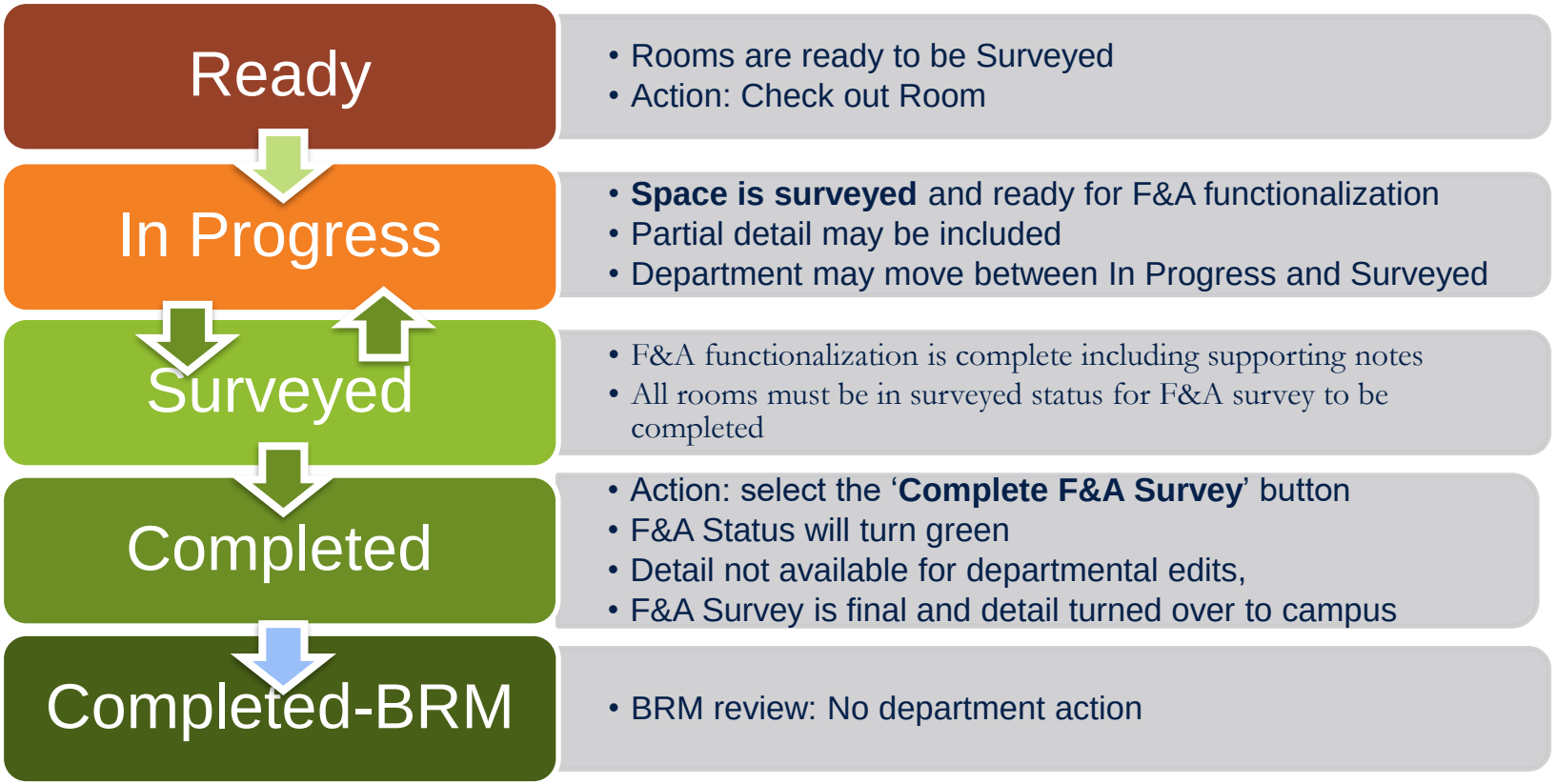
- Demo
- Check out Rooms
- Complete F&A Functionalization
  - Confirm Room Detail “Space Surveyed”
  - Functionalize Room
  - Log Supporting Information
  - Update Status
  - Keep records

DEMO 1 Fundamental F&A

Tinyurl.com/ucsfstage

- Confirming Room Detail – Space Survey
- Functionalizing Space – Functionalization form
- Supporting Detail – F&A contact, chartfields
- Status updates
- Completion Activities – Keep records
- BRM Review

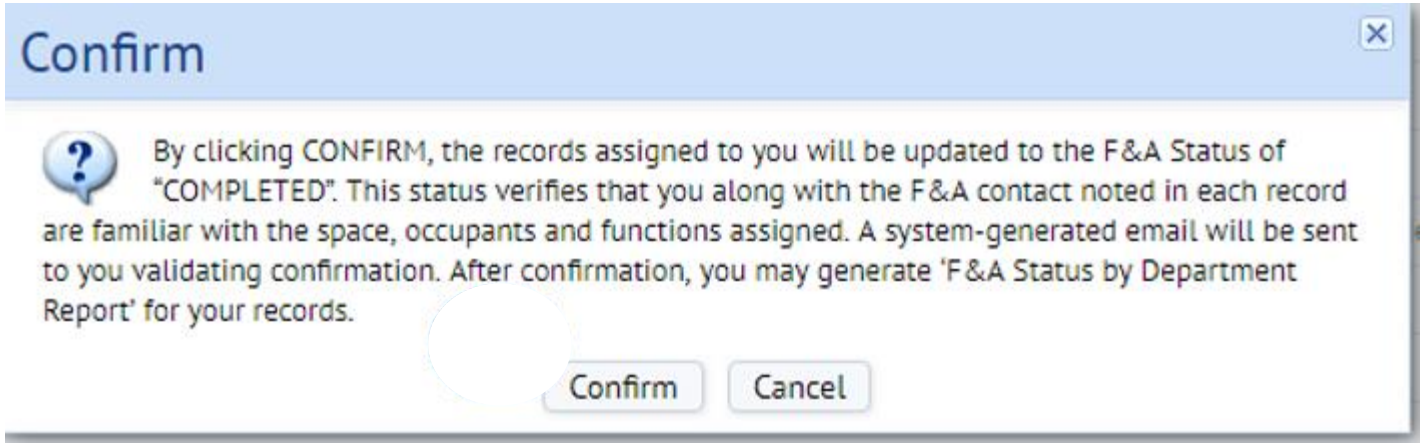
F&A Status flow during Survey



- F&A is not available until basic space detail has been surveyed
- Upon Completion users are certifying data and are advised to make and keep copies of records
- Copy Err and Chartstring Err will show if F&A copy caused an incomplete record

Completing the F&A Survey

- Upon completion, you will get a confirmation and prompt to record your submission.



- Generating the F&A Status by Department report will secure the data you have submitted for your records.
- An email will also be sent from the system documenting your completion.

Other Space Survey Items

Demo

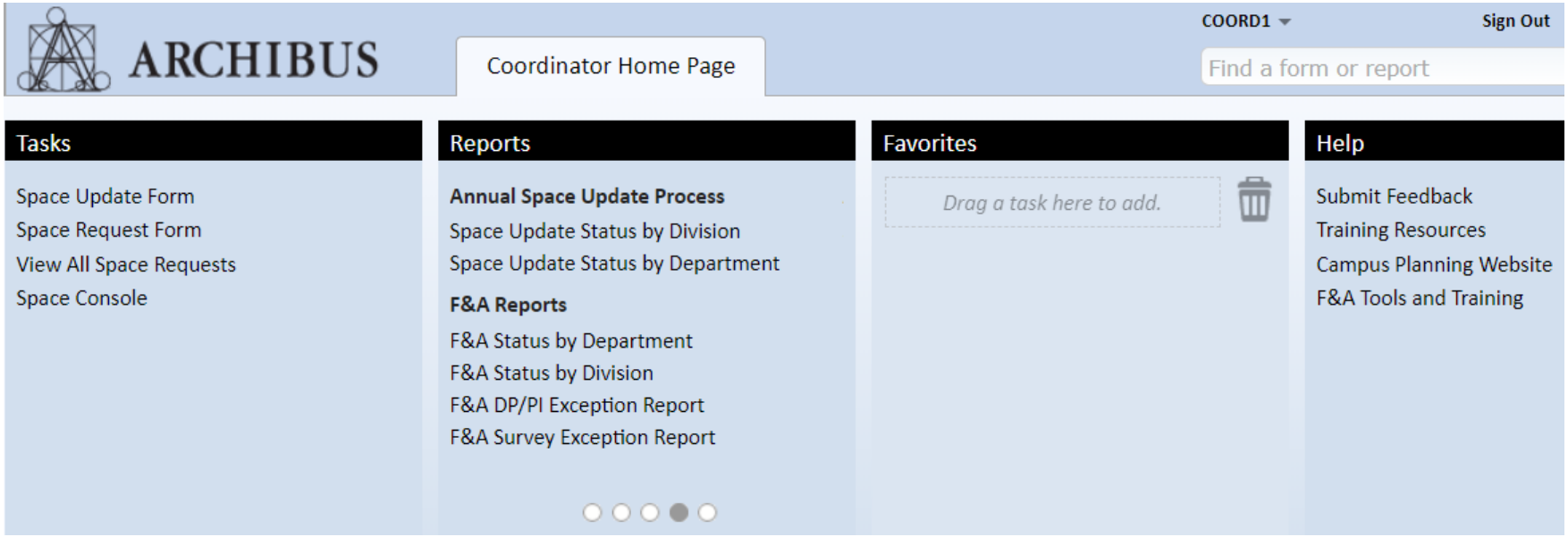
- Shared Space
- Copy Functions
- Reporting Tools

DEMO 2 – F&A's Finer Points

Tinyurl.com/ucsfstage

- Shared rooms – status at lowest level
- Built in logic notes and Prior Survey
- Copying
- Reports
- F&A Tools and Training Resources – Archibus Home Page

F&A Reports



F&A Status by Department Report can be saved when complete to record submitted detail

Reports

F&A Reports		
F&A Status by Department	Division, Department,	Report shows the status of rooms where F&A Req = YES, which means detailed functionalization by the Space Coordinator is required.
F&A Status by Division	Division	Report shows the status of rooms where F&A Req = YES, which means detailed functionalization by the Space Coordinator is required.
F&A DP/PI Exception Report	Building, Floor, Division, Department	Report for all rooms where F&A Req = YES and one or both of the Department or PI info is missing as a guide for which rooms need to be flagged and corrected.
F&A Survey Exception Report	Building, PI Code, Division, Department	Report shows F&A records where no Functionalization has occurred yet but is required.

Report 1: F&A Status by Department

F&A Status by Department

F&A Status by Department

XLS

Division Code	Division Name	Department Code	Department Name	Total Survey Records	Total Ready	% Ready	Total In Progress	% In Progress	Total Copy - Error	% Copy - Error	Total Surveyed	% Surveyed	Total Complet
143100	M_HDF Comprehensive Cancer Ctr	143100	M_HDF Comprehensive Cancer Ctr	285	206	72.28%	0	0.00%	0	0.00%	79	27.72%	0

Department Detail

XLS

Building Code: 2[282] 3[3] All[285]

Building Code	Building Name	Room Code	Room Category	Room Type	Room Area ft²	Room Notes	Business Unit Name	Division Code	Division Name	Department Code	D
2316	Helen Diller Family Cancer Research	236	C-WETLAB SUP	WET LAB SUP	101.11	Hot room	M_School of Medicine	143100	M_HDF Comprehensive Cancer Ctr	143100	N
2316	Helen Diller Family Cancer Research	255	C-WETLAB SUP	TISSUE CULT	100.98	Tissue Culture Rm	M_School of Medicine	143100	M_HDF Comprehensive Cancer Ctr	143100	N
2316	Helen Diller Family Cancer Research	255	C-WETLAB SUP	TISSUE CULT	100.98	Tissue Culture Rm	M_School of Medicine	143100	M_HDF Comprehensive Cancer Ctr	143100	N
2316	Helen Diller Family Cancer Research	346	C-WETLAB SUP	WET LAB SUP	101.67	Film Processor Recharge	M_School of Medicine	143100	M_HDF Comprehensive Cancer Ctr	143100	N
2316	Helen Diller Family Cancer Research	206	C-WETLAB SUP	WET LAB SUP	101.11	Dark Room	M_School of Medicine	143100	M_HDF Comprehensive Cancer Ctr	143100	N
2316	Helen Diller Family Cancer Research	222	C-WET LAB	WET LAB	5,168.10	including lab benches, equipment and additional...	M_School of Medicine	143100	M_HDF Comprehensive Cancer Ctr	143100	N
2316	Helen Diller Family Cancer Research	244	C-WETLAB SUP	WET LAB SUP	114.85	Film Processor Recharge	M_School of Medicine	143100	M_HDF Comprehensive Cancer Ctr	143100	N
2316	Helen Diller Family Cancer Research	245	C-WETLAB SUP	WET LAB SUP	200.63	Procedure Rm - Hemavet	M_School of Medicine	143100	M_HDF Comprehensive Cancer Ctr	143100	N
2316	Helen Diller Family Cancer Research	322	C-WETLAB SUP	WET LAB SUP	5,168.17	West Wing Open Lab Benches	M_School of Medicine	143100	M_HDF Comprehensive Cancer Ctr	143100	N
2316	Helen Diller Family Cancer Research	422	C-WET LAB	WET LAB	5,168.44		M_School of Medicine	143100	M_HDF Comprehensive Cancer Ctr	143100	N
2316	Helen Diller Family Cancer Research	425	C-WETLAB SUP	WET LAB SUP	60.80	Shared copier.	M_School of Medicine	143100	M_HDF Comprehensive Cancer Ctr	143100	N
2316	Helen Diller Family Cancer Research	440	C-WETLAB SUP	WET LAB SUP	391.53		M_School of Medicine	143100	M_HDF Comprehensive Cancer Ctr	143100	N
2316	Helen Diller Family Cancer Research	208	C-WETLAB SUP	WET LAB SUP	214.16		M_School of Medicine	143100	M_HDF Comprehensive Cancer Ctr	143100	N
2316	Helen Diller Family Cancer Research	208	C-WETLAB SUP	WET LAB SUP	214.16		M_School of Medicine	143100	M_HDF Comprehensive Cancer Ctr	143100	N
2316	Helen Diller Family Cancer Research	245	C-WETLAB SUP	WET LAB SUP	200.63	Procedure Rm - Hemavet	M_School of Medicine	143100	M_HDF Comprehensive Cancer Ctr	143100	N
2316	Helen Diller Family Cancer Research	250	C-WETLAB SUP	WET LAB SUP	302.40	Linear Equipment Room	M_School of Medicine	143100	M_HDF Comprehensive Cancer Ctr	143100	N

Report 2: F&A Status by Division

F&A Status by Division

F&A Status by Division

XLS

Division Code	Division Name	Total Survey Records	Total Ready	% Ready	Total In Progress	% In Progress	Total Copy - Error	% Copy - Error	Total Surveyed	% Surveyed	Total Completed	% Completed	Total Completed - BRM	% Co BRM
143100	M_HDF Comprehensive Cancer Ctr	285	206	72.28%	0	0.00%	0	0.00%	79	27.72%	0	0.00%	0	0.00%

Division Detail

XLS

Building Code: 2[282] 3[3] All[285]

Building Code	Building Name	Room Code	Room Category	Room Type	Room Area ft²	Room Notes	Business Unit Name	Division Code	Division Name	Department Code
2316	Helen Diller Family Cancer Research	236	C-WETLAB SUP	WET LAB SUP	101.11	Hot room	M_School of Medicine	143100	M_HDF Comprehensive Cancer Ctr	143100
2316	Helen Diller Family Cancer Research	255	C-WETLAB SUP	TISSUE CULT	100.98	Tissue Culture Rm	M_School of Medicine	143100	M_HDF Comprehensive Cancer Ctr	143100
2316	Helen Diller Family Cancer Research	255	C-WETLAB SUP	TISSUE CULT	100.98	Tissue Culture Rm	M_School of Medicine	143100	M_HDF Comprehensive Cancer Ctr	143100
2316	Helen Diller Family Cancer Research	346	C-WETLAB SUP	WET LAB SUP	101.67	Film Processor Recharge	M_School of Medicine	143100	M_HDF Comprehensive Cancer Ctr	143100
2316	Helen Diller Family Cancer Research	206	C-WETLAB SUP	WET LAB SUP	101.11	Dark Room	M_School of Medicine	143100	M_HDF Comprehensive Cancer Ctr	143100
2316	Helen Diller Family Cancer Research	222	C-WET LAB	WET LAB	5,168.10	including lab benches, equipment and additional...	M_School of Medicine	143100	M_HDF Comprehensive Cancer Ctr	143100
2316	Helen Diller Family Cancer Research	244	C-WETLAB SUP	WET LAB SUP	114.85	Film Processor Recharge	M_School of Medicine	143100	M_HDF Comprehensive Cancer Ctr	143100
2316	Helen Diller Family Cancer Research	245	C-WETLAB SUP	WET LAB SUP	200.63	Procedure Rm - Hemavet	M_School of Medicine	143100	M_HDF Comprehensive Cancer Ctr	143100
2316	Helen Diller Family Cancer Research	422	C-WET LAB	WET LAB	5,168.44		M_School of Medicine	143100	M_HDF Comprehensive Cancer Ctr	143100
2316	Helen Diller Family Cancer Research	425	C-WETLAB SUP	WET LAB SUP	60.80	Shared copier.	M_School of Medicine	143100	M_HDF Comprehensive Cancer Ctr	143100
2316	Helen Diller Family Cancer Research	440	C-WETLAB SUP	WET LAB SUP	391.53		M_School of Medicine	143100	M_HDF Comprehensive Cancer Ctr	143100
2316	Helen Diller Family Cancer Research	322	C-WETLAB SUP	WET LAB SUP	5,168.17	West Wing Open Lab Benches	M_School of Medicine	143100	M_HDF Comprehensive Cancer Ctr	143100
2316	Helen Diller Family Cancer Research	461	C-WETLAB SUP	WET LAB SUP	495.66		M_School of Medicine	143100	M_HDF Comprehensive Cancer Ctr	143100
2316	Helen Diller Family Cancer Research	325	C-WETLAB SUP	WET LAB SUP	254.52	Glasswash Autoclave Recharge	M_School of Medicine	143100	M_HDF Comprehensive Cancer Ctr	143100

Report 3: F&A DP/PI Exception Report

F&A DP/PI Exception Report

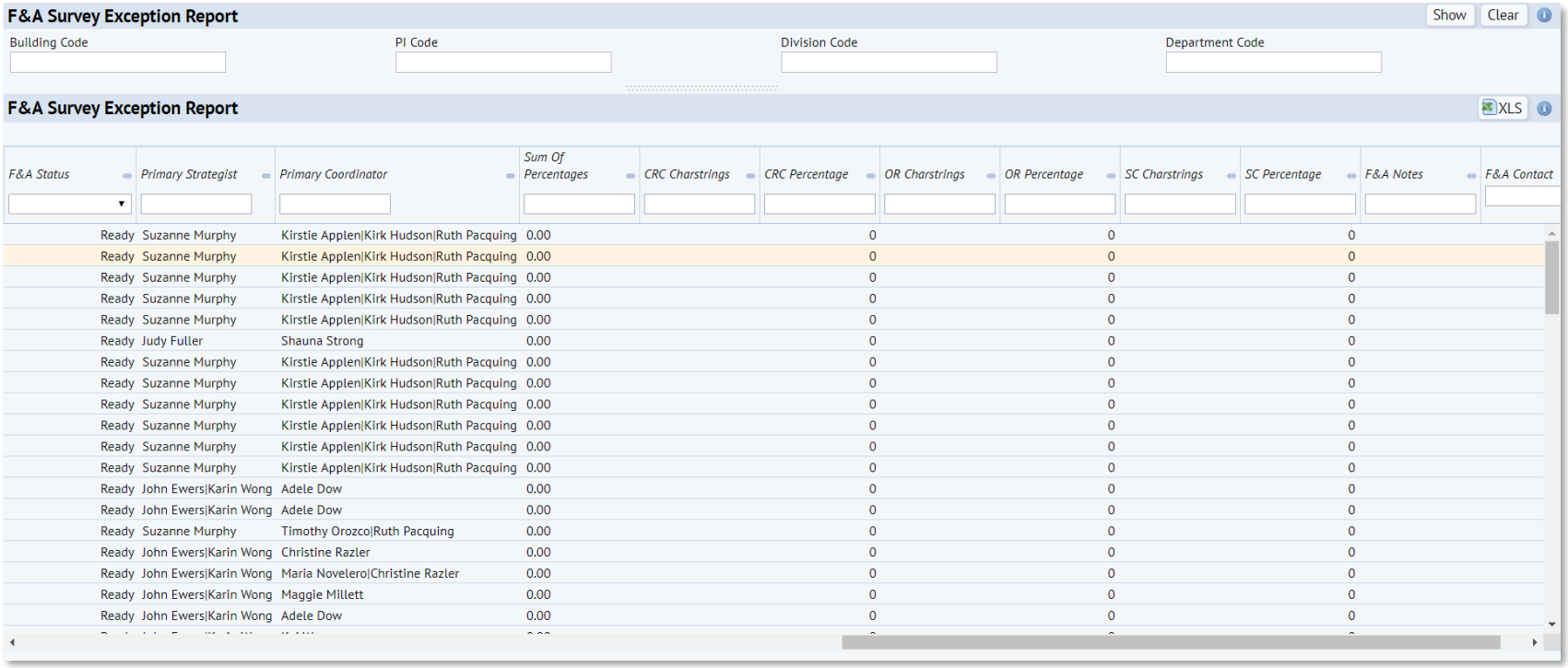
F&A DP/PI Exception Report

XLS

Building Code: 2[521] 3[118] All[639]

Building Code	Building Name	Floor Code	Room Code	Room Type	BU Code	BU Name	Division Code	Division Name	Department Code	Department Name
2274	Moffitt Hospital	14	M1476	OFFICE	100000	M_School of Medicine	132050	M_Otolaryngology	132071	M_Oto-General OHNS
2274	Moffitt Hospital	08	M876	OFFICE	100000	M_School of Medicine	132050	M_Otolaryngology	132071	M_Oto-General OHNS
2252	Medical Science Building	12	1231	ADMN OFF SUP	100000	M_School of Medicine	106028	M_CMP (Cellular Molecular Pha)	106028	M_CMP (Cellular Mole
2252	Medical Science Building	12	1250	ADMIN OFFICE	100000	M_School of Medicine	106028	M_CMP (Cellular Molecular Pha)	106028	M_CMP (Cellular Mole
2252	Medical Science Building	10	1050	ADMN OFF SUP	100000	M_School of Medicine	122000	M_Dean's Office	122000	M_Dean's Office
2252	Medical Science Building	02	216	ADMN OFF SUP	100000	M_School of Medicine	122000	M_Dean's Office	122000	M_Dean's Office
2252	Medical Science Building	02	216A	ADMN OFF SUP	100000	M_School of Medicine	122000	M_Dean's Office	122000	M_Dean's Office
3001	Rock Hall	01	190	ADMN OFF SUP	100000	M_School of Medicine	122000	M_Dean's Office	122000	M_Dean's Office
3001	Rock Hall	01	190G	ADMN OFF SUP	100000	M_School of Medicine	122000	M_Dean's Office	122000	M_Dean's Office
3001	Rock Hall	01	190H	ADMN OFF SUP	100000	M_School of Medicine	122000	M_Dean's Office	122000	M_Dean's Office
3001	Rock Hall	01	190K	ADMN OFF SUP	100000	M_School of Medicine	122000	M_Dean's Office	122000	M_Dean's Office
2252	Medical Science Building	04	447B	ADMIN OFFICE	100000	M_School of Medicine	129070	M_Microbiology and Immunology	129070	M_Microbiology and I
2252	Medical Science Building	04	447D	ADMIN OFFICE	100000	M_School of Medicine	129070	M_Microbiology and Immunology	129070	M_Microbiology and I
2252	Medical Science Building	04	447G	ADMIN OFFICE	100000	M_School of Medicine	129070	M_Microbiology and Immunology	129070	M_Microbiology and I
2252	Medical Science Building	06	672	ADMIN OFFICE	100000	M_School of Medicine	140020	M_Neurology	140020	M_Neurology
2252	Medical Science Building	06	672B	ADMIN OFFICE	100000	M_School of Medicine	140020	M_Neurology	140020	M_Neurology
2252	Medical Science Building	06	672E	ADMIN OFFICE	100000	M_School of Medicine	140020	M_Neurology	140020	M_Neurology
2252	Medical Science Building	06	672G	ACAD OFFICE	100000	M_School of Medicine	140020	M_Neurology	140020	M_Neurology
2252	Medical Science Building	06	672H	ADMIN OFFICE	100000	M_School of Medicine	140020	M_Neurology	140020	M_Neurology
2252	Medical Science Building	06	672J	ACAD OFFICE	100000	M_School of Medicine	140020	M_Neurology	140020	M_Neurology
2252	Medical Science Building	06	672K	ACAD OFFICE	100000	M_School of Medicine	140020	M_Neurology	140020	M_Neurology
2252	Medical Science Building	07	750	ADMN OFF SUP	100000	M_School of Medicine	140020	M_Neurology	140020	M_Neurology
3042	Sandler Center	02	217	ADMIN OFFICE	100000	M_School of Medicine	140020	M_Neurology	140020	M_Neurology
3042	Sandler Center	02	217A	ADMIN OFFICE	100000	M_School of Medicine	140020	M_Neurology	140020	M_Neurology
3042	Sandler Center	02	217B	ADMIN OFFICE	100000	M_School of Medicine	140020	M_Neurology	140020	M_Neurology

Report 4: F&A Survey Exception Report



F&A Survey Exception Report Show Clear

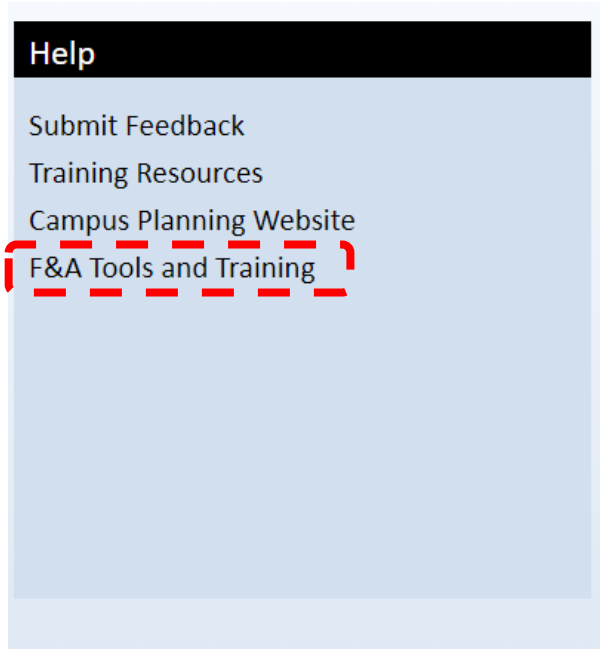
Building Code | PI Code | Division Code | Department Code

F&A Survey Exception Report XLS

F&A Status	Primary Strategist	Primary Coordinator	Sum Of Percentages	CRC Charstrings	CRC Percentage	OR Charstrings	OR Percentage	SC Charstrings	SC Percentage	F&A Notes	F&A Contact
Ready	Suzanne Murphy	Kirstie Applen|Kirk Hudson|Ruth Pacquing	0.00		0		0		0		
Ready	Suzanne Murphy	Kirstie Applen|Kirk Hudson|Ruth Pacquing	0.00		0		0		0		
Ready	Suzanne Murphy	Kirstie Applen|Kirk Hudson|Ruth Pacquing	0.00		0		0		0		
Ready	Suzanne Murphy	Kirstie Applen|Kirk Hudson|Ruth Pacquing	0.00		0		0		0		
Ready	Suzanne Murphy	Kirstie Applen|Kirk Hudson|Ruth Pacquing	0.00		0		0		0		
Ready	Judy Fuller	Shauna Strong	0.00		0		0		0		
Ready	Suzanne Murphy	Kirstie Applen|Kirk Hudson|Ruth Pacquing	0.00		0		0		0		
Ready	Suzanne Murphy	Kirstie Applen|Kirk Hudson|Ruth Pacquing	0.00		0		0		0		
Ready	Suzanne Murphy	Kirstie Applen|Kirk Hudson|Ruth Pacquing	0.00		0		0		0		
Ready	Suzanne Murphy	Kirstie Applen|Kirk Hudson|Ruth Pacquing	0.00		0		0		0		
Ready	Suzanne Murphy	Kirstie Applen|Kirk Hudson|Ruth Pacquing	0.00		0		0		0		
Ready	John Ewers|Karin Wong	Adele Dow	0.00		0		0		0		
Ready	John Ewers|Karin Wong	Adele Dow	0.00		0		0		0		
Ready	Suzanne Murphy	Timothy Orozco|Ruth Pacquing	0.00		0		0		0		
Ready	John Ewers|Karin Wong	Christine Razler	0.00		0		0		0		
Ready	John Ewers|Karin Wong	Maria Novelero|Christine Razler	0.00		0		0		0		
Ready	John Ewers|Karin Wong	Maggie Millett	0.00		0		0		0		
Ready	John Ewers|Karin Wong	Adele Dow	0.00		0		0		0		

F&A Resources - Archibus Homepage

- F&A Focus Group training presentation
- Functional definitions
- Chartstring lookup link
- FAQs



F&A Space Component Recap

- Focus Group Training Objectives
- F&A Survey Key Points
- Follow up/ Next Steps

Objectives

Goal

- Develop a basic understanding of
  *the value of the F&A Space Survey
  and
  *what is required to complete F&A functionalization within Archibus

Approach

- This training will provide:
  * a Big Picture view of F&A
  * descriptions of the concepts, terms and operations included in the F&A portions of the space survey

Key Points

- Professional judgment is the key; an “exact science” will become too complex
- First-hand knowledge is required
- Visiting professors and emeritus faculty activities cannot be 100% Organized Research (OR)
- Seed money, general funds supported, discretionary funds supported activities are not OR
- Pay attention to graduate research assistant, students in the space, and how they are funded
- If sponsored activity is supported with departmental funds documented as cost sharing the related portion of space should be coded like the activity as OR or OSA
- Note questions and review with BRM Support

Follow Up Plan – What's Next?

- Department Support documents will be provided
  - Organized research chartfields
  - PI fund profile
  - Non coded chartfields
- Schedule target follow up meeting
  - BRM team is available when you are
  - Schedule working and update meetings in October and November
  - Department Schedule worksheet in Box
  - -or email BRM / Garret Jang with requested day and time slot

Department Scheduling Tool

2019 F&A Space Meeting Schedule - October

Date	Day of Week/Timeslo	Division (1)	Primary Contact (1)	Additional Representatives (1)	Location (1)	Notes (1)	De
sample		M_MEDICINE	Alyssa Tecklenburg	Amy Akbarian, Brooks Bigart	HSW	See Amy for rm	
1	Tues 10-12						
1	Tues 1-3pm						
1	Tues 3-5						
2	Weds 10-12						
2	Weds 1-3pm						
2	Weds 3-5pm						
3	Thurs 10-12						
3	Thurs 1-3pm						
3	Thurs 3-5pm						
4	Fri 10-12						
4	Fri 1-3pm						
7	Mon 10-12						
7	Mon 1-3pm						
7	Mon 3-5pm						
8	Tues 10-12						
8	Tues 1-3pm						
8	Tues 3-5pm						
16	Weds 1-3pm						
16	Weds 3-5pm						
17	Thurs 10-12						
17	Thurs 1-3pm						
17	Thurs 3-5pm						
18	all day	BRM	Morissa Gleichenhaus	Garret Jang and Darryl Lim	@ 654 minn	BRM no mtg	

Enter Coordinator Name

October | November | List of Departments | Strategist and Coordinators | Sheet1

dy

UCSF

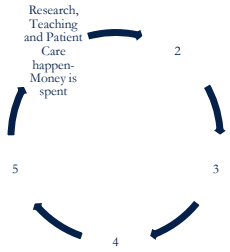
Support Team

- BRM F&A Team (F&A component)
  - Darryl Lim (darryl.lim@ucsf.edu)
  - Morissa Gleichenhaus (mgleichenhaus@ucsf.edu)
  - Garret Jang (garret.jang@ucsf.edu)
  - Carol Luong (carol.luong@ucsf.edu)
  - Edel Alon (edel.alon@ucsf.edu)
- Space Analytics team (system operations)
  - Ritesha Khanna, Lisa Lettau, Craig Culver, Bob Pizzi
  - Archibus-support@ucsf.edu

Q&A

F&A Process Appendix

Money is spent in support of Mission



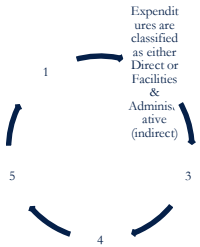
- Research, Teaching and Patient Care occur
- Financial Statements are produced
  - Space related expenditures include Depreciation and OMP

17. Operating Expenses by Function

Operating expenses, by functional classification, for the years ende

(in thousands of dollars)	2017	2016
Instruction	$347,232	$384,983
Research	1,059,394	1,109,712
Public service	132,405	125,986
Academic support	333,464	416,103
Student services	27,238	29,191
Institutional support	209,052	243,072
Operations and maintenance of plant	77,418	77,631
Student financial aid	20,987	20,208
Medical center	3,788,235	3,421,853
Auxiliary enterprises	32,736	36,513
Depreciation	342,716	335,259
Impairment of capital assets	653	845
Total operating expenses	**$6,371,530**	**$6,201,356**

Expenditures are classified as Direct or Indirect (F&A)



- Building Depreciation and Interest and
- Financial Statement Functions are restated into Federally defined Direct Bases and Indirect Pools

8. Land, Infrastructure, Buildings, Equipment, Libraries and Collections

UCSF's capital asset activity for the years ended June 30, 2014 and 2013 is as follows:

(in thousands of dollars)	2012	Additions	Disposals	2013	Additions	Disposals	2014
ORIGINAL COST							
Land	$ 255,524	$ 307	$ -	$ 255,831	$ 36	$ -	$ 255,867
Infrastructure	54,810	-	(487)	54,323	844	-	55,167
Buildings and improvements	3,554,977	147,863	(9,499)	3,693,341	88,754	(1,120)	3,780,975
Equipment	671,830	73,088	(36,775)	708,143	46,971	(28,561)	726,553
Software	166,125	36,951	(6,889)	226,185	1,995	(26,415)	201,765
Libraries and collections	86,743	187	(4,610)	82,320	144	(62)	82,402
Special collections	24,423	-	(8)	24,415	-	(71)	24,344
Construction in progress	654,602	325,296	(60,180)	919,718	376,619	-	1,296,337
Capital assets, at original cost	**$5,498,132**	**$583,092**	**$(118,068)**	**$5,963,156**	**$515,473**	**$(56,229)**	**$6,422,400**

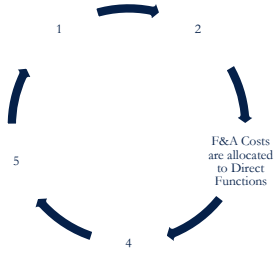
UNIVERSITY OF CALIFORNIA, SAN FRANCISCO
FYE JUNE 30, 2014
Reconciliation Schedule 3

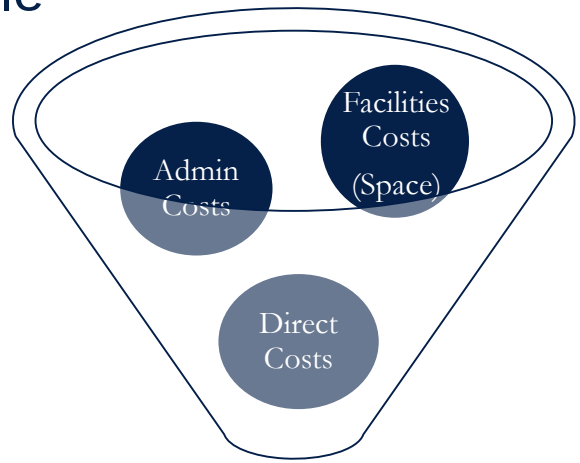
	Instruct	Research	Pub Svc	Acad Spt	SS	Inst Spt	OMP	SFA	Aux	Med Ctrs	Total
PER RECON2	246,414,775	648,601,478	78,503,156	474,980,393	20,109,465	145,122,347	77,112,345		25,407,723	1,829,213,434	3,545,465,106
DISTRIBUTE TO											
020 - Oper&Maint -Initial						-81,191	72,995,923		1,127		72,915,859
022 - Operations & Maint						33,529,840	2,326,564		22		35,856,426
025 - General Admin	3,708,890	-2,306,342	-132,949	7,508,755	33,372	74,789,330	487,414		1,338,028	6,755,454	92,181,952
030 - Department Admin	6,541,258	658,349	43	23,961,498	57	15,626,984					46,788,189
035 - Sponsored Proj Admin		178				15,727,929					15,728,107
040 - Student Svcs & Admin	1,353,145	21,413	559,258	1,880,935	19,259,369	126,879					23,200,999
045 - Library				7,850,370							7,850,370
050 - Instr & Dept Resch	205,292,942	175,230,331	114,915	74,077,838		83,720					454,799,746
055 - Organized Research	205,906	385,796,654	3	401,228							386,403,791
057 - Org Res -CRCs	558	8,246,609		7,969							8,255,136
060 - Other Sponsored Act	3,037,869	72,741,621	66,991,680	3,731,472	389,365	315,213	3,307				147,210,527
062 - Inter-Gov Person Agr	68,209	1,896,959	175,401								2,140,569
065 - Other Institut Act	26,234,798	6,164,369	10,794,805	8,196,967	427,292	4,997,565	1,299,137		24,068,546		82,183,479
067 - Hospital	13	12,395		1		6,078				1,822,457,980	1,822,476,467
069 - Practice Plans	-28,813	138,942		347,363,360							347,473,489
TOTAL	246,414,775	648,601,478	78,503,156	474,980,393	20,109,465	145,122,347	77,112,345	0	25,407,723	1,829,213,434	3,545,465,106

Indirect Costs are allocated to Direct Functions

2 CFR 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

- Allocations must be based on approved methods, supportable and reasonable
  - Cost Based
  - FTE
  - Via Survey





Direct Bases

Instruction and Dept Research | **Organized Research** | **Other (Public Service/ Health)** | **Sponsored** | **Campus**

The Space Surveys inform Facilities allocations

- Space data allows allocation of costs by multiple methods:
  - Campus, Building, Department, Room Type, and Room

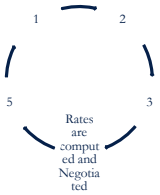
---------- Space Statistics by Room ----------

Bldg	Dept	Room #	Room Type	Room Desc	ASF	OR	IN
Smith	CVRI	100	250	Rsch Lab	550	90%	10%
Smith	CVRI	110a	255	Rsch Lab Service	95	90%	10%
Smith	CVRI	120	310	Office	150	25%	75%
Smith	CVRI	130	210	Class Lab	450	0%	100%

---------- Summary Space Statistics ----------

Allocate by	Summary Statistic	OR	IN
Campus	Total for all buildings and all departments	8%	92%
Building	Total for Smith (all departments in Bldg)	70%	30%
Department	Total CVRI (all rooms with CVRI)	65%	35%
Room Type	Total for Research Labs and Lab Services	90%	10%
Room	Individual Research Room #100	90%	10%

Rates are computed and Negotiated



UNIVERSITY OF CALIFORNIA, SAN FRANCISCO
FYE JUNE 30, 2014
Rate Schedule By Direct Group, Indirect Group Report

Direct Cost Group: 055 - Organized Research

Indirect Cost Group	Base Indicator	Base	Allocated Amount	Rate	Capped Rate
Administrative					
025 - General Admin	All	391,279,611	31,415,340	8.03	
030 - Department Admin	All	391,279,611	82,755,765	21.15	
035 - Sponsored Proj Admin	Sponsor	372,481,269	11,735,766	3.15	
040 - Student Svcs & Admin	All	391,279,611	3,819,392	0.98	
Subtotal For Administrative			129,726,263	33.31	26.00
Facilities					
005 - Buildings	On Campus	329,706,059	43,274,583	13.13	
010 - Interest	On Campus	329,706,059	27,422,313	8.32	
015 - Equipment	On Campus	329,706,059	7,524,515	2.28	
022 - Operations & Maint	On Campus	329,706,059	54,225,773	16.45	
045 - Library	On Campus	329,706,059	6,114,080	1.85	
Subtotal For Facilities			138,561,264	42.03	42.03
On Campus Rate:				75.34	68.03
Add: Utility Allowance				1.30	1.30
On Campus Rate:				76.64	69.33
Off Campus Rate:				33.31	26.00

	On-Campus
Sponsored Research	
7/1/16 - 6/30/17	58.5%
7/1/17 - 6/30/18	59.5%
7/1/18 - 6/30/19	60.0%
7/1/19 - 6/30/20	60.5%
7/1/20 - until amended	61.5%

COLLEGES AND UNIVERSITIES RATE AGREEMENT

EIN: 94-6036493
ORGANIZATION:
University of California (UCSF)
San Francisco Campus
654 Minnesota Street, 2nd Floor
San Francisco, CA 94143

DATE:11/27/2017
FILING REF.: The preceding agreement was dated 05/23/2012

The rates approved in this agreement are for use on grants, contracts and other agreements with the Federal Government, subject to the conditions in Section III.

SECTION I: Facilities And Administrative Cost Rates

RATE TYPES: FIXED FINAL PROV. (PROVISIONAL) PRED. (PREDETERMINED)

EFFECTIVE PERIOD

TYPE	FROM	TO	RATE(%)	LOCATION	APPLICABLE TO
PRED.	07/01/2016	06/30/2017	58.50	On-Campus	Org. Research
PRED.	07/01/2017	06/30/2018	59.50	On-Campus	Org. Research
PRED.	07/01/2018	06/30/2019	60.00	On-Campus	Org. Research
PRED.	07/01/2019	06/30/2020	60.50	On-Campus	Org. Research
PRED.	07/01/2020	06/30/2021	61.50	On-Campus	Org. Research
PRED.	07/01/2016	06/30/2021	26.00	Off-Campus	Org. Research
PRED.	07/01/2016	06/30/2017	44.00	On-Campus	Instruction
PRED.	07/01/2017	06/30/2018	45.00	On-Campus	Instruction
PRED.	07/01/2018	06/30/2021	46.00	On-Campus	Instruction
PRED.	07/01/2016	06/30/2021	26.00	Off-Campus	Instruction
PRED.	07/01/2016	06/30/2017	34.00	On-Campus	(A)
PRED.	07/01/2017	06/30/2018	35.00	On-Campus	(A)
PRED.	07/01/2018	06/30/2021	37.00	On-Campus	(A)
PRED.	07/01/2016	06/30/2021	26.00	Off-Campus	(A)
PRED.	07/01/2016	06/30/2017	27.40	On-Campus	(B)
PRED.	07/01/2017	06/30/2018	28.40	On-Campus	(B)
PRED.	07/01/2018	06/30/2021	29.40	On-Campus	(B)
PRED.	07/01/2016	06/30/2017	19.70	Off-Campus	(B)

Page 1 of 5

Understanding F&A Calculation

- The F&A Rate is the mechanism used to reimburse the University for the infrastructure support costs as well as the administrative costs associated with sponsored research and other sponsored projects

Building Interest *Equipment Depreciation* *OMP including Utilities* *General Admin including Accounting & Finance*
Building Depreciation *Deferred Maintenance* *Library* *Sponsored Project Support* *Departmental Administration*

$$\frac{\textbf{Allocable F\&A Costs}}{\textbf{Applicable Modified Total Direct Costs}} = \textbf{F\&A Rate}$$

Organized Research *Intergovernmental Personnel Act Agreements* *Other Institutional Activities (e.g. Medical Center)*
Other Sponsored Activities (e.g. Public Service) *Clinical Research Centers* *Departmental Research and Instruction*

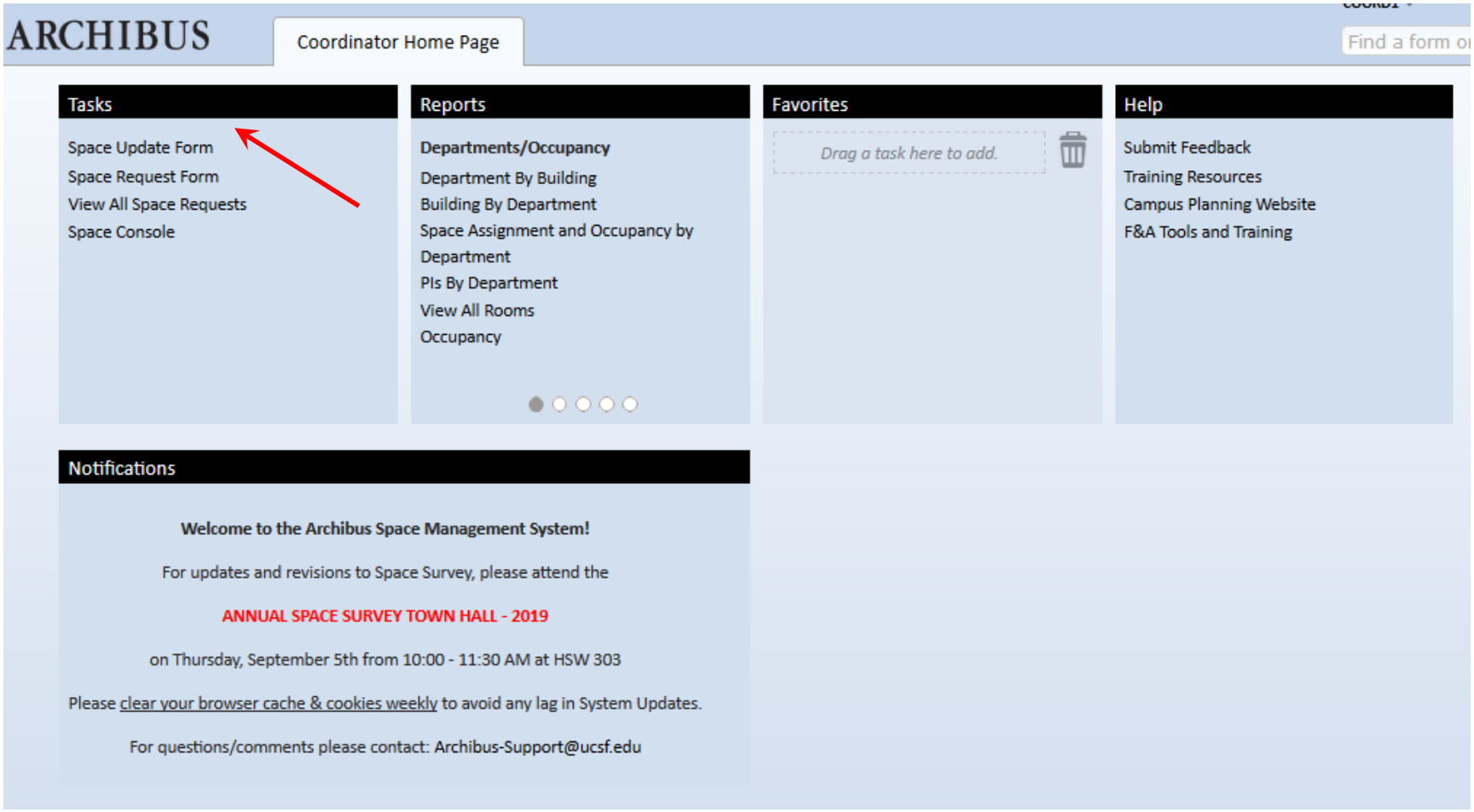
- The F&A rate is essentially an overhead rate. It is calculated as a percentage of overhead associated with, an allocable to, sponsored research and other activities, divided by the direct costs of sponsored research and other activities

Reimbursement is Recovered

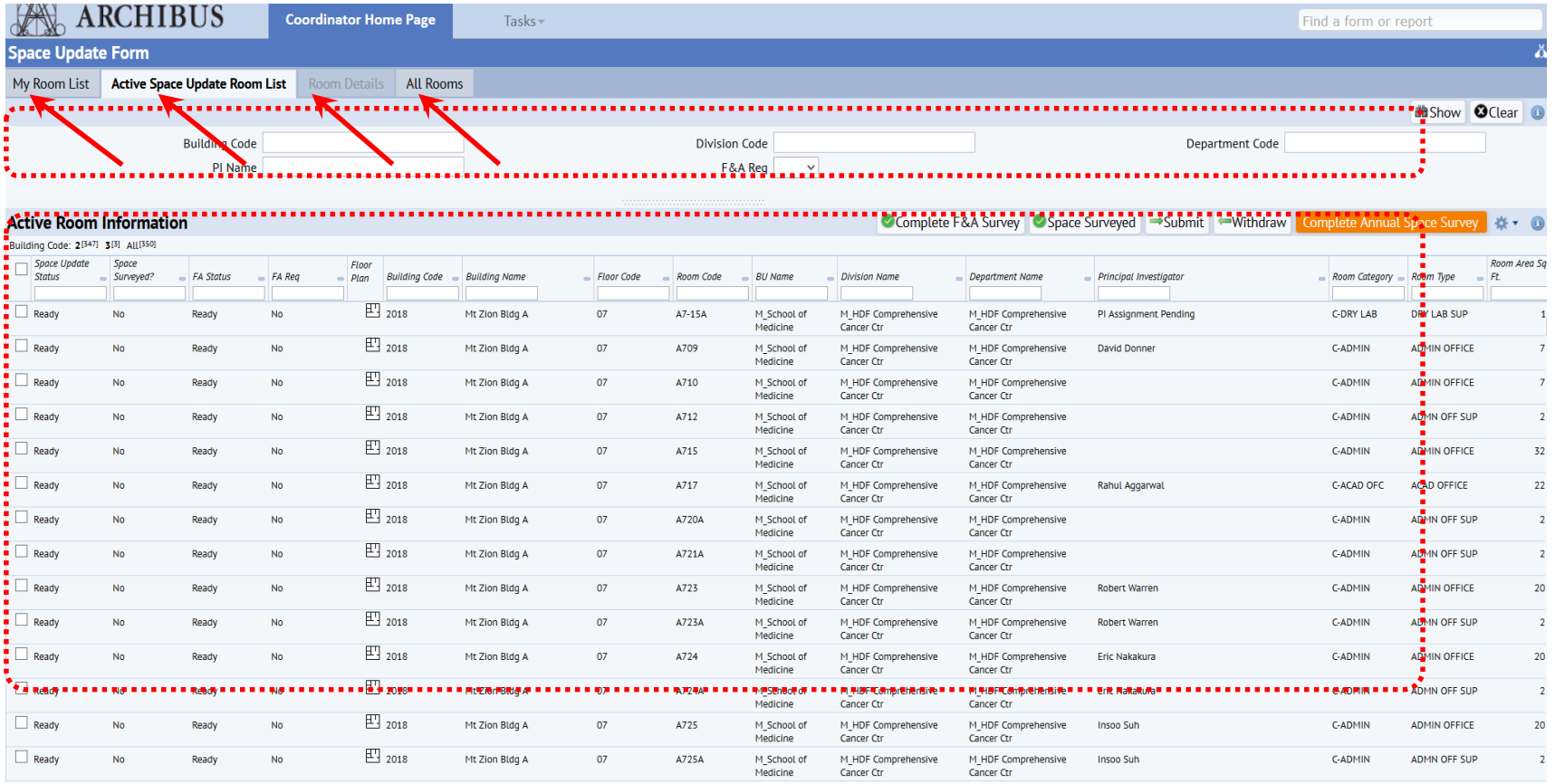
- UCSF recovers significant costs based on negotiated rates with sponsors to reimburse expenditures spent on related facilities and administration
- Recovered costs are used to support building debt payment, operations and maintenance of facilities, sponsored project support and more
- Continued assessment of F&A space detail is important to maintain or increase campus F&A rate(s) and related recovery

F&A Operations
UCSF Demo 1
Basic functionalizaiton

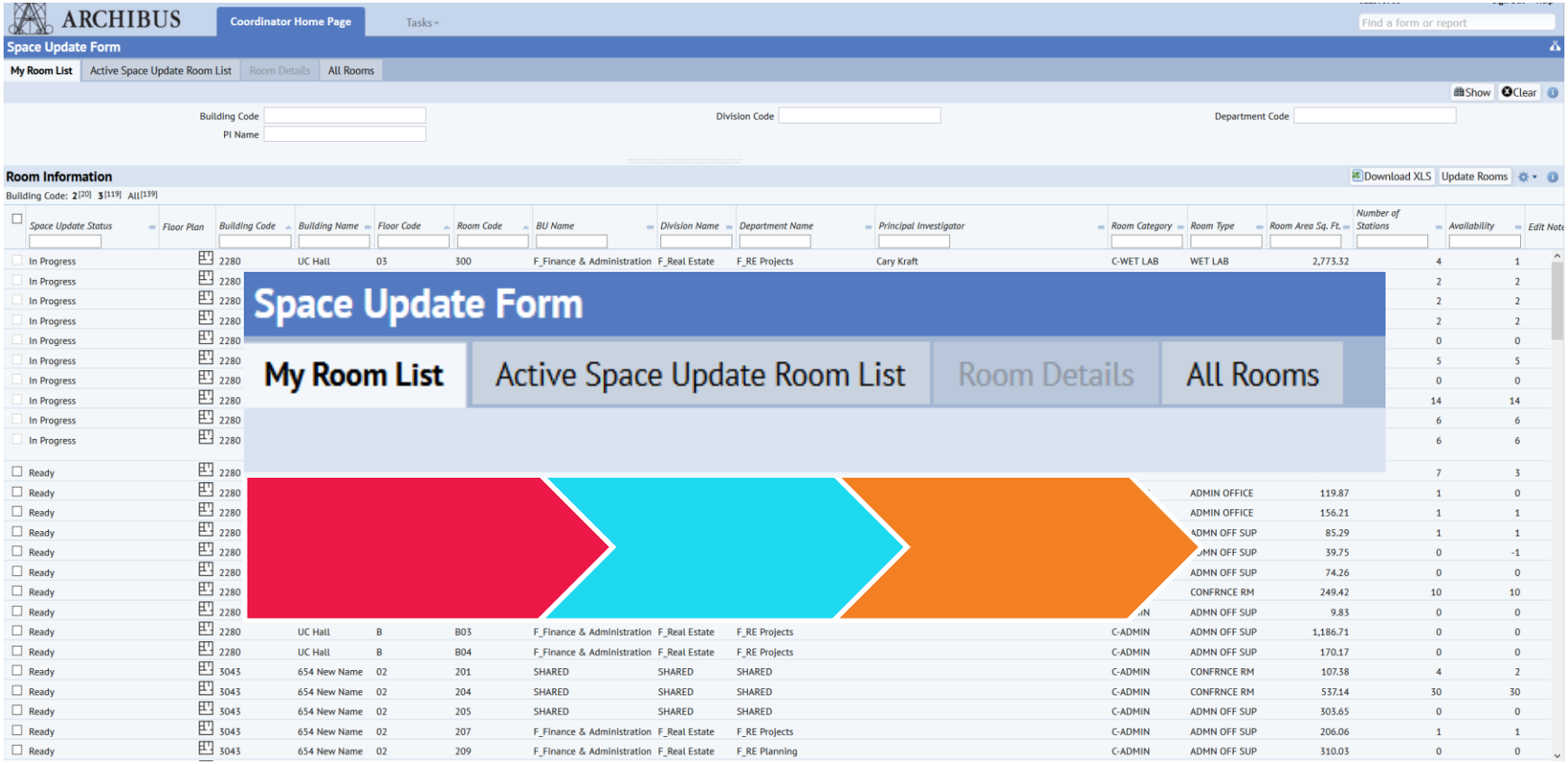
Accessing the Space Update Form



Finding Space Update Details

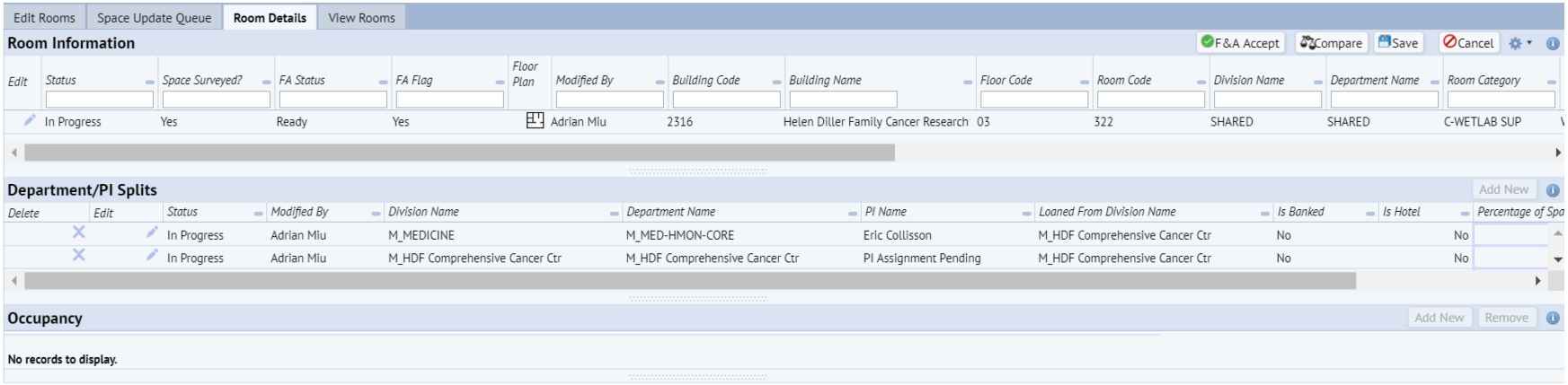


How to Update Space



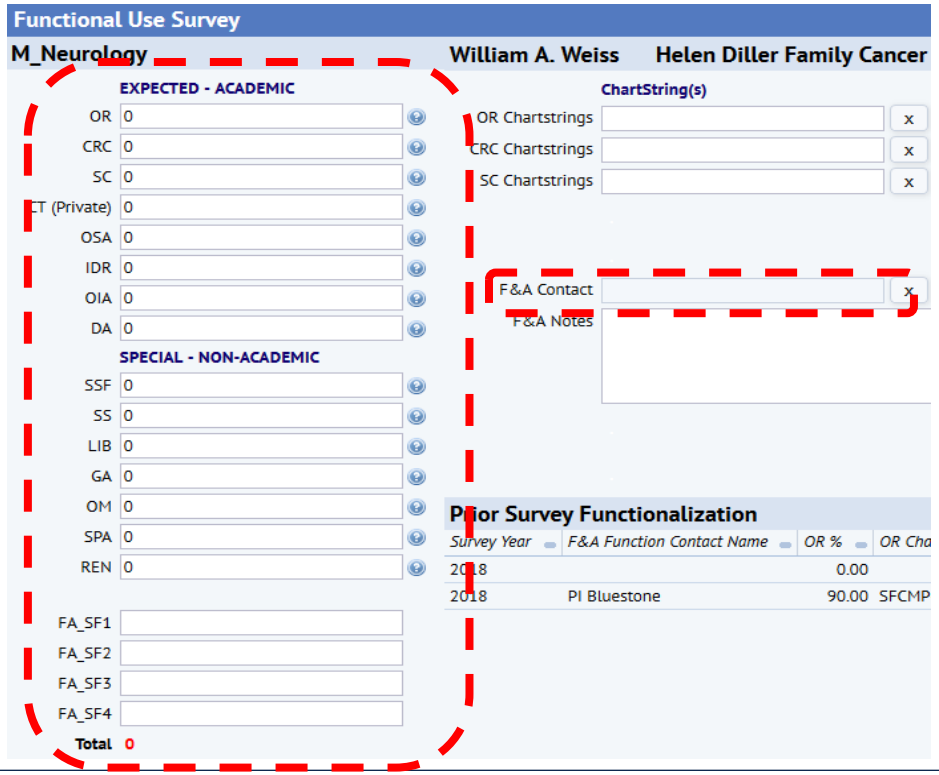
F&A Overview Step 1 – Space Attributes

- Coordinator
- Verify the **physical attributes** of each room such as building name, room number, room type, PI, Occupants and approximate square footage for accuracy



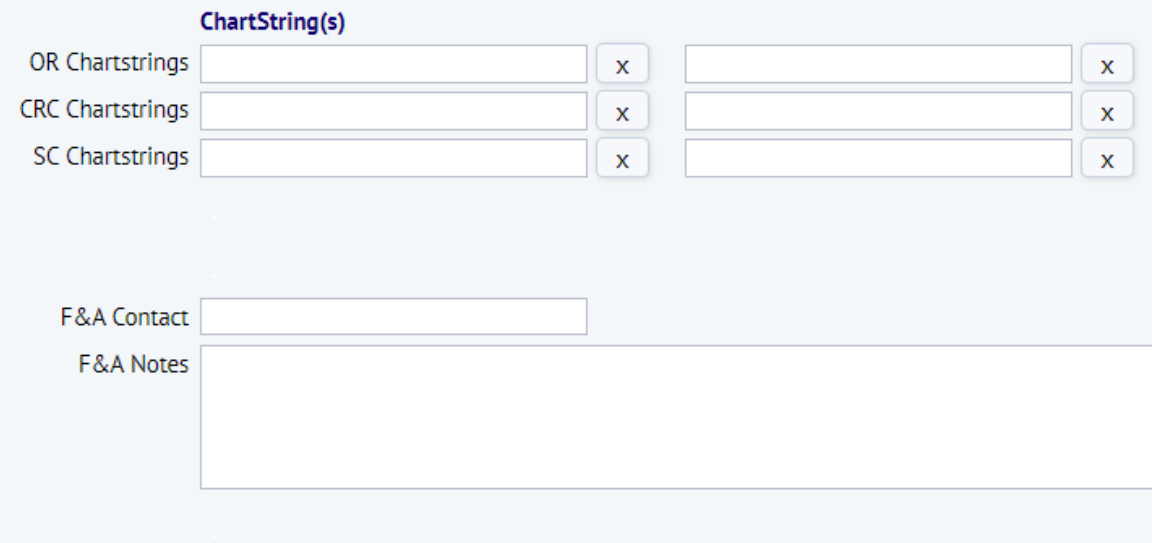
F&A Overview Step 2 – Functional Activities

- Coordinator with F&A Contact
- Record F&A Contact if assistance was provided
- Identify the **activities** which took place in the room during base year



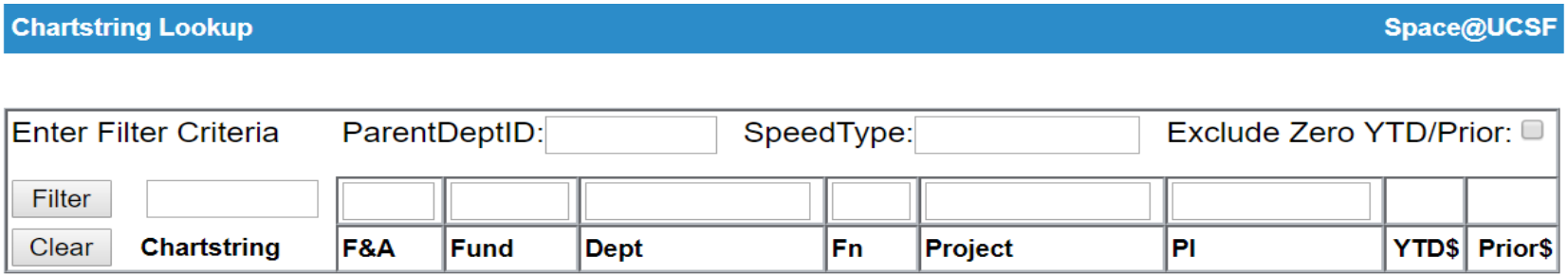
F&A Overview Step 3 – Supporting Detail

- Coordinator with F&A Contact
- Identify the **projects/grants** that are funding the activities taking place in the room
- Record notes including additional **personnel** who were working in the space during the fiscal year other than occupants and PI



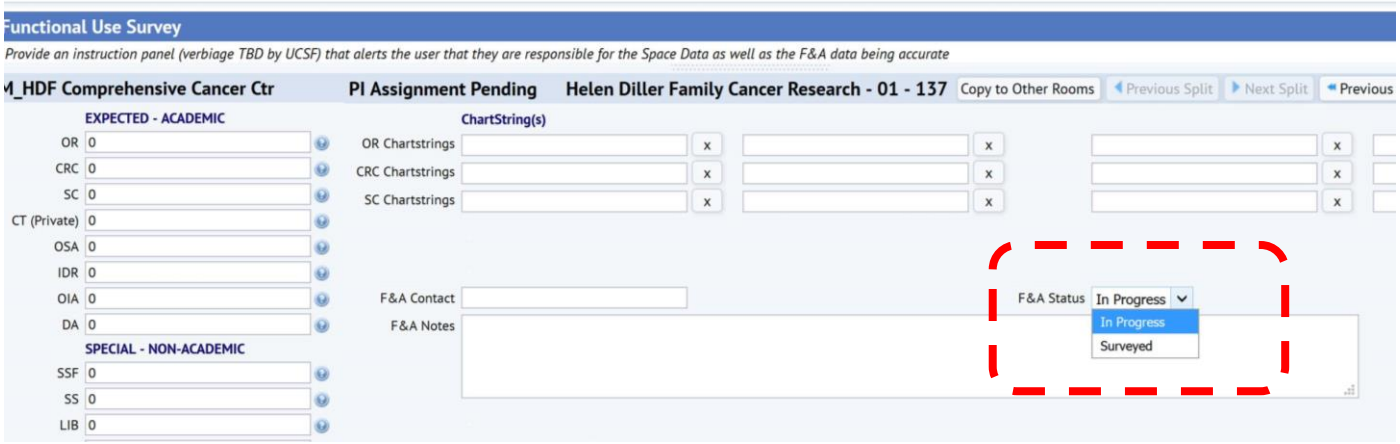
Supporting Details (cont.) Chartstrings

- Room functions with OR, CRC, or SC require chartstring(s)
- In the Select Chartstring pop-up window, the chartstring will be displayed with an F&A code. This will assist in confirming functional alignment.
- Quality Assurance– If chartstring function and space function do not align, the system will generate a warning. However, it will not prevent you from submitting. These items will be reviewed by BRM. Notes qualifying rationale are appreciated.
- For support with chartstrings outside the tool see: https://www.cpfm.ucsf.edu/space/sis/chartstrings.cfm



F&A Overview Step 4 – Update Status

- Coordinator with F&A Contact
- Surveyed status identifies state of specific room, department, PI
- Completed status identifies all department rooms are surveyed



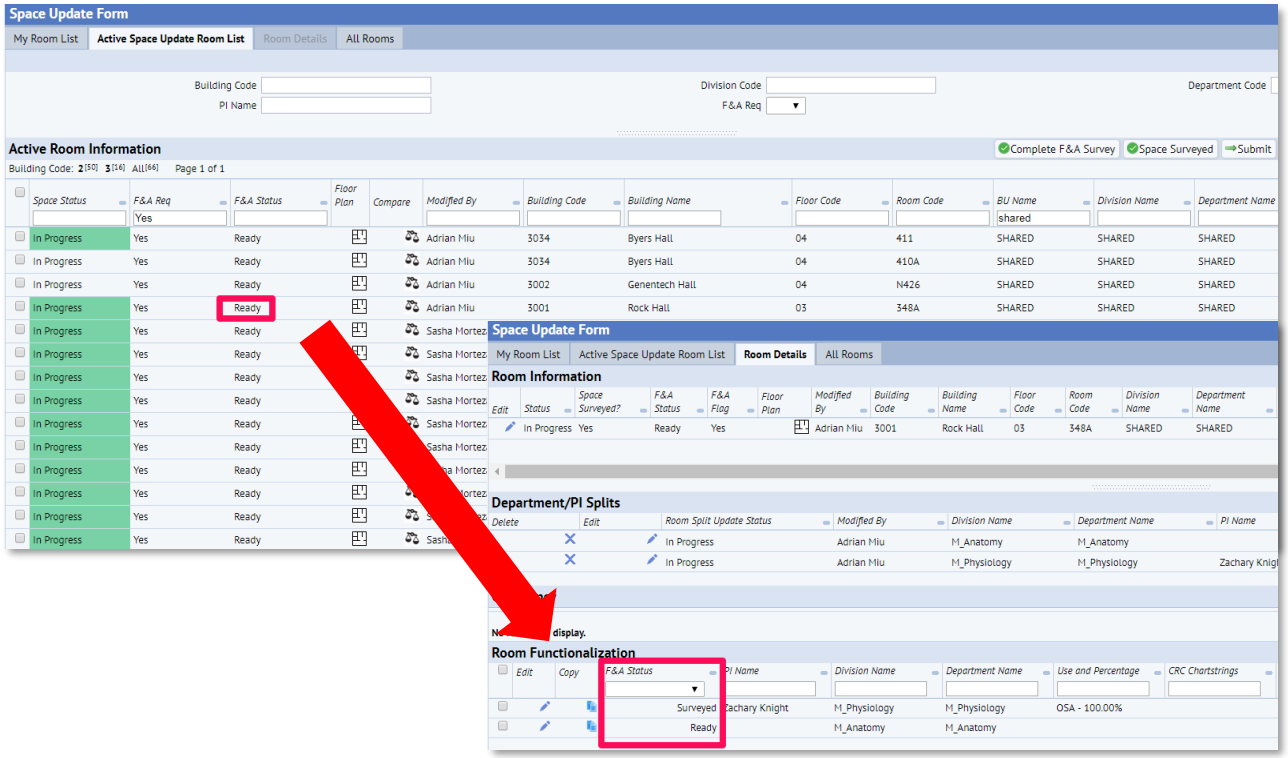
F&A Overview Step 5 – BRM Review

- BRM F&A Team
- Conduct **review** of the coding, comparing space usage to payroll data, known as “space to base”
- Research Chartstring mismatches
- Verify 100% OR rooms
- Review Block coding
- Review high dollar organized research chartstrings without space

F&A Operations
UCSF Demo 2
The Finer Points

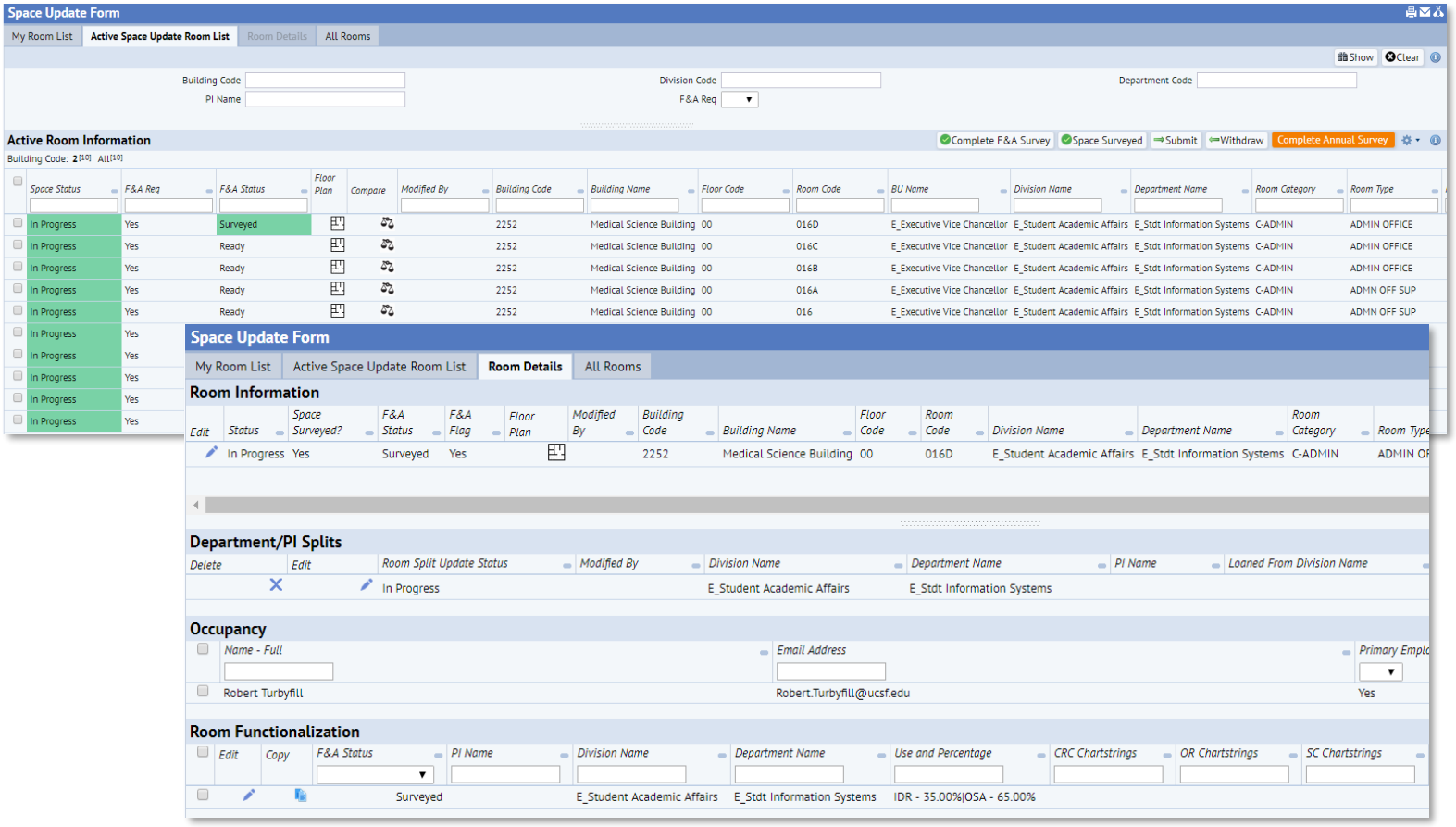
Performing the F&A Survey

Shared Rooms and F&A Status



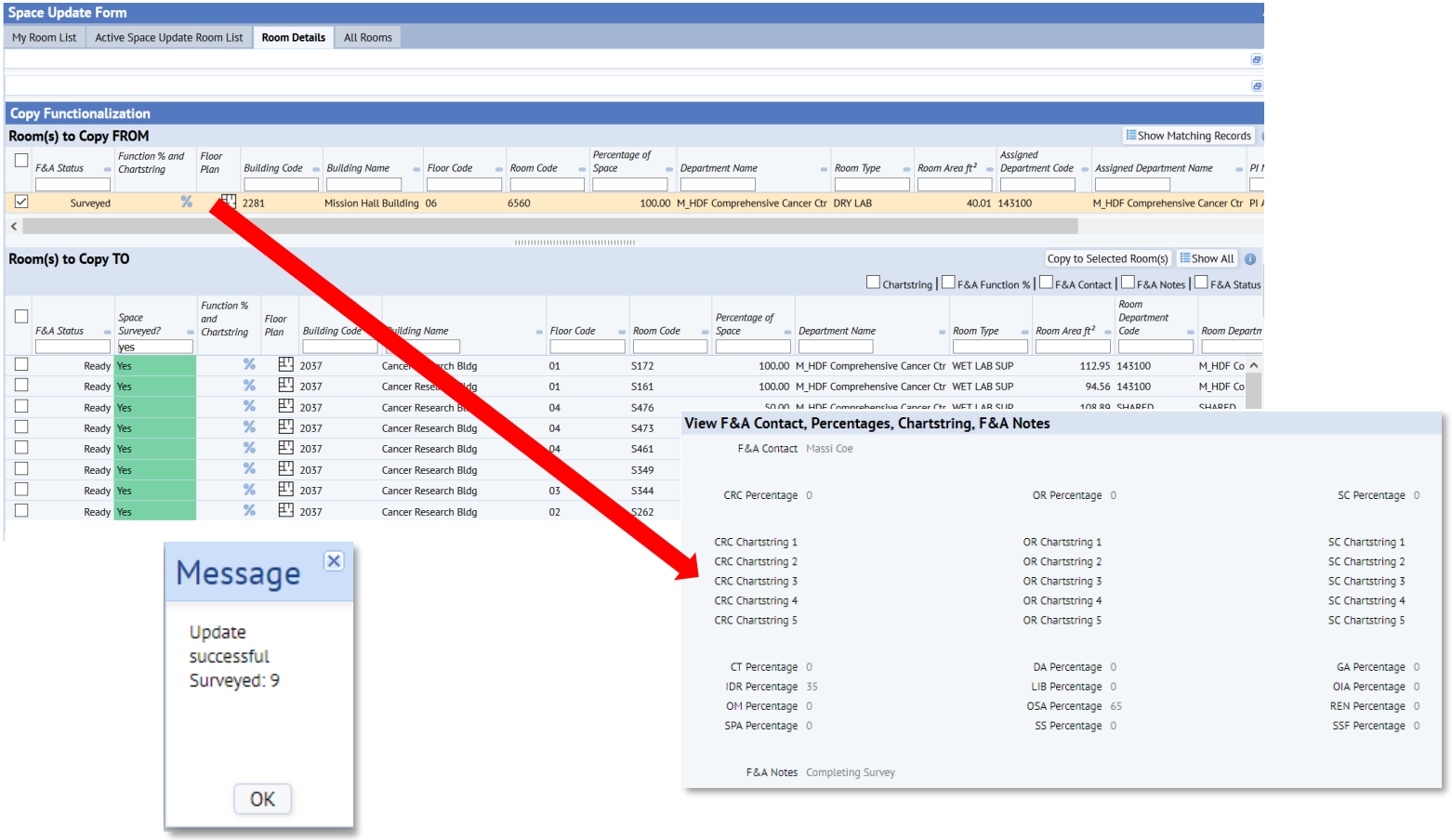
Performing the F&A Survey

Copying Data from Room To Room



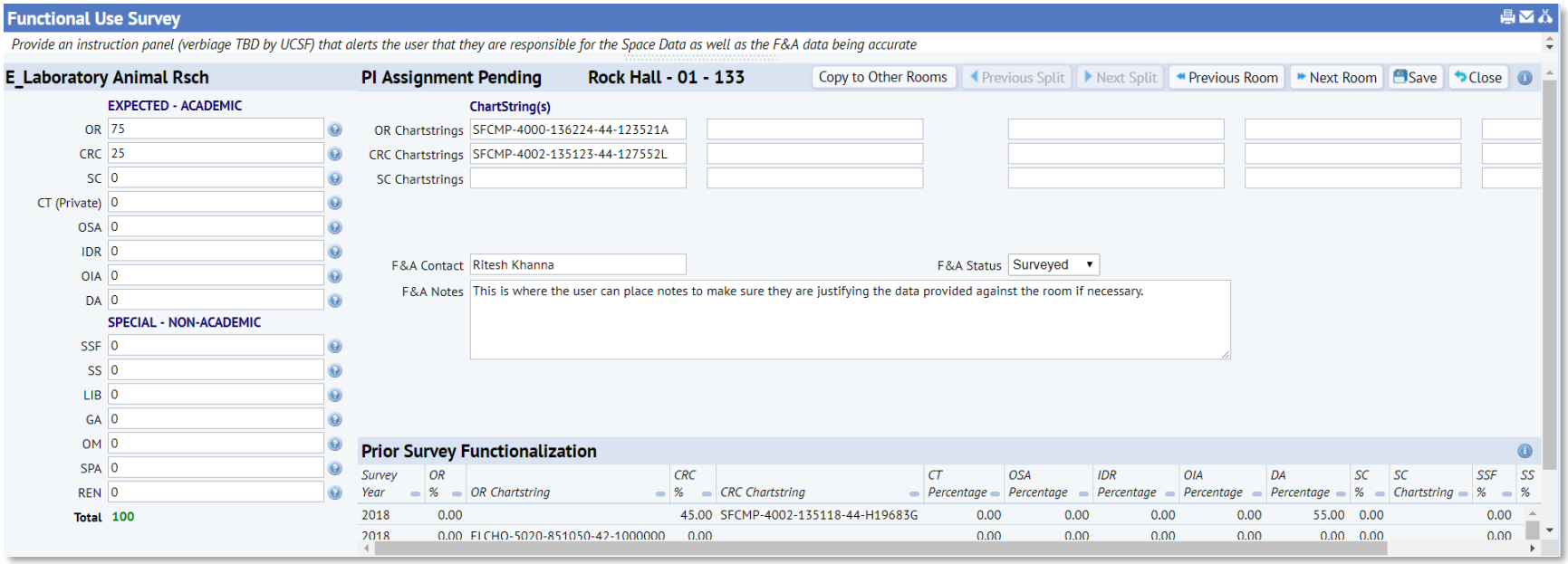
Performing the F&A Survey

Copying Data from Room To Room (cont.)



Performing the F&A Survey

Additional Tools



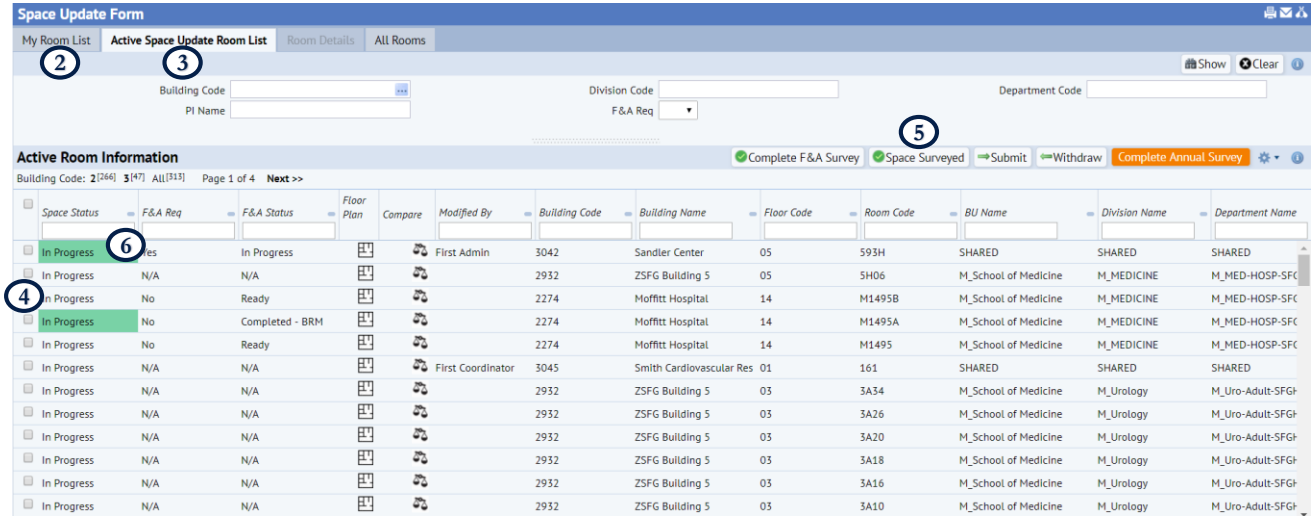
F&A Operations
Appendix
JLL basis

Performing the F&A Survey

Marking Space as Surveyed

A very big part of the F&A Survey process is ensuring that the Space Data is accurate and up to date. For this reason UCSF has implemented a tool that allows surveyors to signify they have reviewed the Space data before moving on to the F&A data.

1. Navigate to the Space Update Form
2. If the room hasn't yet been checked out it must be checked out from the My Room List tab.
3. Navigate to the Active Space Update Room List and use the filters to locate the room.
4. Click on the checkbox to the left of the room.
5. Click SPACE SURVEYED.
6. The Space Status will now be highlighted green to signify the space has been surveyed and the F&A process may begin.

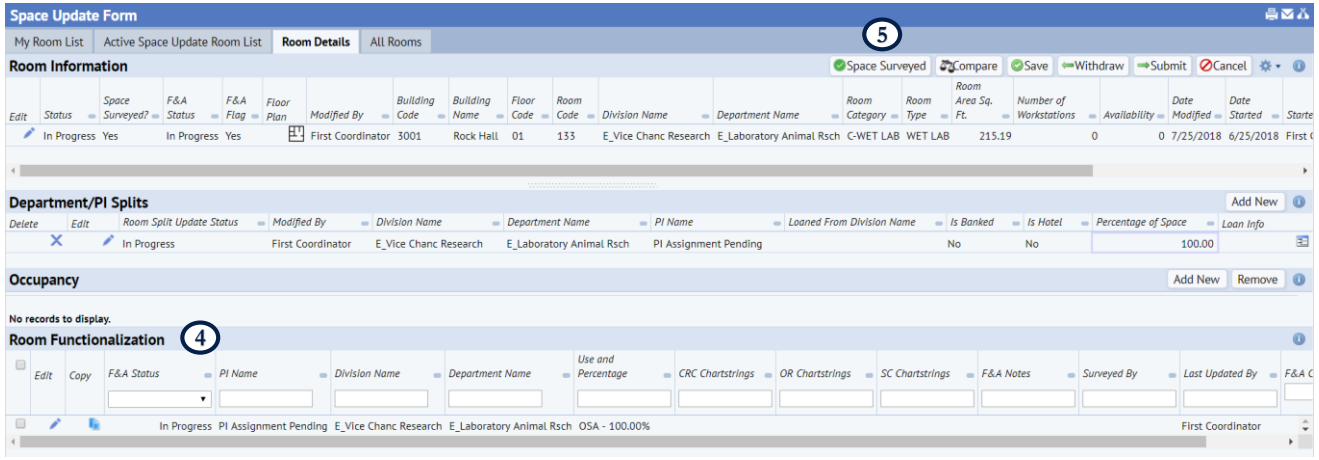


Performing the F&A Survey

Performing Functionalization

Space Surveyors needs to pay close attention to the F&A Req field as this value directs that at what needs to be done as a part of the F&A Survey for each room. As a rule F&A Req = Yes means that data is needed from them for that room. To Functionalize the Room the user must:

1. Verify the Space Status is highlighted in green.
2. Verify the F&A Req = Yes
3. Click on the Space Status which will launch the Room Details tab.
4. Note the Room Functionalization Panel which is now present.
5. Note that if the user is actively working on the Space Survey, they can also click Space Surveyed on this tab as well to expose the Room Functionalization Panel (it will be hidden while Space Surveyed = NO).

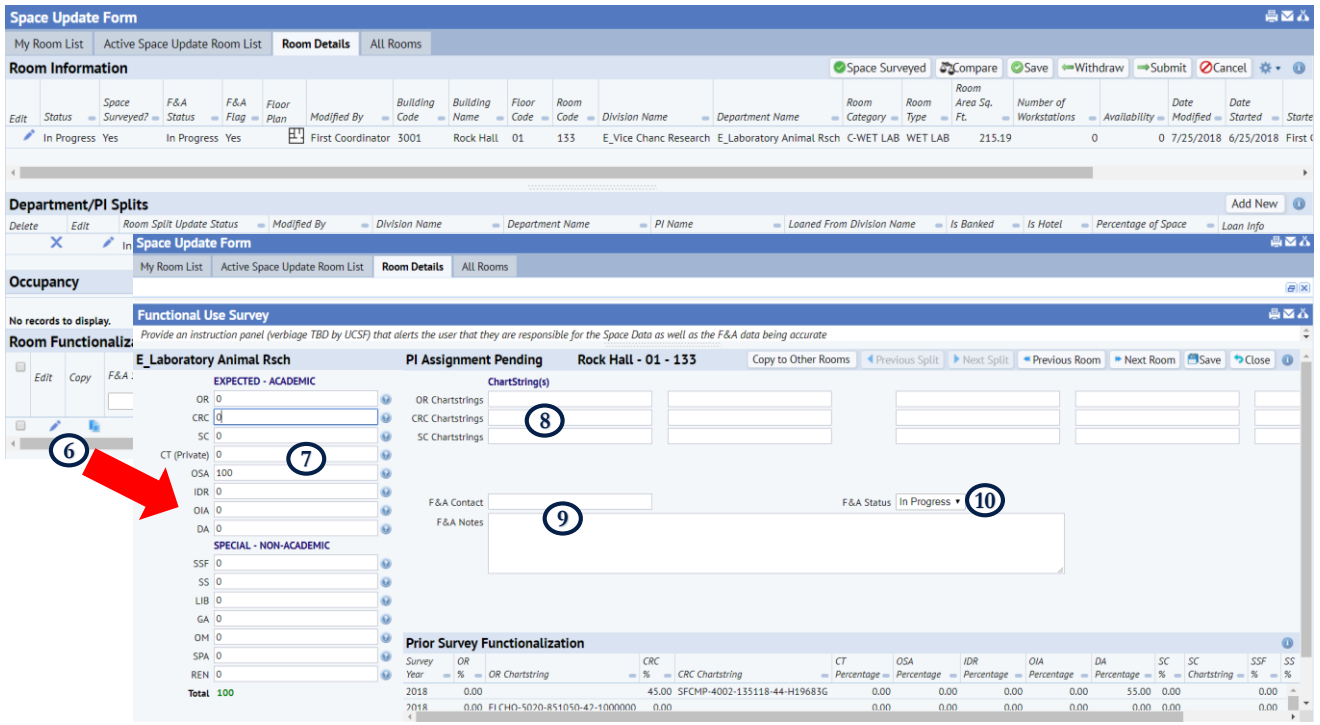


Performing the F&A Survey

Performing Functionalization (cont.)

Once the user is ready to start capturing the F&A data they will do so on a detailed functionalization screen created specifically to help capture the data by:

6. Click on the Edit Pencil within the Room Functionalization panel (users will only be able to edit records they own).
7. Function Codes are provided to which percentages can be associated
8. Chartstring Lookup Fields are provided (5 each) for Function Codes that may require them to back up the work being done in the room.
9. F&A Contact and F&A Notes can be captured.
10. The F&A Status can be updated so that the room is IN PROGRESS while working and marked SURVEYED when all data is captured.

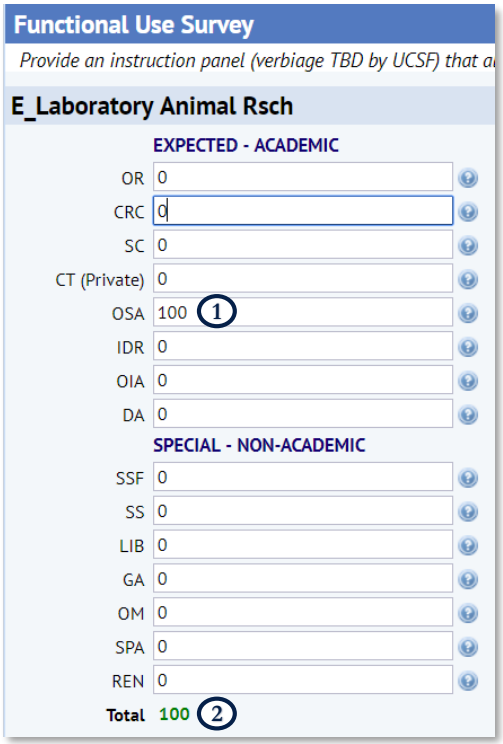


Performing the F&A Survey

Function Code Percentages

Now that we have discussed the data to be captured, lets talk about how to complete each value starting with the Function Code Percentages.

1. The Surveyor is responsible for entering the percentage of work done against each Function Code for the room split (shared) or room. Those percentages are entered in the box to the right of the proper Function Code.
2. At the bottom note the Total for Function Code percentage. The record can only be marked SURVEYED when that total = 100% and is green, otherwise it will be red and will only allow the user to save IN PROGRESS status for the record.
3. Saving IN PROGRESS will retain any of the updates that have been made up to this point for further work.

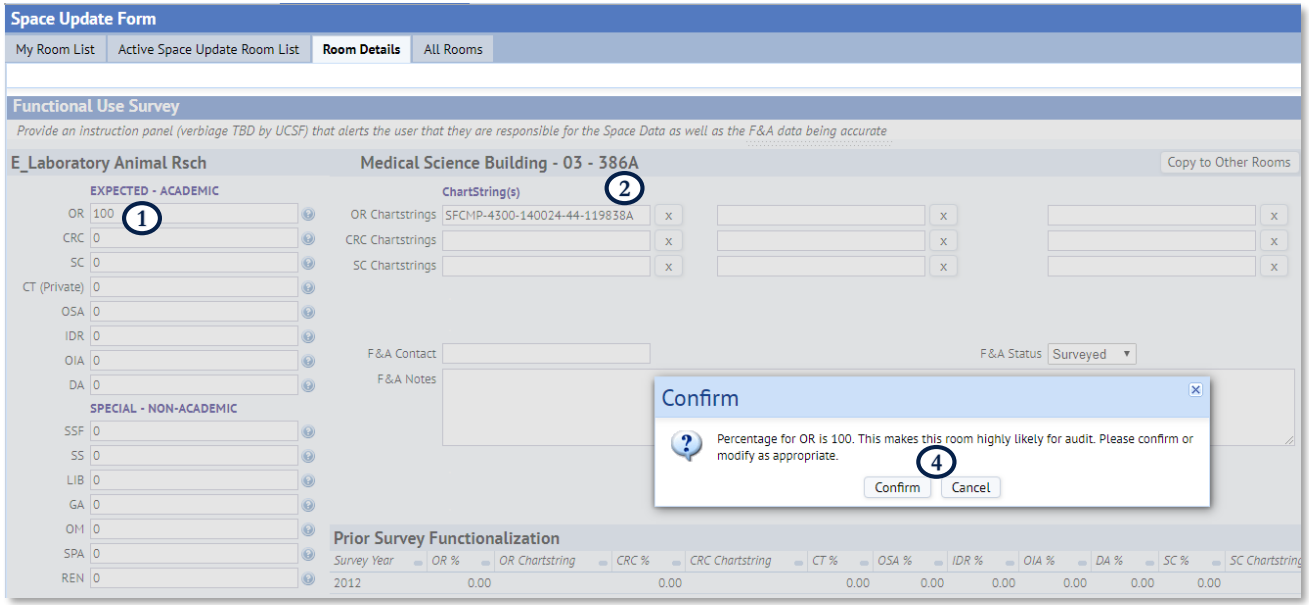


Performing the F&A Survey

Function Code Percentages (cont.)

If the user applies 100% of the space against the OR (Organized Research) this value is likely to draw scrutiny downstream so the system will ask for verification that this is correct upon SAVE.

1. The Surveyor enters 100% against OR.
2. The Surveyor provides at least one Chartstring.
3. The user clicks SAVE.
4. The message is displayed from which the user can choose CONFIRM to save the record or CANCEL to move back and make additional adjustments.

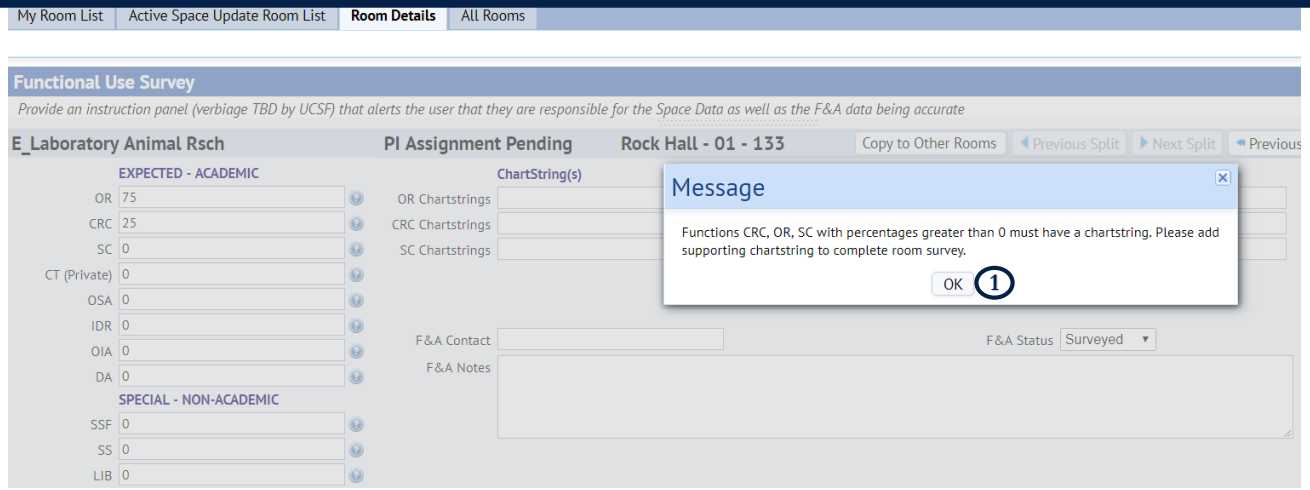


Performing the F&A Survey

Entering Chartstrings

If OR, CRC and SC are used in Functionalizing the room supporting Chartstrings are required (at least 1 and up to 5).

1. If the user enters a percentage greater than 0% at least one supporting Chartstring is required. If the user tries to save the record with Status of SURVEYED and there are none the user will receive an error message.



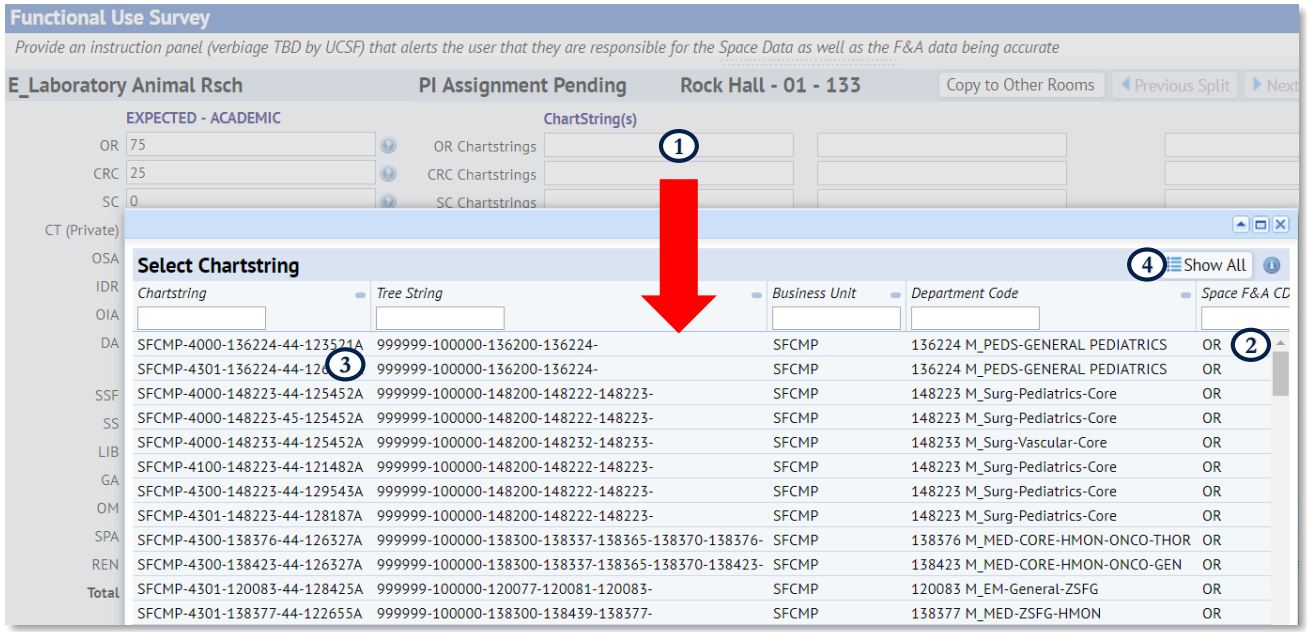
Performing the F&A Survey

Entering Chartstrings (cont.)

Once the user has percentages against the proper Function Codes, if Chartstrings are required the populate them by:

1. Click on the … button to launch the Chartstring lookup pop-up.
2. Note that the Space F&A CD column matches the Function Code against which the user is trying to enter the Chartstring and the initial list shows those Chartstrings associated with the current PI.
3. When you find the Chartstring needed simply click on it to populate it to the field.
4. If the Chartstring to be used falls under another Space F&A CD the user can click SHOW ALL to see all Chartstrings.

**Note – If a Chartstring with a mismatch Space F&A CD is used the user will be propmpted to verify this is correct.*



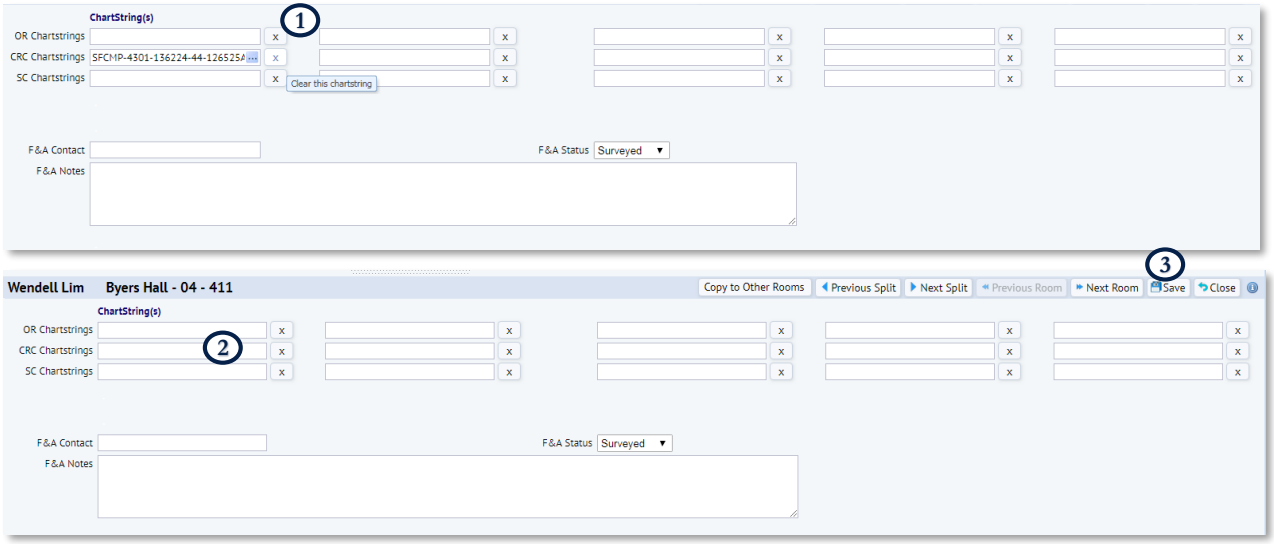
Performing the F&A Survey

Entering Chartstrings (cont.)

If the user, after entering a Chartstring, needs to remove it for any reason they can do so by:

1. Click on the x to the right of the populated chartstring field.
2. This will clear the selected Chartstring from that field.
3. Click Save.

**Note – If the user needs to select a different Chartstring than the one currently selected, they can simply use the … to select the proper Chartstring and it will overwrite the existing value once selected.*

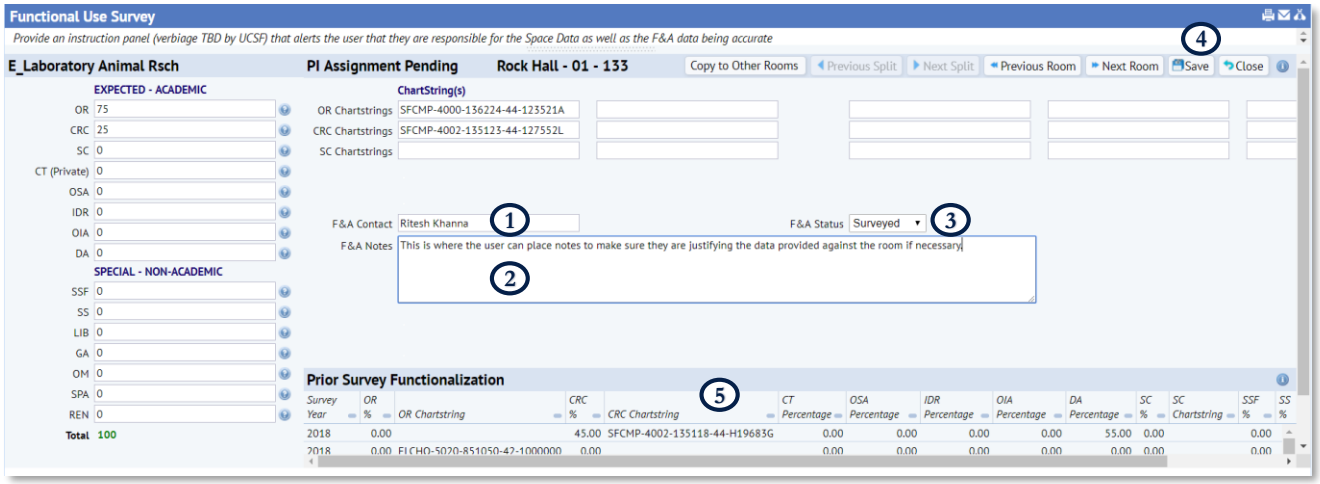


Performing the F&A Survey

F&A Notes, F&A Contact and Status

Once the Function Codes and Chartstrings (if applicable) have been captured, the user can enter any notes as well as an F&A Contact, who will be the person responsible for the data should there be any questions. The user can then update the status to SURVEYED. This is accomplished by:

1. Click within the F&A Contact field and enter the name of the person.
2. Click within the F&A Notes field and enter any required notes.
3. Update the F&A Status to SURVEYED.
4. Click SAVE.
5. Note that within the Prior Survey Functionalization panel the user can see data from previous Surveys.



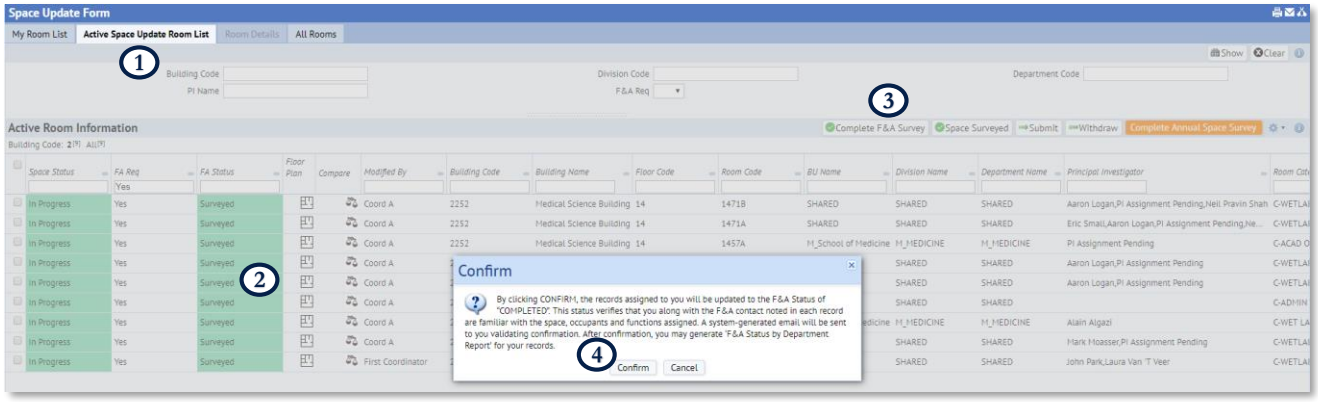
Completing the F&A Survey

Space Coordinator or Space Strategist

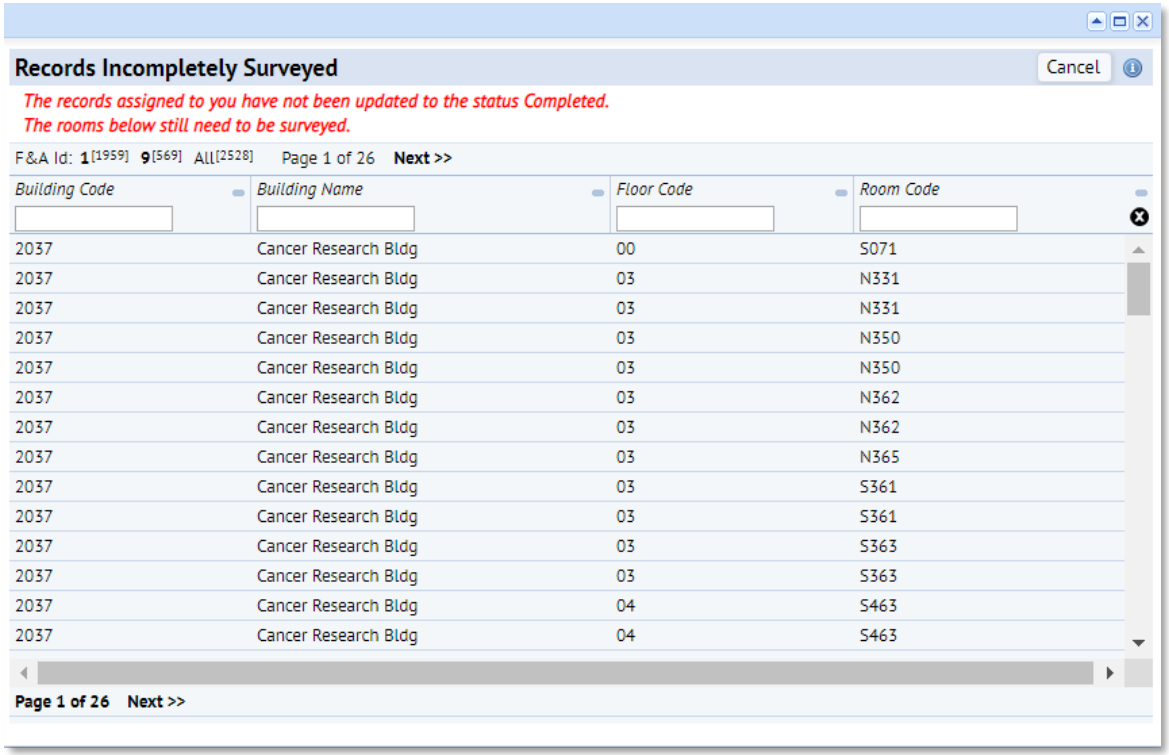
The F&A Survey requires all records to be moved to a Surveyed Status. Once that F&A Status is present for all owned records the Coordinator can complete their part of the F&A Survey by:

1. Navigate to the Active Space Update Room List tab.
2. Verify that all F&A Status Records are Surveyed with the exception of those records where F&A Req = N/A or No.
3. Click on COMPLETE F&A SURVEY button.
4. Click CONFIRM on the pop-up message.
5. The F&A Status will then update for all.

**Note – At this complete stage the user will also receive an auto-generated email from the system confirming completion and giving them a record of the data/time.*



Completing the F&A Survey

Space Coordinator or Space Strategist (cont.)

If the user clicks on the Complete F&A Survey button before all records are in a Surveyed status, the user will get a pop-up alerting them to the records which are not in the proper status. When this record is seen, no records will be moved to Completed status. This button is all or none in function.