Department of Medicine  
RSA Monthly Meeting  
January 21, 2010  
8:30 to 10:00 AM, Laurel Heights 376

Present: Ross Beard, Michele Benjamin, Michele Carter, Alice Chin, Hung Dao, Raymond Fong, Estrela Garcia, Olive Giovannetti, Terry Gleason, Lynn Ha, Cheri Habayeb, Lowell Huang, Kathy Judd, Calvin Kwok, Victoria Lee, Annie Mar, Marienna Murch, Solat Navab, Wendy Ng, Eric Ormsby, William Rypcinski, Suzanne Sutton, Yvette Villicana, Kapo Tam, Tanjira Wilawanchit, Joseph Wilson, Lei Lei Win, Eric Wu, Samantha Yee.

Announcements

• Proposal signatures from chairs/chiefs for a Co-I or Co-PI in another department is required. A Co-I or Co-PI is in another division in the Department of Medicine does not require the corresponding division chief to sign the OSR form. Scientific advisors from other departments do not require their chair’s signature on the OSR form. Faculty from other departments using Medicine space do not technically require their chair’s signature but we require it as a commitment of that individual’s appointment. Proposals that require signatures from other departments may be reviewed preliminarily while you retrieve pending signatures. The proposal will be returned to you after review for the final version to be uploaded before it can be forwarded to the DOM Chair for signature.

• Based on the suggestion of one of our RSAs, Alma Yates is working on compiling a list of the Office of Record for the internal forms we use. She will be distributing the draft list to a number of RSAs for feedback. Please review the draft for forms that may be missing and whether a description is needed if the form is unfamiliar. Please review and return the list to Alma ASAP so that changes can be incorporated and finalized for the list to be distributed and posted on the website.

• Divisions will begin the budget process for FY2010-11 soon and will require confirmation of research support for collaborating faculty. Other divisions may contact you and require the amount or % of salary that can be committed from your funds. Please also confirm which NIH salary cap the division should be using when one is applicable.

Federal Meal Policy

The federal meal policy, which is published as Appendix C of the UCSF CAS Guidelines http://www.acctg.ucsf.edu/extramural_funds/policies/index.htm, was published by UCSF on September 18, 2009 even though the Campus had finalized the policy a couple years ago. The new policy allows the use of federally sponsored funds for meals at scientific meetings under specific circumstances when the grant is not a conference grant or a coordinating center. UCSF CAS Policy requires that the meal expenses be delineated in the budget proposal or that approval be obtained from the program officer prior to expenditure if the costs were not in the original proposal. Meal limitations per person per meal must also follow the travel guidelines, which limits the costs to $64 per day. If per person costs exceed this limit, then the entire expense must be expended from unrestricted funds, not just the portion that is over the limit.
While the limitation of using federally sponsored funds for meals and entertainment has been relaxed as a result of this policy, the restrictions on all other sponsored projects is tightened. The reason is that ALL active, sponsored funds at UCSF must now follow this policy as well as NIH guidelines on what types of entertainment expenses may be allowed (e.g., alcohol for meals is not allowed under any circumstance).

Recharge Proposals

Karen Lauritzen, DOM Controller and Business Office Manager, attended our meeting to answer questions related to recharges. Here are the highlights of the discussion:

- Questions related to how the forms should be completed and what information is required should always be deferred to the Budget Office for advice. This reduces the number of errors and fulfills how the Budget Office wants the information organized.
- Surpluses at the end of each year must be carried-forward to the next year. Deficits at the end of the budget year may either be carried-forward to the next year, or could be subsidized as a lump sum.
- UCSF Policy 250-11 is the policy “bible” for recharges on campus.
- There is an annual call for recharge renewal applications each year, which specifies the deadlines. New recharge proposals may be submitted any time during the year, but must be submitted no later than 2 months prior to the proposed start date.
- When submitting a proposal, realize that the Budget Office will apply more scrutiny to non-salary expenses than salary expenses. For that reason, Karen removed all non-salary expenses from the DOM IT Recharge and the Department subsidizes all non-payroll expenses for the recharge.
- Proposals also need to consider policies for users and the scope of services provided. If the recharge includes expensive equipment, would the expense be front-loaded or applied in equal installments over time with depreciation?
- Negative STIP must be journaled off the recharge fund, and it cannot be subsidized. Positive STIP, if any, needs to be carried forward to the next year.

Upcoming RSA Meetings

RSA Meeting on February 18, 2010 at 8:30-10am in LH 376 (Kathy Judd)
RSA Meeting on March 18, 2010 at 8:30-10am in TBD (Joseph Wilson)
RSA Meeting on April 15, 2010 at 8:30-10am in LH 376 (Wendy Ng)
RSA Meeting on May 20, 2010 at 8:30-10am in LH 376 (Joseph Wilson)
RSA Retreat in June 2010. Details TBD (Suzanne Sutton)