

## 2012 Sautter Award Proposal

**Project Title:** UCLA's PI Portal

**Submitter Information:**

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**Summary**

As part of UCLA's Research Administration Process Improvement and Deployment (RAPID) Project, the Office of Research Administration has developed a web-based PI Portal built from specifications provided by the RAPID Faculty Advisory Committee. Designed "by PIs for PIs," the tool gives faculty members an easy-to-access, near real-time view of the status of their research fund accounts. PIs are able to drill into each account to access financial details, including individual expenditures and transaction descriptions. The latest release of the PI Portal includes Personnel Reports that allow PIs to view current employee payroll distribution detail by project. Piloted in late 2010, the PI

Portal has now been deployed campus-wide. Before deployment of the PI Portal, faculty had no direct view into their research funding portfolios. The PI Portal provides this data at the click of a button, anywhere in the world.

### Project Description

Designed “by PIs for PIs” and developed by the Research Administration Process Improvement and Deployment (RAPID) Team at UCLA, the PI Portal is the outcome of a unique collaboration between research faculty and central research administrators. This web-based tool provides faculty with an easy-to-access, near real-time view of the status of their research accounts. PIs are able to click into their accounts to access current details on salaries and other expenditures.

The PI Portal empowers faculty members by providing them with the up-to-date information needed to make informed financial decisions about their research activities and enables them to manage their funds proactively. The tool also promotes timely dialogue between PIs and their department administrators to enable efficient fund accounting actions. Before deployment of the PI Portal, faculty had no direct view into their research funding portfolios. Many complained that they had to wait weeks for their administrators to produce meaningful financial reports that were soon out of date. Members of the RAPID Faculty Advisory Committee envisioned a tool that would give them a real-time view of their funding at the click of a button, akin to an online banking statement, from anywhere in the world. The PI Portal is the manifestation of their vision.

The PI Portal is designed to become a one-stop shop for PI research administration needs. Using standard campus credentials, each PI logs into a display of her/his own active research accounts. Clicking into any account, the PI sees detailed budget and expenditure data. Another click takes the PI to a visual representation of all personnel being paid on their projects. A “My Proposals” tab is in development to display the PI’s pending and funded proposals and to generate standard “other support” pages for use in contract and grant proposals. A “My Deliverables” tab is in design to track grant and contract reporting deadlines.

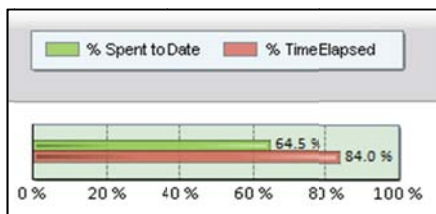
Currently, the PI Portal includes two main components: **My Funds** and **My Personnel**.



The My Funds tab opens to a high level summary of each PI’s active research funds, including the following attributes:

- Sponsor Name and Award Number
- Project Title
- Project and Budget Start and End Dates
- Total Budget
- Total Expenses and Current Fund Balance (as of last night)
- Encumbered and Projected Expenses and Projected Balance

- Burn Rate chart showing the spending rate relative to the project period



The PI can click to a second screen for each fund to see the detailed budget and expenditures. Data are displayed in a grant budget format that is familiar to PIs, and row and column labels use plain English rather than accounting jargon or codes. There is a feature that allows the researcher to create various budget scenarios to see the impact of possible changes in expenditures.

Welcome: [Home](#) [Logout](#)

## PI Portal

**My Funds** | **My Personnel**

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**Fund Detail**

Award PI: [REDACTED]

Sponsor: NIH/NATIONAL INSTITUTE OF MENTAL HEALTH

Sponsor Award No.: [REDACTED]

Project Title: [REDACTED]

F&A Rate(s): 54.00 %

Fund No.: [REDACTED]

Project Period: 9/29/2007 - 6/30/2013

Budget Period: 9/29/2007 - 6/30/2013

Contract/Grant Contact: [REDACTED]

EFM Contact: [REDACTED]

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*Data from inception to Date (as of 5/14/2012)*

	Budget	Actual Spent (Month End Close 4/30/2012)	Actual Spent (Current Month)	Current Balance	Projected Expenses	Total of Expenses & Projected Transactions	Manual Adjustments	Projected Balance
Salaries & Wages	\$357,183.38	\$275,394.42	\$0.00	\$81,788.96	\$86,838.50	\$362,232.92		(\$5,049.54)
Employee Benefits	\$89,993.36	\$53,470.50	\$0.00	\$36,522.86	\$25,981.76	\$79,452.26		\$10,541.10
Supplies & Expenses	\$48,448.29	\$18,403.26	(\$0.78)	\$30,045.81	\$4,679.57	\$23,082.05		\$25,366.24
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
Travel	\$10,553.18	\$9,409.97	\$0.00	\$1,083.21	\$2,407.62	\$11,877.69		(\$1,324.41)
Stipends & Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
Subawards/Subcontracts	\$205,720.98	\$192,676.20	\$3,768.66	\$9,276.12	\$9,276.12	\$205,720.98		\$0.00
Other Expenses	\$8,365.03	\$0.00	\$0.00	\$8,365.03	\$0.00	\$0.00		\$8,365.03
<b>Total Direct Costs</b>	<b>\$720,264.22</b>	<b>\$549,414.35</b>	<b>\$3,767.88</b>	<b>\$167,081.99</b>	<b>\$129,183.57</b>	<b>\$682,365.80</b>	<b>\$0.00</b>	<b>\$37,498.42</b>
Indirect Costs	\$290,297.40	\$205,012.67	(\$0.42)	\$85,215.15	\$64,750.03	\$269,832.28		\$20,465.12
<b>My Account(s) Subtotal</b>	<b>\$1,010,561.62</b>	<b>\$754,427.02</b>	<b>\$3,767.46</b>	<b>\$252,297.14</b>	<b>\$193,933.60</b>	<b>\$952,198.08</b>	<b>\$0.00</b>	<b>\$58,363.54</b>
NPI-FAC RES & SUP.	\$18,797.66	\$17,372.31	\$0.00	\$1,425.35	\$32,365.08	\$49,737.39	N/A	(\$30,939.73)
PSYCH-FACULTY RES & SUPPORT	\$682,916.72	\$591,499.05	(\$18.42)	(\$8,563.91)	\$135,492.20	\$726,972.83	N/A	(\$144,056.11)
<b>Linked Account(s) Subtotal</b>	<b>\$601,714.38</b>	<b>\$608,871.36</b>	<b>(\$18.42)</b>	<b>(\$7,138.56)</b>	<b>\$167,857.28</b>	<b>\$776,710.22</b>	<b>N/A</b>	<b>(\$174,995.84)</b>
MCA/STIP/Carry-Forward	\$142,191.00	\$142,191.00	\$0.00	\$0.00	\$0.00	\$142,191.00	N/A	\$0.00
<b>Grand Total</b>	<b>\$1,754,467.00</b>	<b>\$1,505,539.38</b>	<b>\$3,749.04</b>	<b>\$245,158.58</b>	<b>\$361,790.88</b>	<b>\$1,871,099.30</b>	<b>\$0.00</b>	<b>(\$116,632.30)</b>

Clear

A click into any expense category gives the researcher transaction level detail for each expense. For personnel expenses, the Portal displays the full name and pay rate of each person being paid from the fund. All data can be downloaded to Excel and saved or emailed to an administrator. PIs can also delegate access to view their funds as needed.



	minimizing the number of page transitions) jQuery Tools (for mouse-over help/tool-tips) Dundas Charts (for burn rate chart) MS Charts (for personnel chart)
Integration with Existing Systems	UCLA Financial System (FS) UCLA Payroll & Personnel System (PPS) UCLA Purchasing System (BruinBuy) UCLA School of Medicine Financial Projection Module (FPM) UCLA Shibolet Single Sign-On (IAM UCLA) ORA Authorization Sub-system ORA Notification and Scheduling System (NASS)
Hardware	HP c7000 blade enclosure HP Proliant 490 blade servers HP p4000 SAN
Virtualization	VMWare ESXi
Performance Testing Tool	Microsoft Visual Studio 2008 Team System Test Edition

### Implementation Timeframe

PI Requirements Gathering: February - May 2010

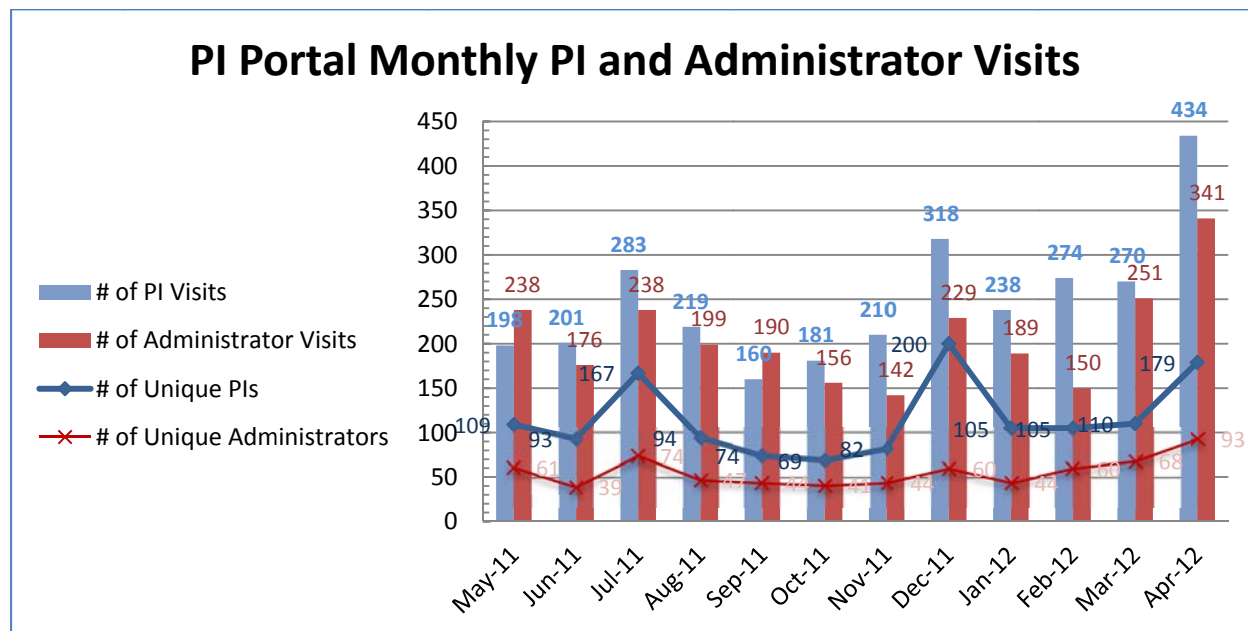
Design: June - July 2010

Development: July - September 2010

Pilot Release: October 2010 - March 2011

Campus-wide Implementation: April 2011

### Objective Customer Satisfaction Data



**The unique number of PIs that have logged in from inception: 707**

**The unique number of Administrators (non-PIs) that have logged in from inception: 377**

UCLA faculty have expressed great enthusiasm for the PI Portal:

*"...I was super frustrated before that I could not easily check on accounts myself, so it is great to have this tool. I've been using it all the time, and have...discovered some errors...on one of my grants because of it."*

*-Professor from Computer Science*

*"It is very empowering to actually see how your money is being spent without having to ask someone and wait two weeks!"*

*-Professor from the RAPID Faculty Advisory Committee*

*"...I have seen the tremendous progress that is being made...in modernizing and enhancing the research administrative processes on campus. ...the new tools...are exciting steps forward...these efforts have made significant strides toward overcoming the culture of 'administrative inertia' that has dominated here previously."*

*- Professor from Psychology and Neuroscience*