Department of Medicine  
RSA Monthly Meeting  
February 18, 2010  
8:30 to 10:00 AM, Laurel Heights 376

Present: Connie Archea, Ross Beard, Michele Benjamin, Alice Chin, Joanne Dang, Olive Giovannetti, Terry Gleason, Shawn Green, Cherie Habayeb, Lowell Huang, Kathy Judd, Susan Lau, Rashaan Lyons, Christine Mok, Suzanne Sutton, Tanjira Wilawanchit, Lei Lei Win, Samantha Yee.

Announcements

- Office of Record list has been updated and emailed to all RSAs. It will be posted on the RSA website.
- Expired Funds Clean up and SWAT team: be sure to research the fund thoroughly by reviewing award notices, FSR reports, carryforward and No-Cost Extension approvals, as well as revenue issues before agreeing to accept any liabilities to your discretionaru funds.
- UCSF Guidelines and Requirements for Funds Received from Extramural Sources - this is a useful document to sort out what category is most appropriate for applications and awards.  
  http://brm.ucsf.edu/finance/2862DSY/version/default/part/AttachmentData/data/EMF%20v20080701.pdf

Effort Reporting System
Refer to Effort Reporting System Job Aids on the EMF website. They contain very useful examples.  http://acctg.ucsf.edu./ers/index.htm

Effort reports should reflect a minimum of 5% in Non-Sponsored Activities.

1. **OPEN reports**: Certified Adjustment Required, Reissued, etc – caused by PETs and rounding. Be sure to check that the PET posted correctly. The 5% variance allowed for reporting effort is based on the difference between the original proposed effort and the actual effort provided. In the system, the original payroll must still equal the actual payroll, or for the original payroll to equal the actual payroll plus cost sharing percentage for the report to close.

2. **Other Departments**: reports from other departments that show up on your list should be followed up even if your fund is in the Other Sponsored Projects section. The Comment section may give you an idea for an administrative contact. The other option is to contact the PI directly, and give them the log in and explanation of how to correct and certify their reports.

3. **PI separated**: try to delegate authority to another PI who knows the work. If that is not possible, the Chair or division chief will need to sign off. The access administrator will need to assist you by delegating the authority by individual or by fund and DPA.
4. **Negative effort**: may occur when a PET is double keyed, an overpayment, a no-title account correction entered by Payroll where the salary distribution lines no longer show up on the DPE, or when an Lx/Rx is keyed incorrectly. To clear the negative effort requires coordination with the EMF Compliance Desk, Payroll, and the Service Teams.

5. **K awards**: The job aids for K awards are excellent and contain sample wording for the comment section.
   
   a. Example 1: 75% effort commitment but original payroll is 62%. Enter 13% in the cost sharing column so that effort total is 75%. Reduce Other Sponsored Projects section by 13%. And, in Reports Options check the middle box “Report allows for Cost sharing from Other Sponsored Projects”. In the comments, follow the wording provided in the job aid, describing the voluntary uncommitted cost sharing and certification of 75% effort on the K award project.

   b. Example 2: PI with K award is in 4th or 5th year of K award and has NIH permission to reduce effort on the K to 55%. K awardee is also PI of 2 new R01 grants. K=55% effort but 41% pay, R01a=17%, R01b=10% so Total Sponsored Projects is 68%. Cost Sharing from the Other Sponsored Projects section should be 19%, the Report Options “Report allows for cost sharing from other sponsored projects” should be checked, and a comment describing the cost sharing goes in the comment box.

   c. Example 3: K awardee is a PhD and is paid 100% on the K award. Even faculty with PhDs must not exceed 95% Sponsored Project support. They must show 5% NON-sponsored support to cover their effort on committees, grant writing, and other administrative activities.

6. Cost sharing – Refer to the job aids for both the Cost Sharing set-up process and ERS reporting of cost sharing.

---

**Upcoming RSA Meetings**

*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)*