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


Announcements – Joseph Wilson

• Introduced Paul Luong who is replacing Alma Yates as the Research Administration Administrative Assistant.
• Retreats – Retreat is planned for Wednesday, June 9th. The morning session will be center on Personal Financial Management, and will be held at the conference center at Laurel Heights. The afternoon will be a visit to a museum. The S.F. Exploratorium and Walt Disney Family Museum are under consideration.
• Special A-133 Audit – all divisions have been contacted by now if one of more of their funds has been selected for the audit.
• Principle vs. Principal – Make sure you use the correct version of this word, Principal, in your proposals, as in Principal Investigator. (Tip: refer to top of an NIH form page if you’re not sure which to use).
• OSR Pre-Award Certification, Training Basics, and Advanced Courses. Let Joseph know if you plan to take any of these courses. (There were complaints from the group about the cost of the courses).

Lien Analysis and Resolution in P2P - Eric Ormsby.

• Eric presented on how to analyze liens in P2P in Peoplesoft. This presentation expanded on the lien presentation from the recent RSA Town Hall meeting.

Pros and Cons using RATS - Discussion

• Please name uploaded files by last name_file type_file # (ie. King-RATS-184)
• Problems Routing Proposals Through RATS – if you experience problems with a missed signature, delayed review, or any other problem, please contact Joseph, Kathy, or Wendy. Please do not directly contact Dr. King, Dr. Powe, or their administrative staff. One of the research managers will help you resolve the problem in conjunction with the programmer, Yuri Mazur, if necessary.
Discussion with John Radkowski: Manager, Award Team (includes incoming subawards) & Regnier Jurado: Manager, Outgoing Subcontract Team.

A number of questions were submitted in advance. While no formal presentation was made, John addressed some of the questions directly. Both John and Regnier expressed their desire to work constructively with the RSA staff, and encourage RSAs to call them when needed.

- ATF (After the Fact) is considered a contract without a proposal.
- Try not to send proposals, vouchers, check request, etc., late if there is a firm due date. Late proposals have to go to the Dean first, then forwarded to DOM for a written appeal.
- On NIH face page, John Radkowski is the official to be notified (box 12) and Joyce Abe is the official to sign (box 13). Please continue to use cgproposalteam@ucsf.edu email for both boxes.
- The differences between the Proposal and Award team is the Proposal team reviews proposals for compliance, F&A rates, cost sharing, agreement type, etc. The award team reads the whole contract for indemnification, data rights, intellectual property, choice of law, and publications. They do NOT check the budget or payment terms; this is the RSA’s responsibility to negotiate.
- Outgoing Noncompeting subcontract – no scope of work is needed if unchanged, just budget and budget justification.
- **Need to rewrite/reword:** RAS roles for OSR and EMF: the difference between OSR and EMF award teams is that OSR uploads the award and enters the F&A rates, RSA, etc. Once OSR inputs the record, they generate the email to be forwarded to PI and RSA saying that the award has been processed. Once forwarded, EMF process the email during which DPA may/may not be requested. EMF is in charge of entering all the AFP info into Weblinks.
- Per John, there are no more back logs.
- Closing Note: do not hesitate to call John or Regnier when problems arise, are if you need to ask a questions.sssssssssss