**VA/UCLA Research Faculty Group Meeting Minutes**

**Friday, October 13, 2017 9-10am**

*Facilitators: Dr. Tannaz Moin and Dr. Gregory Brent*

*Attendees: Drs. Angela Leung, Lucinda Leung, Fola May, Daniel Shin, Rene Packard,*

 *Kim-Lien Nguyen, Annie Walling, Kyle Zanocco and Boback Ziaeian*

1. ***Introductions & Announcements***
* Jill Narciso, Management Services Officer (UCLA)
* Contact Jill for inquiries pertaining to staff hires, zee reports and DMPG balances, grant submissions (NIH, DOD, NSF Awards, RO1s, etc.), fund management related questions
* Mondays – Wednesdays at WLA, 500, Rm. 3221: 310-478-3711 x.48765

Thursdays – Fridays at Sepulveda, 200, Rm. 3422 : 818-895-9394

jnarciso@mednet.ucla.edu

* Brittney Nelson
* Admin Assistant to Dr. Brent (UCLA)
* Will coordinate future meetings and develop new VA/UCLA DoM website (see below)
* bnnelson@mednet.ucla.edu

1. ***Topics Discussed***
* **Hiring Process for Project Staff** – Please reach out to Jill for guidance on hiring of RAs, labs assistants, etc. Please note that the process can take up to one year.

Step 1: Talk to Jill several months in advance ☺

Step 2: Create job description, approved title and designated salary range.

Step 3: Positions are posted and Jill will send over the applications from possible candidates, then faculty can conduct interviews.

Step 4: Once a candidate is identified, make sure to inform Jill so she can start the process for making an offer, designating a start date and conducting the required background check/badge processes.

* Note that UCLA employees can obtain a VA WOC to work at the VA but they must complete all required VA paperwork, including background/badge and IRB if working on a project.
* **Research Mitigation – Note that VA research mitigation can only be obtained for VA approved projects, specifically the project must have a PCC#.**  This usually requires submission and review of forms to IRB Research and Development (R&D). Non-VA projects can also be submitted through R&D.
* Richard Prioetti (Audit) will contact you to ask for contact information so please consider providing your cell number so he can reach you directly. Please fill out mitigation forms and respond to his emails in a timely and accurate manner. If you have questions regarding mitigation please see Dr. Brent.
* **IRB -** It would be nice to have a VA IRB liaison on both sides (VA/UCLA). Faculty affiliated with COIN/CSHIIP can request a meeting with an IRB consultant.
* **Statistical Consulting –** Many resources are available for free. DOM STAT consulting has walk in hours most weeks and ATS provides consulting on campus (the later is great for software/programming issues)
* **Connectivity Issues -** VPN, DUO system. If you are in a location with poor service, you do not need cell service to access UCLA email (login using a code option from the DUO system). There have been some concerns about accessing Wi-Fi at the VA and it was noted that VA laptops can access to Wi-Fi.
* **VA/UCLA DoM Website** – This website will serve primarily as a resource for administrative staff from both the VA and UCLA, benefits appointments, joint appointments, grant submissions, etc.
* Some of the resources to be included on the website:
* Research Grants (VA/UCLA Research, information to Office of Contracts and grants)
* Faculty Resources (purchasing/reimbursements)
* Academic dossiers (forms, information)
* Meetings/Events (lectures & conferences, department/division meetings)
* Faculty & Admin Staff

**Next Meeting:**

February 9, 2018 – we will plan to meet during the Friday 9-10am slot bimonthly

Will invite Camille Carr from UCLA HR for a future meeting