This SCRC newsletter is here to provide you with updates, event details, and practical solutions for common administrative inquiries. This newsletter is an evolving document, shaped by your input and needs. Stay informed with valuable insights and tools to enhance our operations.

FUNDING OPPORTUNITIES

TWO NEW PILOT FUNDING AWARDS FROM COLLEGE OF HEALTH SCIENCES

1. Susan & Henry Samueli College of Health Sciences Improving Human Health and Well-Being Pilots (https://healthaffairs.uci.edu/research/pilot-awards-improving-human-health-and-well-being/)

2. Institute for Precision Health Pilots (https://healthaffairs.uci.edu/research/institute-for-precision-health-iph-pilot-awards/)

FUNDING OPPORTUNITIES IDENTIFIED BY OUR CORPORATE AND FOUNDATION RELATIONS TEAM (SEE ATTACHMENT FOR MORE DETAILS)

Contact Roxanne Ford (fordmr@uci.edu) and Marianne Smith (mrsmith1@uci.edu) with questions or for further details.

UCI AWARDED $2 MILLION CIRM GMP FACILITY NETWORK GRANT

Congratulations to Aileen and the GMP team!

https://news.uci.edu/2023/09/28/uc-irvine-named-one-of-cirms-cell-and-gene-therapy-manufacturing-facilities/

CIRM FUNDING OPPORTUNITIES

DISCOVERY programs Next submission deadline is May 14, 2024

https://www.cirm.ca.gov/about-cirm/funding-opportunities-discovery-stage-research/

TRANSLATIONAL programs Next submission deadline is December 5, 2023

https://www.cirm.ca.gov/about-cirm/funding-opportunities-translational-research/

CLINICAL programs Submission deadline on last business day every month

https://www.cirm.ca.gov/researchers/funding-opportunities/clinical-trial-stage-projects

RESEARCH FINANCE REMINDERS

The research finance team would like to ensure that department PI's are aware of two important updates:

Timesheet Approval for GSRs:

Please be mindful that you might need to review and approve timesheets for the Graduate Student Researchers (GSRs). This is a crucial part of the administrative process, and your timely approval ensures that GSRs are compensated accurately.

Stipends for Training Program Trainees:

At the end of each month, trainees in our training programs will receive their stipends. If you are a trainee or if you have any questions regarding stipend payments, we kindly ask you to reach out to your PI or your fiscal officer for your program. We appreciate your attention to these important matters, and please do not hesitate to reach out to your fiscal officer if you require any clarification or further assistance.

JOB OPPORTUNITIES

We are looking for a postdoc who can assist in our R01-supported project:

Ardoña Research Group- Postdoc Position

https://recruit.ap.uci.edu/JPF08352

Project abstract can be found here:

https://reporter.nih.gov/search/mnC7pbaxSky5_Rq48dCoXQ/project-details/10628281

Lab website: https://www.ardonalabs.com/

Thank you!

UPCOMING EVENTS

SCRC COMMUNITY LECTURE SERIES

Experts share their groundbreaking insights and discoveries in the world of stem cell research. Register here: https://stemcell.uci.edu/Events/upcoming_events.php

SCRC STEM CELL SEMINAR 2023-2024 SERIES

Monthly on Fridays from 11 AM to NOON in Gross Hall's Thorp Conference Center.

Friday, March 1, 2024 – Andrew Brack, PhD, UCSF, "Skeletal Muscle Stem Cell Resilience and Rejuvenation During Aging"

Friday, April 5, 2024 – Alea Mills, PhD, Cold Spring Harbor Laboratory, "Epigenetic Re-establishment of Tumor Suppression in Glioblastoma"

Friday, May 3, 2024 – Lili Yang, PhD, UCLA, "Stem Cell-Engineered NKT Cells for "Off-the-Shelf" Cancer Immunotherapy"

UCI SKIN DISTINGUISHED LECTURE SERIES

Embark on a journey through the fascinating realm of skin research with our engaging lecture series. Renowned experts and researchers unveil the latest discoveries, innovations, and advancements.

Friday, February 23, 2024 - Yulia Schwartz, PhD, USC, "Hair Raising Tale: Nerve – Stem Cell Interactions"

Friday, April 5, 2024 - Maryam Asgari, MD, UC Denver - "Personalizing skin cancer risk assessment: A Novel Approach to Skin Cancer Screening"

Wednesday, April 24, 2024 - George Sen, PhD, UCSD Talk Title: "Regulators of Epidermal Growth, Differentiation and innate immunity."

Join our UCI Skin mailing list here to be notified of the latest UCI Skin announcements : https://app.smartsheet.com/b/form/0ada27a6dc3a427d96322512194218f3

PURCHASING

STREAMLINED PURCHASING

We have introduced a new ticketing system, utilizing Request Tracker, for all purchase orders and reimbursement requests with a goal to streamline the current workflow and increase communication.

All purchase requests and reimbursement forms will be emailed to: purchase@rt.stemcell.uci.edu

Request Tracker (RT) instructions

Submitting purchase order requests

1. Fill out Purchase Order Request (PR) form:

    Required fields:

        a. Include correct 'ship to' address

        b. Include brief justification (what are you buying and what project is it for?)

            i. Example: antibodies & reagents for PI: Peter Anteater's CIRM TRAN1 grant

c. KFS account

d. Quantity, item (link or catalogue #), price

e. Grant PI signature

      i. Attach signed PR (or PR with PI email approval), quote and/or relevant documents to email

      ii. Email to: purchase@rt.stemcell.uci.edu

      iii. Email subject line: Date, Vendor, Lab

            a. Example: 2/28/23, Fisher Scientific, Anteater lab

Requester will receive automatic email updates when the status of an order is changed (example, automated email is sent when an order is received, processed, vendor has shipped the item and when the item is delivered)

Requesting order updates/information for an existing ticket

To request further updates on specific orders, provide additional information on an order, revise an order, etc.:

1. Reply to automated e-mail with corresponding ticket number

OR

    1. Email to: purchase@rt.stemcell.uci.edu
    2. Subject line: [rt.stemcell.uci.edu & ticket number] a. Example: [rt.stemcell.uci.edu #131]

PACKING SLIPS: HOW TO SUBMIT THEM

Submitting packing slips to the purchasing department is essential for maintaining accurate records, proper payment processing, and compliance with regulations. It is a crucial step in the overall procurement process.

<u>Submitting packing slips/delivery confirmation</u>

Some labs submit packing slips in bulk orders on a weekly basis, while others submit packing slips individually. There are slightly different processes for each. *Please submit UCI Buy packing slips separately

Sending bulk packing slips:

1. Attach documents and email to: purchase@rt.stemcell.uci.edu
2. Subject line: PACKING SLIPS, Lab, date range (when orders were received)
3. Example: PACKING SLIPS, Anteater lab, 2/22-2/28/2023

Sending individual packing slips:

1. Reply to automated e-mail with corresponding ticket number and attach documents

OR

1. Attach documents and email to: purchase@rt.stemcell.uci.edu
2. Subject line: [rt.stemcell,uci.edu & the ticket number] PACKING SLIP
   1. Example: [rt.stemcell.uci.edu #131] PACKING SLIP

   **Brackets [ ] must be included in subject line

SOURCE SELECTION & PRICE REASONABLENESS JUSTIFICATION FORM (SSPR)

(SSPR form) – This form is required for all federally funded purchases greater or equal to $10,000 (including tax and shipping), to substantiate the appropriateness of source selection and price reasonableness.

Its purpose is to outline the rationale behind making a purchase from a single or sole source supplier, rather than through a competitive bidding or sourcing process. This showcases that our organization is committed to fair competition and has a valid reason for deviating from standard competitive bidding processes.

To locate the form, visit this link:

https://procurement.uci.edu/_files/documents/procurement/forms/uci-source-selection-price-reasonableness-form.pdf

For more policy information regarding competitive threshold requirements, visit this link:

https://procurement.uci.edu/procurement/federal-fund-purchase-requirements-uniform-guidance.php

PURCHASE REQUESTS: GUIDELINES

To avoid delays in purchasing processing, please review for the commonly missed items before submitting your request:

1. Request Justification

2. KFS account

3. PI Signature

PURCHASE REQUEST FORM

SUE & BILL GROSS STEM CELL RESEARCH CENTER
UNIVERSITY of CALIFORNIA - IRVINE

Submit packing slips within three days of receipt

Please allow 2-4 working days for order processing

Date Submitted:	8/18/2023	Ship to Address: 845 Health Sciences Road, Lab Floor	
Requested By:	Lab Name	Suggested Vendor: Fisher Scientific	
Requested For:		Is this a **software** purchase: Yes ☐	If Yes, please fill out the Software Questionnaire TAB

Request Justification
Briefly describe intended project and experiment for requested item(s). Indicate Specific Aims (as needed).

This purchase is related to the project because of this reason...

Account Information			FOR REQUESTS AFFECTING SCRC EQUIPMENT:		
KFS Account	Project Code	Notes/Split Funding Info	UCI Property Tag (ORG REF ID)	Equipment Description	
ST12345					

ITEM(S) REQUESTED

Quantity	Description	Catalog/Item#	Unit Cost	Total Cost
1.00	Pipette	12345-01	$ 5.00	$ 5.00
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
			SUBTOTAL	$5.00
			TAX (7.75%)	$0.39
SHIPPING OPTIONS:	Ground (7-10 days) ☐ Express (Next Day) ☐		TOTAL:	$5.39

DIRECTOR/GRANT PI SIGNATURE:	*PI Signature*
MENTOR SIGNATURE: (FOR TRAINEES ONLY)	

FOR OFFICE USE ONLY

KFS#	AMOUNT	USE TAX	NOTES/REVIEWER INITIAL

HIGH VALUE PURCHASE ORDERS (Order above $10k):

Please refer to the attached PDF document for information on High Value Purchase Orders (Order above $10K) or Service agreements.

REIMBURSEMENTS

REIMBURSEMENT FORMS:

Travel Reimbursement
Form: https://stemcell.uci.edu/doc/SCRC_Travel_Reimbursement_Form_2021-11.xlsx

Expense Reimbursement
Form: https://stemcell.uci.edu/doc/SCRC_Expense_Reimbursement_Form_2017.xlsx

TRAVEL GUIDELINES: IMPORTANT CONSIDERATIONS WHEN PLANNING YOUR TRIPS

Airfare:

1.   Consider booking your trip through Connexxus. The UC managed travel system has built in guidance for compliance.

2.   Book only a coach or economy-class ticket. Business, first-class or other higher-cost services (priority or early boarding, extra leg space, exit row seat, plus seating) are typically ineligible for reimbursement.

3.   Don't use package deals. These are generally ineligible for reimbursement, and trip insurance fees. Package deals often do not separate the cost of the hotel, air, and car costs.

4.   Receipt requirements: Itinerary showing payment, fare class, passenger name and *ticket number.*

5.   If you are considering choosing a flight other than a typical direct flight for any reason, please include a screenshot that shows the price of the typical flight for a comparison of costs.

Hotel:

1.   Maximum rate: The lodging rate must be reasonable for the locality of travel; the max rate is $275 before taxes and fees.

2.   Only room, tax and fees are reimbursable. Upgrades are typically ineligible for reimbursement.

3.   In Room Dining: Please request an additional itemized receipt for the meal to submit with your reimbursement request.

4.   Receipt requirement: Include final receipt (folio) of the stay.

Mileage / Using Private Vehicles:

1.   Use your personal vehicle if less expensive than renting a car, taking a taxi, or using alternative transportation, or if it saves time.

2.   Include a MapQuest or Google maps document that shows total mileage and start and ending address.

Meals:

1.   Receipt requirements: Include the itemized receipt along with any other receipts that includes the tip amount.

2.   Alcohol: Not reimbursable on federal or state funds.

3.   Guest's meals: Please note only your meal will be reimbursed.

Rental Cars:

1.   Rent a car when it's more cost effective than other means, such as taxi.

Car Service (ex. Uber/Lyft/etc.):

1.   Receipt requirement: Please include a printout or scan of the receipt which includes your starting and destination addresses.

2.   Labelling your car service trips. Labelling your trips (for example: home to SNA / conference hotel to dinner location) will help your travel arranger confirm the eligibility of the trip for reimbursement.

KFS TRAVEL AND EVENT MANAGEMENT (TEM) PROFILES:

Getting to the TEM Profile Lookup Screen (to add an arranger):

First, Getting to the TEM Profile Lookup Screen

1. [You can access the lookup with this link](#). If you are able to access the lookup page, you can [skip to the steps on creating your profile](#).
   1. If you cannot access the above link, you can access the lookup in ZotPortal.
      1. Navigate to the ZotPortal website: https://portal.uci.edu.
      2. Log in using your UCInetID and password. The login button is in the top right corner of the screen.

3. Select the **Finances/KFS** tab from the yellow navigation bar. This will take you to a screen full of portlets related to the campus financial system.
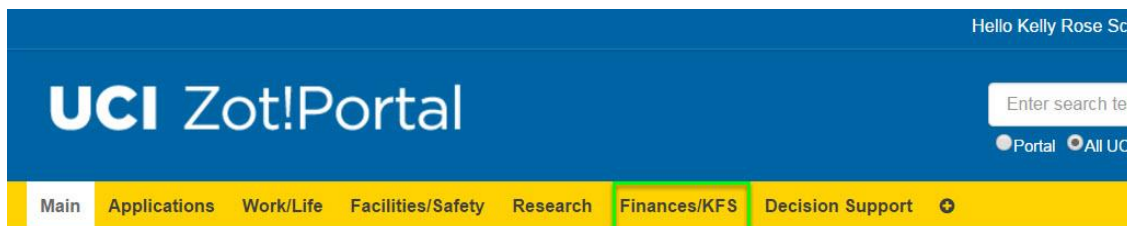
4. Scroll down and find the **Travel & Event Management** portlet.
5. Select the **+ icon** to expand the **TEM Profile** section.
6. Select the **TEM Profile Lookup** link. Lookup and select your UCInetID
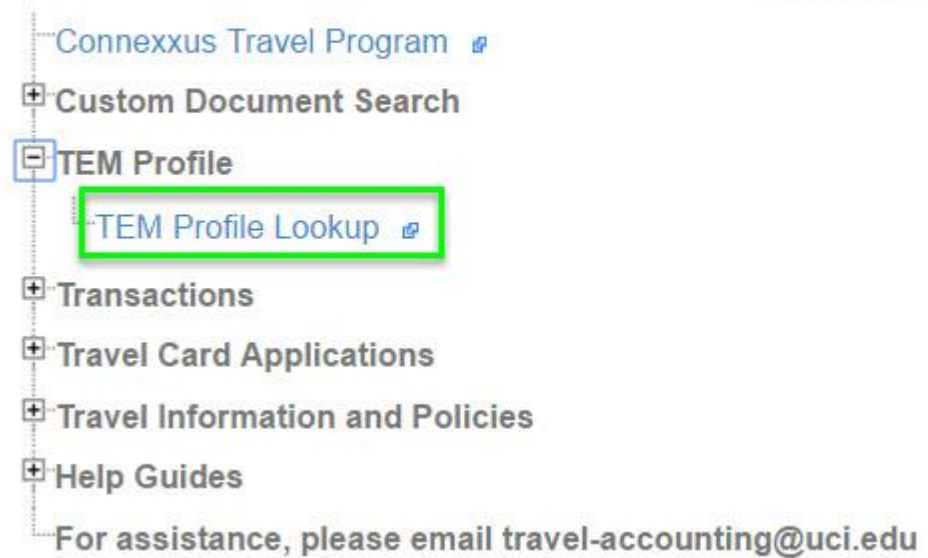
Now we can add an Arranger to Your TEM Profile:

   a. As with all KFS Documents, you must enter a description and explanation in the **Document Overview** tab.

      1. The **Description** should be something very short. For example, it can just be your name.

      2. **The Explanation should be something simple like "Adding an arranger to TEM Profile for [Your Name]."**

      3. Scroll down to the **Arrangers** tab - you can ignore all the others - and select the **magnifying glass icon next to Principal Name**.

4. Enter the UCInetID or First and Last name of the person that you want to add as an arranger into the **Principal Name** field.

5. Click on the **Search** button.

6. Click the **return value** link next to the name of the person that you want to add as an arranger.

7. You will be sent back to the previous screen with your arranger's information appearing in the Arrangers tab.
8. Select the green **Add** button.

Now you just need to finalize the document and complete the process. The buttons for saving and submitting the document are at the bottom of the window, so ...

1. Select the **Save** button.
2. Select the **Submit** button.

And that's it! KFS will automatically processes your document requesting a travel arranger.

Original link here: https://accounting.uci.edu/support/guides/tem-profile/add-arranger-new.html

IMPORTANCE OF REDACTING PERSONAL INFORMATION FROM BACKUP DOCUMENTS

Redacting personal information is an important step in maintaining privacy and security when submitting reimbursement requests. Common examples are:

1. Social Security Numbers

2. Home Addresses

3. Phone Numbers

4. Credit Card Numbers

5. Driver's License Number

6. Birthdates

7. Unrelated purchases on credit card or back statements

MEAL EXPENSES FOR MEETINGS AND ENTERTAINMENT: WHAT TO KNOW

Keep in mind the following to avoid delays in processing your reimbursement:

2. Eligibility and Purpose: Make sure the meal is directly related to university business and include a justification in your reimbursement form.
3. Documentation Requirements: Original itemized receipts, including the date, location, names of attendees and detailed breakdown of expenses. Please include second receipt if the tip is not included in the itemized receipt.
4. Maximum Reimbursement Amounts: *Breakfast $31 || Lunch $54 || Dinner $94 || Light Refreshments $22.*
5. Alcohol: We cannot reimburse alcohol on federal or state funds.
6. Delinquency: Please submit your reimbursement requests as soon as possible. Requests submitted late may require an exceptional approval and justification.
7. How to Submit your reimbursement: All reimbursement forms and backup documents will be emailed to: purchase@rt.stemcell.uci.edu

SCRC BUILDING INFORMATION

We have outlined some areas that you should be familiar with within our center.

SCRC core staff

Here is a full list of the SCRC Core Staff and core lab managers listed below.

Christina Tu-Stem Cell Techniques Course Manager htu@uci.edu

Vanessa Scarfone-Flow Cytometry Core Manager vanessa.s@uci.edu

Allia Fawaz-Imaging Core Manager and Building Manager fawaza@uci.edu

Anita Lakatos-CRISPR Core Manager scrc-crispr@uci.edu

Equipment and Conference Room Reservations

Equipment

Here's a list of the shared equipment and other resources that the SCRC has to offer!

Shared equipment is reserved via iLab. Please register for ilab at the following site.

Log in with your UCI credentials and choose your PI. If you receive any errors please send a screenshot of the error to fawaza@uci.edu. If your PI is not listed, please email your PI's first and last name and email address to fawaza@uci.edu so that they may be added.

Once you have been trained on the equipment, you will receive access to reserve the equipment via iLab. All equipment also has paper sign-in sheets. A sign-in sheet is for signing-in once you begin using the equipment and is not a reservation.

If you have reserved the equipment but a user is using the equipment during your scheduled time that has not reserved, **you have priority to use the equipment** and can ask them to leave; let them know to reserve on iLab at a later time.

Conference rooms

If you would like to reserve a conference room, you may do so for rooms 2005, 2034, 3001, and 3034 via iLab. They can also be reserved at the tablet kiosks outside each conference room. Directions for reserving on the kiosks are found next to the kiosks.

The Thorpe conference center on the 4th floor (4000) and the 4th fl boardroom (4002) are reserved through Abbie at abbiee@hs.uci.edu.

Conference room rules are to:

1. Only reserve time you plan to use

2. Dispose of trash and push in chairs

3. Put spare food/drinks/utensils etc. from meetings in the break rooms with a note that says it is for anyone

4. Keep door unlocked when leaving (if the room is locked, there is a key on Allia's desk by room 2102, please sign-in on the sign in sheet)

5. Let Allia know if the projector lamp requires replacing (if dim) at fawaza@uci.edu

Equipment Rules

For all shared equipment, you must:

1. Be trained by the Core Facility Staff

2. Schedule your time via iLab

3. Sign in on the sign-in sheet

4.   Keep the area cleaner than you found it

5.   Save your files to an external device (USB). Files should not only be stored on shared computers. Old data will be removed periodically to allow additional space without notice. Do not save data on the computer desktop.

For your safety, please pay attention to all signs surrounding equipment. Some equipment have a gloves on policy when using computers for the equipment while others have a gloves off policy. All door handles and elevator buttons have a gloves off policy.

If equipment is not functioning properly or you need assistance, please contact Allia or Vanessa via email. Also let us know if we are out of stock on necessary items for the shared equipment (such as ethanol, kim wipes, lens paper, and cotton swab cleaning tips for the microscopes).

Recharge Equipment

Most equipment is free to use with the exception of the following:

SCRC Equipment	Price/hour
1. Xenogen IVIS Lumina Imager	$40.00
2. Olympus FV3000 Confocal	$25.00 - $40.00
3. BD Facs Aria II Cell Sorter	$40.00 - $80.00
4. FACS ARIA III FUSION	$40.00 - $80.00
5. BD LSR II Flow Cytometer	$40.00 - $60.00
6. BD Fortessa X20	$40.00 - $60.00

Building Access

If you require a keycard to be activated, please email the 5 or 6 digit number on your keycard and your PI's approval to fawaza@uci.edu. If your lab does not have a spare keycard to activate, please send your lab's KFS account and project code with your PI's approval to purchase one.

Lost or stolen keys/keycards should be reported to both the PI/lab manager and fawaza@uci.edu immediately.

Additionally, one should NOT grant access to the building (e.g., by holding a door to the building open) to anyone without a keycard unless they are known to you. Also, doors to the building should NOT be propped open to allow access.

If you see an individual in the building that you do not recognize, asking whether they need assistance is a great opener. This includes any sales representatives that do not have an **appointment for any specific lab**. You may kindly refer them to fawaza@uci.edu to set up a vendor show.

If you are concerned about an individual, please feel free to contact fawaza@uci.edu or any of the SCRC staff. In the evenings/weekends, as for anywhere on campus, the UCIPD will respond as necessary if there is an identified concern regarding legitimate access. Just so you are aware, this building is under constant surveillance which is monitored when needed.

Once you terminate your position with the center, please let Allia know and she will deactivate your keycard and remove you from the mailing list. I keep an updated contact list of all lab members to communicate about important equipment and building related matters.

SCRC's Events

For information regarding the SCRC's events such as community lectures, please click on the following link.

Break/Lunch Rooms

We have break rooms available on the 2nd, 3rd, and 4th floors with fridges/freezers, water dispensers, and microwaves and other appliances. The room rules are to:

1. Wipe the tables and push in chairs after use

2. Dispose of trash in the appropriate containers (trash or recycling)

3. Write your name and date on all food

4. Wipe sink counters down and any spills in fridge/freezers

5. Run disposal if food is in sink

6. Do not leave items in the sink or counters

7. Store dishes in labeled cupboards & cabinets

8. If you have spare food/drinks etc. from meetings, leave a note that says it is open for anyone

9. Keep from microwaving foods with more potent aromas (such as fish)

10. Clean microwave and other appliances used

11. Replace water dispenser containers when empty

12. Clean out fridge every Friday

Printer/Copier Access

We have a shared printer/copier on the second floor by the break room. To access the printer you must install the driver here. Install the printer using the IP address: 128.200.249.45 (port #: 9100). Aside from printing and copying, features also include emailing documents, faxing, and saving to your USB. If the printer is out of paper or toner, please let Allia know at fawaza@uci.edu. The printer is NOT for personal use, it is only for

printing items related to your research; do NOT print items for your courses. Please print in black/white when possible.

Building Maintenance

If you notice any building maintenance that needs to be reported such as broken paper towel dispensers, lights that need to be replaced, doors not shutting correctly, uncomfortable temperatures that require adjustment, etc., please call facilities <u>directly</u> (949-824-5444 or extension 4-5444) or email them at <u>fm-servicedesk@uci.edu</u>.

Internet Access

If you need access to internet, your lab can submit a request to OIT <u>here</u>. Follow directions under manual registration and enter in your computer's MAC address. For any issues, contact HS OIT (extension 4-3434).

Hazardous Waste and Trash/Recyclables

Hazardous waste pick-up can be submitted via text by following <u>this set of instructions</u>. Please be mindful to place trash in the trashcan and recyclables in the recycling bin. Flatten all cardboard boxes and place directly behind the recycling bins for pick-up on the 1st, 3rd, and 4th floors, or on the table in the middle hallway of the 2nd floor.

Cold Rooms

The SCRC has two shared 4°C cold rooms on each floor for floors 1-3 and one on the 4th floor. Cold room guidelines are to:

1. Store items on lab's labeled racks only

2. Label lab's items with lab name

3. Make sure no mold is growing

4. Keep room clean and tidy

5. Turn light off when leaving the room

6. Shut the door behind you when both enter and leave the room

7. Do NOT keep items in cardboard boxes in room (they harbor mold)

8. Do NOT store dry ice in cold rooms (asphyxiation hazard)

9. Do NOT store items on the floor or in the sink. Items left on the floor or sink are subject to being removed and discarded

10. Place trash receptacles outside of the cold room

11. Clean up any spilled liquid

12. Report water leaks or other mechanical issues to myself or Facilities Management immediately

Emergency Freezers

If you would like to defrost your freezers or have an emergency with your freezers and need to temporarily store your items, we have emergency 4°, -20°, and -80° freezer space that you may use which require my approval, reservations made via iLab, and a sign-in sheet to be filled out.

As a side note, make sure to perform regular maintenance on your own lab's freezers as recommended by the manual and to have your lab's biosafety cabinet (BSC) certifications up to date via TSS or company listed on your BSC. Fume hood issues should be reported to EH&S (extension 4-6200).

Dry Ice, Purified Water, & Lab Space

Labs also have access to shared dry ice (found in a container in the middle hallway of each floor) and Millipore purified water that is pyrogen-, nuclease-, protease- and bacteria-free for your research on both sides of the lab space on each floor. Each floor is designated as a south and north side, each side with 8-10 bays. Each bay sign is labeled with the location (N/S), lab name, and bay number. There are spaces on the sign to write in where lab members' desks are located or equipment is stored.

Emergency/Evacuation Alarms

We must always treat evacuation causes as potential threats. During an alarm, we will evacuate via the stairs (do NOT take the elevator). If you require assistance, please let a lab member know. Once evacuated, stand away from the building. On the first floor, we should stand in the middle walking area of the parking lot. On the basement level, also please stand away from the building in the parking lot. Do not enter the building until an officer tell you that it is safe to do so.

Please let Allia know if you have any questions at fawaza@uci.edu.

SCRC SPOTLIGHT

Chassis is an 11-year-old chow mix. She was found dumped on some railroad tracks along with her mom and 6 siblings at 5 weeks old. Thankfully she was rescued & has been spoiled ever since. Her favorite foods are chips and carrots. She enjoys lounging on her couch, snuggles, belly rubs, and sometimes playing with her little brother Rusty. Her human, a research intern, adores her greatly.

Fill out the form below to submit your recent event, achievement or pet to be featured in a future newsletter.

https://app.smartsheet.com/b/form/2cb756480f89465f85007d2429481b92

COMMENTS, QUESTIONS, SUGGESTIONS

We're here to help! If you have any questions, comments or suggestions related to the topics covered in this newsletter, please don't hesitate to get in touch at SCRCdirector@hs.uci.edu.

Stem Cell Center Funding Search

OCTOBER

- **Michael J. Fox Foundation | Parkinson's Research**

This program seeks to advance therapeutic development through pre-clinical and/or clinical testing of approaches addressing unmet needs of people with Parkinson's disease (PD). The program is set up to benefit therapeutics with clear potential to prevent, stop, or delay disease progression or to reduce the burden of daily symptoms.
Amount: $250,000 - $2M
Due date: Rolling

- **Leukemia and Lymphoma Society | Scholar Award – Early Career**

The Leukemia & Lymphoma Society (LLS) offers career development awards to support the salaries of postdoctoral fellows and instructors, as well as early-career independent investigators, who are engaging in basic, clinical, or translational research to help understand and treat hematologic malignancies and relevant premalignant conditions. Faculty with at least two years and less than eight years in tenure-track appointment are eligible.
Amount: $600,000 over 5 years
Due Dates: Eligibility Request due October 27th

NOVEMBER

- **Pershing Square Foundation | Maximizing Innovation in Neuroscience Discovery**

Projects may range from the invention of novel tools, techniques, and technologies for mapping and analyzing the brain to bold approaches that demonstrate extraordinary therapeutic potential. Research domains may include—but are not limited to—neurobiology, brain imaging and mapping, machine learning, drug delivery, and synthetic biology. Faculty that have completed one but no more than 10 years of faculty appointment.
Amount: $750,000
LOI due date: November 13th

- **Melanoma Research Alliance | Multiple Opportunities**

Young Investigator Award ($255K; eligibility due October 20th), Pilot Award ($100K, due November 3rd), Dermatology Career Development Award ($150K, eligibility due October 20th), Immunotherapy in Melanoma ($255K, eligibility due October 20th)
Amount: varies by program
LOI due date: November 3rd (with some grants requiring eligibility submitted by October 20th)

- **Gateway for Cancer Research**

Gateway funds Phase I and II patient-centered cancer clinical trials that have the potential to shift the paradigm for standard of care. We strive to fund treatment-based studies at the bedside, including all types of cancers.

We advance our mission by funding Phase I and II patient-centered clinical trials focusing on the following priority research areas:

- Biomarkers/Molecular Markers (genomic or proteomic)
- Gene Therapy
- Histology Agnostic/Basket Trial
- Immunotherapy
- Targeted Therapies

Our focus is on the following therapeutic areas:

- New Investigational Therapies
- Novel Use or Approach
- Precision Medicine
- Integrative Medicine

Amount: $200K-$1.5M
Application Due Date: Rolling

- **American Association for Cancer Research | Midcareer Female Investigator**

To encourage and support mid-career female physician-scientists and researchers to conduct immuno-oncology research and to foster their career advancement toward becoming a senior investigator. Research projects may be translational and/or clinical in nature with a focus on immuno-oncology. Associate Professor and received first R01 within the last 10 years.
Amount: $225,000 over three years
LOI Due Dates: November 21st

DECEMBER

- **McKnight Foundation | Neurobiology of Brain Disorders**

McKnight awards encourage research aimed at translating laboratory discoveries about the brain and nervous system in diagnoses and therapies to improve human health. Collaborative projects between basic and clinical neuroscientists are welcome, as are proposals that help link basic with clinical neuroscience. Criteria for selection includes "must be addressing clinically relevant areas of neuroscience in new ways." Any level faculty.
Amount: Four awards annually; $300,000 over 3 years.
LOI Due date: November 6th

- **Glenn Foundation for Medical Research | Junior Faculty Grant**

The major goal of this program is to assist in the development of the careers of junior investigators committed to pursuing careers in the field of aging research. Supports research projects concerned with understanding the **basic mechanisms of aging <u>rather than disease-specific research</u>**. Projects investigating age-related diseases are supported if approached from

the point of view of how basic aging processes may lead to these outcomes. Projects concerning mechanisms underlying common geriatric functional disorders are also encouraged, as long as these include connections to <u>fundamental problems in the biology of aging</u>. Projects that deal strictly with clinical problems such as the diagnosis and treatment of disease, health outcomes, or the social context of aging are not eligible. Assistant Professor, no more than 10 years beyond start of postdoctoral training.
Amount: $150,000 over one or two years.
LOI Due date: December 18th

- **American Brain Tumor Association (ABTA)**

Discovery Grants are one-year, $50,000 grants for high risk, high impact research with the potential to change current diagnostic or treatment models for brain tumors.
Amount: $50K
LOI Due Date: Early December (opens early November)

- **Research to Prevent Blindness | Stein Innovation Award**

RPB Stein Innovation Awards provide funds to two groups of researchers, both with a common goal of understanding the visual system and the diseases that compromise its function. These awards are intended to provide seed money to proposed high-risk / high-gain vision science research, which is innovative, cutting-edge, and demonstrates out-of-the-box thinking.
Amount: $300,000 over two years
Due Date: December 15th

- **CART/Rotary International**

Funding encourages exploratory and developmental AD research projects that may not have extensive preliminary data but have the potential to advance biomedical research in new areas. Any level faculty.
Amount: $300,000 over 1 or 2 years
LOI due date: December 1st

- **AFAR Medical Research Breakthroughs in Gerontology Award (Glenn Foundation)**

The major goal of this program is to assist in the development of the careers of junior investigators committed to pursuing careers in the field of aging research. GFMR and AFAR support research projects concerned with understanding the **basic mechanisms of aging <u>rather than disease-specific research</u>**. Projects investigating age-related diseases are supported if approached from the point of view of how basic aging processes may lead to these outcomes. Projects concerning mechanisms underlying common geriatric functional disorders are also encouraged, as long as these include connections to <u>fundamental problems in the biology of aging</u>. Projects that deal strictly with clinical problems such as the diagnosis and treatment of disease, health outcomes, or the social context of aging are not eligible.
Amount: $150,000
LOI Due date: December 18th

- **Elsa U. Pardee Foundation**

Research seeking to identify new treatments or cures for cancer. Awards may establish capabilities of new cancer researchers, or new cancer approaches by established cancer researchers. It is anticipated that this early-stage funding by the Foundation may lead to subsequent and expanded support using government agency funding.
Amount: ~$170,000 for 1 year (no specified budget but based on recent grants)
Due dates: December 15th

- **The Edmond J. Safra Fellowship in Movement Disorders**

The Edmond J. Safra Fellowship in Movement Disorders aims to grow the global base of movement disorder specialists — neurologists with additional training in Parkinson's disease and other movement disorders — by training movement disorder clinician-researchers who can provide expert care and lead scientific advances. Stem Cell Center is eligible to apply.
Amount: $180,000 for 2 years
Due dates: December 7th

- **Conquer Cancer | Research Professorship**

The Conquer Cancer – Breast Cancer Research Foundation Research Professorship for Diversity and Inclusion in Breast Cancer will provide flexible funding to outstanding researchers who have made, and are continuing to make, significant contributions in breast cancer research and will dedicate their time in training future breast cancer researchers. This Professorship is designed with the primary goal of increasing diversity in the leadership of the oncology workforce and cancer research. Conquer Cancer has awarded the Research Professorship in the following areas: Breast Cancer Disparities, Comparative Effectiveness Research in Breast Cancer, Drug Development, and Translational Research. Full professor and self-identify as a URM.
Amount: $500,000 for 5 years
Due dates: December 14th (anticipated)

- **Peter and Patricia Gruber Foundation: Neuroscience Prize**

Nominations for the Neuroscience Prize are invited annually and may be submitted by individuals that are active in or have an appreciation for contemporary neuroscience research and study. Individuals from anywhere in the world who have conducted highly distinguished research in the field of the brain, spinal cord, or peripheral nervous system may be nominated. This prize honors scientists for major discoveries that have advanced the understanding of the nervous system.
Amount: $500,000 USD. The prize carries a gold medal and unrestricted cash prize of $500,000.
Nomination Due Date: Dec. 15th (anticipated; new announcement is not yet posted)

JANUARY

- **National Multiple Sclerosis Society | Remyelination and Neuroprotection in MS**

This funding concept supports research that addresses gaps in our knowledge of the underlying biology of CNS remyelination in MS, the factors or processes that modulate this process, and methods to measure remyelination. Additionally, research into neuroprotective mechanisms with the potential to prolong neuronal viability for remyelination is encouraged. The supported research is intended to lay the foundation for the next generation of therapeutic approaches. In addition, the concept supports the development or refinement of tools needed to support preclinical and clinical studies of remyelination and neuroprotection in MS.
Amount: $1M over 3 years
Application Due date: January 3rd

- **Muscular Dystrophy Association | Research Grant**

MDA Research Grants are awarded to independent, established investigators to accelerate progress toward understanding and treating neuromuscular disease. Any level faculty are eligible.
Amount: $300,000 over 3 years
Application Due date: January 20th (anticipated; new RFPs in November)

Keywords: stem cells, neurological disorders, neurobiology, developmental neurobiology, neurochemistry, cancer biology, cell biology, molecular biology, bioengineering, neurodegenerative diseases, systems biology, skin diseases, skin cancer, blood diseases, circadian rhythms, eye diseases, tissue engineering, breast cancer, cancer, traumatic brain injury, trauma-cell biology.

Federal Fund Purchasing Requirements

Value of goods/service	Use	Required Form
$10K or above	All federally funded transactions	• Federal funds checklist • Source Selection & Price Reasonableness (SSPR) • Debarment & anti-lobby verification • Obtain quote from 3+ suppliers
$100K or above	All federally funded transactions	• Debarment & anti-lobby verification
$35K or above	Federal contracts	• Debarment & anti-lobby verification
$150K or above	Federal contracts	• Debarment & anti-lobby verification

Completing the Federal Funds Checklist

Section #1:
Obtain information from your fiscal officer

Completing the Federal Funds Checklist

2. REQUIREMENTS FOR FEDERAL GRANTS AND COOPERATIVE AGREEMENTS

IN FILE	N/A	DOCUMENTATION REQUIREMENT	P.O. $ LIMIT
		Uniform Guidance 2 CFR 200 Flow Downs - covered in the following articles in the UC Terms & Conditions. The articles listed below **cannot** be deleted or edited:	All Orders
☐		*Article 2 Term and Termination*: Termination for cause & convenience by the non-Federal entity, including manner by which it will be affected and the basis for settlement;	
☐		*Article 6 Warranties, H.* Debarment and Suspension	
☐		*Article 6 Warranties, K.* Prohibition on certain surveillance/telecommunications	
☐		*Article 11 Federal Funds, C.a.* Rights to Inventions	
☐		*Article 11 Federal Funds, C.b.* Clean Air Act (42 U.S.C. 7401-7671q., 3 CFR Part 401)	
☐		*Article 11 Federal Funds, C.c.* Byrd Anti-Lobbying	
☐		*Article 11 Federal Funds, C.d.* Procurement of Recovered Materials	
☐		*Article 11 Federal Funds, C.e.* Domestic Preferences	
☐		*Article 12 Equal Opportunity Affirmative Action*	
☐		*Debarment Verification Campus locations to select documentation process from options listed in the "Notes" section at the bottom of page 2.	All Orders
☐	☐	*Anti-Lobby Verification Campus locations to select documentation process from options listed in the "Notes" section at the bottom of page 2.	≥ $100,000
☐	☐	Price Analysis/Price Reasonableness (2 CFR 200.324(a)) – Ensure Section III^ is filled out completely on the SSPR.	≥ $250,000
☐	☐	Profit Analysis (2 CFR 200.324(b)) – For purchases *without* price competition (such as only receiving one bid or a sole source), the vendor's profit has been negotiated and documented in Section III on the SSPR.	≥ $250,000

[1]*Prime funds are awards to the UC directly from a federal agency. Federal Flow-Through funding comes to the UC from another non-federal agency (such as an institute of higher education) as a subaward to the UC.*

^*If the purchase was competitively bid, Section III should include the pricing of the other bidder(s).*

UC Federal Funds Checklist Rev. 5.2021   Page 1 of 2

Section #2:
Check all boxes from Article 2 - 12

Debarment & Anti-lobby verification

Debarment & Anti-lobby verification:
- Both are obtained through SAM at www.sam.gov
- User must create an account to use the website
- If a supplier is not listed in SAM, use UC Debarment & Anti-lobby certification Form

Notes:

*Process for Debarment and Anti-Lobby Verification:

A. **SAM**: _Debarment_ - Search supplier's debarment status in SAM (https://www.sam.gov). If the page states "no exclusions", print or save page for the P.O. file.

   Anti-Lobby - Search supplier in SAM. Go to the "Reps & Certs" page(s) and locate "FAR 52.203.11". Print or save page for P.O. file. If "FAR 52.203.11".is not listed, use option B. UC Form.

   If supplier is not in SAM, use option B. UC Form.

B. **UC Form:** Complete the applicable section(s) of the Debarment and Anti-Lobby Certification Form (https://sp.ucop.edu/sites/procurement/PPLDT/Pages/Federal-Funds-Resources.aspx), then send to supplier to complete and sign. Insert a copy of the completed and signed form in the P.O. file.

What is SAM.gov?

The System for Award Management (SAM.gov) is an official website of the U.S. Government. There is no cost to use SAM.gov. Suppliers can use this site to:

Register to do business with the U.S. Government

Why do buyers need to access SAM.gov?

To make sure the supplier is in good standing and not debarred prior to the selection of the supplier

What if supplier is not listed on SAM?

Use Debarment & Anti-Lobby Certification Form when

- Supplier record is not in SAM.gov

- Supplier's record is in SAM.gov but it is not active

- For Anti-lobby verification, if FAR 52.203-11 is not listed in supplier's record

Contact your purchaser or Lavannya for detailed training guide to complete the form

Completing the Source Selection & Price Reasonableness Form

Who should complete the form?

The person most knowledgeable about the specifications of the goods or services, should complete and sign the form.

Regardless of who obtained the information or is pursuing the purchase, when the SSPR is required it is the responsibility of each departmental person to ensure it is completed correctly. That can include the requisition requestor, the fiscal officer, and the PI/faculty/staff member making the purchase.

Why the SSPR Form is required

To document

- The method UCI used to select, the supplier was fair and unbiased

- To document the efforts undertaken to search for capable suppliers

- The amount paid is a reasonable expenditure of state or federal funds

UCI is expending federal or state funds, and its purchases are subject to public examination and audit. Getting UCI's name in the news for making bad purchase decisions is not good publicity.

Completing the form - Instructions

Updated form include links to UCOP's Instructions and FAQ. Both documents can be accessed via Single Sign On using your UCI email address and login credentials (SSO). Make sure to select Irvine for the campus selection on the drop down.

Questions must be thoroughly answered with evidence to backup your claim

UNIVERSITY OF CALIFORNIA

UC PROCUREMENT SERVICES
SOURCE SELECTION & PRICE REASONABLENESS JUSTIFICATION FORM
For Federally-funded purchases ≥$10,000 and non-Federally-funded purchases ≥$100,000

This form is required for all federally funded purchases **≥$10,000** (including tax and shipping) & non-federally funded purchases **≥$100,000** (excluding tax, but including shipping), to substantiate the appropriateness of source selection and price reasonableness.

When completing this form, you must provide **detailed facts and explanation. Do not merely restate the question as a conclusion.** Please reference the **SSPR instructions** and **FAQs** for assistance understanding each section of this form.

Requisition #: _____ Dollar Amount: _____
Desired Supplier: _____ Campus Department: _____

Source Selection - Section I.

I. **SOURCE SELECTION:** (This Section is Required in all cases) Check the applicable box from one of the funding sections below. For mixed funding where the federal portion exceeds $10,000, check Federal side only.

Federal Funds:
- ☐ Formal Competitive Bid/Contract# _____
- ☐ Certified Small Business $100K to $250K (Complete III, VII, VIII)*
- ☐ Competitive Proposals < $100K (Complete II, VII, VIII)
- ☐ Sole Source (Complete III, IV, VII, VIII)

Non-Federal Funds:
- ☐ Formal Competitive Bid/Contract # _____
- ☐ Certified Small Business or DVBE $100K to $250k (Complete III, VII, VIII)*
- ☐ Sole Source (Complete III, IV, VII, VIII)
- ☐ Professional Services; Personal Services (Complete III, V, VII,VIII)
- ☐ Unusual & Compelling Urgency/Emergency (Complete VI, VII,VIII)

*For Certified Small Business option, you must obtain a quote from two or more certified small businesses. Upload the quote and for small business certification for each company to the requisition.

- Begin by determining the source of funds (federal or non-federal)

- Then select the most appropriate justification (more than one may apply)

Competitive Proposals – Section II.

Informal Competitive Proposals for Federal Fund Purchases only, from $10,000 up to $100,000. If selecting the lowest price supplier, no further explanation needed.

II. **COMPETITIVE PROPOSALS:** (Complete if Federal Funds Competitive Proposals is checked in Section I.) Obtain price or rate quotations from three (3) qualified sources (including your selected supplier). This section is required by 2 CFR § 200.320(a)(2)(i).

Please obtain a *total* of 3 informal, competitive quotes. Attach copies of quotes, and complete the following:

Supplier A: _____   Price: _____
Supplier B: _____   Price: _____
Supplier C: _____   Price: _____

If selecting a supplier *other than the lowest-priced supplier*, explain your justification for selecting a more expensive supplier in the box below. (If you are selecting the lowest-priced supplier, skip Sections III-VI.)

Price Reasonableness – Section III.

III. PRICE REASONABLENESS: (**Complete if Sole Source, Certified Small Business/DVBE, Professional Services or Personal Services is checked in Section I.**) This section is required by the CA Public Contract Code 10508 and FAR provision Subpart 15.4.

1) **In the box below provide detailed facts (not conclusions) how you determined the price/fees are fair and reasonable.**
2) **For Federal grant and cooperative agreement orders ≥ $250,000** include profit negotiations you had with the supplier **if** such purchase has no price competition (see CFR § 200.324(b)).
3) **For sole-sourced Federal non-commercial contract orders ≥ $2M,** FAR subsection 15.403-4 requires Suppliers to submit certified cost or pricing data (TINA). Use the 'UC Certified Cost or Pricing Data for Federal Contract Purchases' form (located on UCOP website) and include with this Form.

Price Reasonableness - How to determine

Reasonable - what a prudent person would pay for the same or similar goods or services.

Comparing your dept's historical pricing (e.g. what you paid last year vs this year) can be helpful, provided the previous prices were analyzed and compared against market rates or other suppliers quoting on the same purchase.

Receiving a discounted price by itself, does not establish reasonableness!

1 Price competition - comparison of quotes

2 UCOP, State, or GSA contract pricing, or comparison with prices under existing contracts

3 Prior price history with same vendor, for same goods/services (include the prior PO number and $ amount)

4 Comparison with current, or recent prices for a similar item(s) with another vendor

5 Market research, catalog or established price list (sales to general public - screen shot ok)

Sole Source – What It Is

DEFINITION: A sole source purchase is justified if there is only o**ne supplier (source)** capable of delivering the required goods or services.

Sole sourcing requires **a thorough and diligent search for suppliers** capable of providing the goods or services.

If other suppliers exist in the field, and you are capable of comparing abilities, features or qualities between them, it is likely not a sole source situation.

Sole Sourcing – what it is NOT

Sole Sourcing is NOT a supplier selection method/option. It is a last resort when there is literally NO other supplier capable of providing the goods or services.

Sole sourcing is **NOT** appropriate when:

- Multiple competitors exist, but the dept is unwilling to consider anyone other than a preferred source

- Specific brand-name preference

- Pre-service consultations or discussions with one source gives them unique information to best understand UCI's needs.

- Dept did not allow for sufficient time to conduct a formal competitive bid process.

Sole Source – Selection IV.

IV. **SOLE SOURCE:** (Complete if Sole Source is checked in Section I) *NOTE* - Sole sourcing means there is literally no other company in existence to provide the goods or services. Sole sourcing is not one selection option among many, it is a last resort when there is literally no other option.

Check the applicable box from one of the funding sections below. For mixed funding where the federal portion exceeds $10,000, check Federal side only.

Non-Federal Funds

☐ One-of-a-kind/unique - only one supplier in existence that can provide the goods/services

☐ Match existing - Prior PO #_____ (This is only for equipment purchases where new equip must connect to existing equip.)

Federal Funds

☐ One-of-a-kind/unique – only one supplier in existence that can provide the goods/services

☐ Emergency – poses immediate risk of harm to persons or property.

☐ Awarding Agency Approval (to dispense with a competitive selection) – Read the SSPR instructions for required documentation. Naming a supplier in your funding proposal does NOT meet this justification.

☐ No Competition (Grant and Cooperative Agreement Funds Only) – when other companies exist but are unwilling or unable to provide a quote.

Explain your selection above with detailed facts. For "one-of-a-kind/unique", you must state the detailed specifications of the goods or services you need. Then state the efforts you undertook to search for possible suppliers. Explain why this supplier alone is the only option available. If you located other suppliers, explain why they were unable to meet the specifications or refused to provide a quote. (NOTE: Pre-work/discussions with a supplier giving them special information allowing them to customize equipment or services, to the exclusion of others, is not a valid justification.)

Sole Source – Non-federal Funds

One-of-a-kind	• Must possess specific features essential for completion of task or project available from only one source in the world. • Change of brands/manufacturers would compromise project continuity or integrity. • Maintenance, repair or warranty services that are only offered by the equipment manufacturer. • Proprietary item for compatibility with existing equipment or systems, and available only from original manufacturer.
Match Existing	• New equipment needs to inter-member, connect or match existing equipment or systems, and only one option is available to do so. The "matching" cannot be mere aesthetics, the functionality is what matters. • Match existing does not apply to the supplier themselves (e.g., We used Supplier X last year, so we want to use them again this year.)

Sole Source – Federal Funds

One-of-a-kind	• Must possess specific features essential for completion of task or project available from only one source in the world. • Change of brands/manufacturers would compromise project continuity or integrity and would result in substantially higher cost • Proprietary item for compatibility with existing equipment or systems, and available only from original manufacturer.
Awarding Agency	• The awarding agency is requiring use of only one manufacturer or supplier as part of the award or gives express permission to select a supplier without competition. • Identifying the Supplier in your funding proposal <u>does not justify sole sourcing. You cannot bake sole sourcing into the cake!</u>
No Competition (Grant & Cooperative Agreement Funds only)	• After soliciting multiple sources, competition is determined to be inadequate. • No responses received or suppliers stating they cannot meet specifications. • Efforts to solicit must be proven by including documentation with requisition.
Emergency	• Failing to complete the purchase puts lives or UC property at risk • Poor time management or planning is <u>NOT</u> an emergency.

Professional Services; Personal Services – Section V

Read the definition! These are very specialized categories of services, as defined in BUS-43. Do not apply a generic meaning to the terms "professional" or "personal."

V. PROFESSIONAL SERVICES; PERSONAL SERVICES (Complete only for non-Federal Funds):

Professional services are highly specialized services that typically require a professional license to perform (examples – doctor, lawyer, accountant, engineer, architect).

Personal services are technical or unique services that require special skill, experience, or qualifications that are not easily capable of comparison (examples – technical editing, appraisals, real estate transaction valuation, interior decorating, artists, actors, musicians, and others in the performing arts).

Please state detailed facts explaining why the services are **professional** or **personal.**

Unusual & Compelling Urgency – Section VI.

This category involves an **immediate risk of injury to persons or property, or will result in legal or substantial liability to UCI.**

Poor time management, or failure to keep track of deadlines or expirations does not support this category.

VI. UNUSUAL AND COMPELLING URGENCY/EMERGENCY (**For non-Federal Funds only**): Explain how this purchase is needed to avoid significant <u>bodily harm</u>, significant <u>property loss or damage</u>, violations of law or University policies, cause significant liability to the University, or to members of the University community. <u>Lack of planning/time management is not an emergency.</u>

Certification & Signature – Section VII.

Must check "agree" or explain why not. Sign and include name, date, and email or phone.

VII. **CONFLICT OF INTEREST STATEMENT:** (This Section is required in all cases.) To the best of my knowledge, no UC employee or near relative of a UC employee is the supplier or holds more than a 10% ownership or controlling interest in the supplier OR the UC employee is exempt because he/she has teaching or research responsibilities and the goods or service is not commercial. I am the individual who has gathered and provided this detailed information and any further questions regarding these details can be directed to my attention.

I certify that this purchase will not present a conflict of interest as defined by university policy and that I have received no income, gifts or gratuities from or have an investment in this supplier. **Agree** ☐

If you do not agree with the above statement, please provide an explanation:

VIII. **REPRESENTATION:** (This section is required in all cases.) By signing below, I hereby certify the foregoing is true and correct to the best of my knowledge.

Dept. Responsible Party Signature: _____   **Date:**_____

Dept. Responsible Party Name: _____   **Email / Phone:** _____

Resources

- SSPR Form Training video:
https://www.youtube.com/watch?v=GO1st71ntUA&ab_channel=UCIProcurementServices

- SAM.gov debarment verification training video:
https://www.youtube.com/watch?v=ktmfOcetBXI&ab_channel=UCIProcurementServices

- Where to download required forms:
https://procurement.uci.edu/forms/?dtsearch=Procurement