THE BRIDGE
By Michael Tempero, JD, Administrator, RAS II, Program Management Office

The Office of Sponsored Research (OSR) is pleased to announce the development of a new workflow and document management system called The Bridge. The Bridge is intended to serve as a technological bridge between our current systems and our new pre-award system currently in development. The Bridge will offer several outstanding features for use both internal to OSR and the campus as a whole, benefiting and streamlining UCSF research administration.

OSR intends to use The Bridge to push many of our campus processes online through a web-based access system to simplify document management, approvals and workflow. The Bridge will be the go-to source for requests such as fund advances, subaward request forms and material transfer agreement requests. It will also serve as the place to upload any additional documentation and/compliance requests, which may be required for an award or contract. The current practice of emailing requested documentation will be replaced by this online system. The Bridge will pull data from campus systems to reduce the time and effort taken by duplicative data entry and speed the process of filling out requests.

We are also incorporating an approval process into this system. For instance, when an RSA (or other individual) submits a fund advance request for a proposal, the system will route the item to the PI for his/her approval, followed by the Chair (or delegate) for departmental approval. When approved, the system will make an action item for OSR to process the request.

All access to this system will be via UCSF’s single sign-on portal, MyAccess. All users, whether they are RSAs, PIs, Chairs, MSOs or OSR users, will use MyAccess to log in and authenticate into the system. We further intend to use this system as a dashboard for those individuals seeking information about the status of their matters in OSR. For example, when an RSA logs in, he or she will see those matters that are “open” within OSR, which have the RSA listed as well as any tasks that may be required such as uploading a revised budget or updated CHR approval. When an investigator logs in, s/he will be able to view any approvals OSR requires as well as their open matters in OSR and the individuals assigned to them.

OSR hopes for a rollout date at the beginning of February 2011. As we continue and finalize development, we will be in frequent communication with the campus to introduce the system and seek user feedback. We hope that this system will not only streamline certain processes in research administration at UCSF, but will pave the way to our new pre-award system. If you have any immediate questions, please don’t hesitate to contact me at michael.tempero@ucsf.edu.

POLICY/PROGRAM UPDATES
By Joseph Wilson, Assistant Director

DHHS F&A Guidance Memo: On-Campus vs. Off-Campus Projects
To provide clearer guidance to the campus on the definition of on-campus versus off-
campus projects for the purpose of proper F&A rate application, the campus DHHS F&A guidance memo has been updated.

**Definition of On-Campus and Off-Campus at UCSF**

On-campus projects are those performed at any building owned by UC (not just UCSF) or at any building at the San Francisco General Hospital (SFGH) site. All other facilities are considered off-campus. For off-campus sponsored projects, the full cost of space and related maintenance costs (janitorial, utilities, etc.) should be charged directly to the applicable sponsored project fund, and should utilize an off-campus F&A rate. Departments initiating rental agreements for off-campus locations must contact the campus Real Estate office for assistance prior to authorization of a rental agreement.

A current listing of on-campus and off-campus locations is located on the campus Budget and Resource Management webpage.

Application of on-Campus and off-Campus rates when multiple project sites exist. If a sponsored project is conducted partially on-campus and partially off-campus, either the on-campus or off-campus rate should be applied based upon where the majority of the project work is to be conducted. Salary costs should be used as the term of measurement. If **all** of the following conditions are met, simultaneous use of both an on-campus and off-campus rate for a project may be allowable for any given year: a) the project is significant (total salaries, excluding fringe benefits, for the project exceed $250,000/year); b) the on-campus and off-campus portions can be clearly identified by means of separate budgets; and c) the direct costs associated with each portion of the project must total at least 25% of the direct costs of the annual budget.

When applying the above criteria all subcontract costs shall be excluded, and each year of the project requires separate analysis. Formal approval of the use of both an on-campus and off-campus rate for a competitive project is required from the Office of Sponsored Research, and such approval must be obtained before a proposal may be submitted to a sponsor.

**Responsible Conduct of Research (RCR) – NIH and NIH Requirements and List of RCR Courses Available at UCSF**

Federal grant proposals (all proposals to NSF, and all training proposals to NIH) normally include a requirement that all trainees are provided with instruction in the Responsible Conduct of Research (RCR). An RCR program normally covers the following areas: ethics, conflict of interest, responsible authorship, policies for handling misconduct, data management, data sharing, and policies regarding the use of human and animal subjects.

Courses available at UCSF to assist in meeting RCR training requirements:

• Online RCR course available through the Collaborative Institutional Training Initiative (CITI). There are two online CITI courses available for trainees at UCSF:

  1. Biomedical Responsible Conduct of Research
  2. Social and Behavioral Responsible Conduct of Research
Classroom training by the Department of Epidemiology and Biostatistics is provided on an annual basis for the course entitled Responsible Conduct of Research.

The Office of Career and Professional development coordinates an annual course entitled Ethics and the Responsible Conduct of Research.

**Searchable Funding Opportunities Database with Email Alerts Feature**

The Office of Sponsored Research (OSR) maintains a subscription to the Community of Science (COS) Funding Opportunities database. The OSR recently added the COS Funding Alerts feature described below.

**What is COS Funding Opportunities?**

- COS is a comprehensive source of information on funding opportunities
- It is an online searchable database that is updated daily
- It contains information about government, non-profit, industry and international funding opportunities
- COS is available through the UCSF network

“COS Funding Alerts” is an electronic notification system that will provide you a customized list of funding opportunities each week once you have registered. Subscribers receive the list via email every Sunday. To begin searching COS and to sign-up for COS Funding Alerts, please visit [http://or.ucsf.edu/cg/7088-DSY.html](http://or.ucsf.edu/cg/7088-DSY.html). For questions regarding COS, please contact Gail Fisher, J.D., M.S.S., OSR Program Coordinator, at Gail.Fisher@ucsf.edu or (415) 502-5213.

**New CIRM Proposal Job Aid**

A new Office of Sponsored Research (OSR) CIRM Proposal Job Aid is now available for use when preparing grant proposals to the California Institute for Regenerative Medicine (CIRM). This job aid provides essential guidance on CIRM salary and stipend caps, F&A rates, and other important CIRM requirements. In addition to use of the new job aid, UCSF faculty and administrators should adhere to the Request for Application (RFA) instructions provided by CIRM for each unique type of grant proposal (research, instruction, instrumentation, seed grant, etc.) as detailed on the CIRM website at [http://www.cirm.ca.gov/for-researchers](http://www.cirm.ca.gov/for-researchers).

**Subaward Request Form**

The Contracts & Grants Division of the Office of Sponsored Research has revised the subaward request form. Attached is the revised request form and instructions, or you can download the form from the C&G website at [http://or.ucsf.edu/cg/cg/rsa/outsubs.html](http://or.ucsf.edu/cg/cg/rsa/outsubs.html).

One of the changes you will notice on the revised form is a new section for when the prime award sponsor is the Federal Government. This section has been added in order comply with the Federal Funding Accountability and Transparency Act (FFATA). The FFATA legislation requires information on federal awards (federal financial assistance and expenditures) be made available to the public via a single, searchable website, which is [www.USASpending.gov](http://www.USASpending.gov).

If you have questions regarding this matter please contact Regnier Jurado, Manager,
Subcontract Team, at regnier.jurado@ucsf.edu or at (415) 476-2782.

**Limited Submission Program Calendar**
The Limited Submission Program (LSP) is pleased to announce a new calendar of recurring limited submission opportunities (link provided below). Investigators may use this calendar to identify opportunities they are interested in applying for throughout the year and plan accordingly.

When possible, the LSP will announce opportunities campus-wide via the LSP listserv three months before the agency’s due date. Please note if an investigator encounters a new opportunity that is a limited submission, it is incumbent upon that investigator to let the LSP know of the opportunity immediately.

http://industry.ucsf.edu/cg/cg/faculty/funding/Limited_Submissions/Calendar.html

Questions should be directed to: Gail Fisher, Limited Submission Program Coordinator, at (415) 502-5213.

**New NSF Proposal & Award Policies & Procedures**
NSF has published a revised version of the version of the NSF Proposal & Award Policies & Procedures Guide (PAPPG), (NSF 11-1). The document is available in html, and, a pdf version of the document will be posted in the near future. The new Proposal & Award Policies & Procedures Guide will be effective for proposals submitted, or due, on or after January 18, 2011. If you have any questions regarding these NSF changes, please contact the NSF Policy Office at (703) 292-8243 or by e-mail to policy@nsf.gov.

**NIH begins transition from ADOBE-FORMS-B to ADOBE-FORMS-B1**
The NIH has begun and will continue to transition their applications over to ADOBE-FORMS-B1 with the intention of allowing both packages to be submitted until the mandatory deadline of May 7, 2011. On or after January 25, 2011, some packages will only be available as ADOBE-FORMS-B1. New applications should begin in the ADOBE-FORMS-B1 version and existing applicants have the option of transforming into this version also. Either way, submissions will be successful.

If you have any questions or need additional assistance, please contact the UCSF Contracts & Grants Help Desk at (415) 476-2977 or Alina Leong at (415) 476-0703 or alina.leong@ucsf.edu.

**New NIH Policy on Post-Submission Grant Application Materials**
Commencing with the September 25, 2010 NIH application deadline and later, the new NIH policy on post-submission grant application materials (NOT-OD-10-115) takes effect.

The new NIH policy on post-submission grant application materials will replace the NIH Best Practice Guidelines for Accepting Additional Grant Application Materials (Revised 03/19/2010). Please note that the new policy does not modify the existing Just-In-Time requirements or any other requests for additional information after the initial peer review.

The policy states that for the majority of applications submitted for the September 25,
2010 NIH application deadline and later, the only post-submission grant application materials that the NIH will accept are those resulting from unforeseen administrative issues. Post-submission grant application materials are those submitted after submission of the grant application but prior to the initial peer review. This option is not intended for use to correct oversights or errors discovered after submission of the application. Post-submission of grant application materials may be requested when an unexpected event such as the departure of a participant, natural disaster, etc. has occurred.

Post-submission grant application materials must be received by the NIH Scientific Review Officer (SRO) one month (30 calendar days) prior to the peer review meeting. Post-submission grant application materials will not be accepted if fewer than 30 calendar days remain before the peer review meeting. For more detailed information please refer to NOT-OD-10-115. If you have any questions please contact Joyce Abe, Proposal Team Manager, at 476-2977 or Joyce.Abe@ucsf.edu.

Transfer of Business Contract Unit activities to OSR and Procurement; Updated Agreement Matrix - Agreement matrix 20100927.pdf

On August 13, 2010 the Contracts & Grants (C&G) and Industry Contracts Divisions (ICD) of the Office of Sponsored Research (OSR) assumed responsibility for the negotiation and completion of all agreements previously managed by the Business Contracts Unit (BCU) that are revenue-generating and other agreements through which UCSF receives in-kind consideration (e.g. External Recharges, External Sale of Educational Related Activities, Training Affiliation Agreements, Equipment Loans unrelated to a procurement action, Business Associate Agreements where UCSF is the associate, etc.).

Campus Procurement & Contracting (CPC) continues to administer contracts directly related to the expenditure of UCSF funds (i.e. procurement of goods and/or services). Please use the Agreement Matrix to identify the responsible office authorized to negotiate and complete contracts by agreement type.

Data Management Plan Resource
The following websites are being brought to your attention as a resource for assisting Principal Investigators (PIs) with NIH, NSF, and other sponsor data management plan requirements:
http://www.cdlib.org/services/uc3/datamanagement/ and
http://www.cdlib.org/services/uc3/datamanagement/funding.html. The above websites will be added to the Contracts & Grants website under Job Aids.

Updated Employee (Fringe) Benefit Rates and Salary Escalation Rates for Proposals
This updated budget projection information reflects contributions to the University of California Retirement Plan (UCRP) since its restart on April 15, 2010, and its effect on employee benefits rates used in contract and grant proposals. Effective immediately, these updated employee benefit rates should be used in projections for all sponsored project applications for academic and staff personnel. Please note that these are
escalating rates; therefore, if a budget proposal spans two UC fiscal years (i.e. 10/1/10 – 9/30/11), a combination of the two benefit rates should be used in the proposal (i.e. for academic personnel –23% for the period 10/1/10 – 06/30/11, and 26% for 07/01/11 – 09/30/2011). It is important that all proposals being submitted to Contracts & Grants (C&G) reflect the appropriate new rates. UCRP expenses will be a direct charge to all sponsored project contracts and grants as of April 15, 2010.

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<tr>
<th>Period</th>
<th>Academic</th>
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<td>23%</td>
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<tr>
<td><strong>July 1, 2011 to June 30, 2012</strong></td>
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<td><strong>July 1, 2015 to June 30, 2016</strong></td>
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If you have any questions regarding the information presented, please contact the C&G Proposal Team at CGProposalTeam@ucsf.edu, or Joyce Abe, Proposal Team Manager at Joyce.Abe@ucsf.edu.

**MEET CATHERINE RONGEY MD, Assistant Adjunct Professor, VAMC**

By Shawn Green, RSA, Gastroenterology, VAMC

Dr. Rongey (L) and Shawn Green (R)

SG: What particular influences led you to a career in medicine?
CR: Growing up, common topics at the dinner table included social justice and research. My parents were both scientists. One of my role models was our pediatrician, a family friend, who was not only a great physician but heavily involved in community health projects. So from a young age, both my sister and I were volunteering at local hospitals and community health events. It’s no surprise my sister and I both chose careers in medicine and why I chose health services as my research focus.

SG: How and why did you decide to select Gastroenterology as your specialty?
CR: I was a medical student when I rotated through the Rancho Los Amigos Liver Ward, a county funded ward dedicated to caring for liver patients. I would round with Drs. Redeker, Reynolds and Runyon who are nationally recognized hepatology clinicians and researchers. Many public health concerns such as alcoholism or illicit
drug use also affect the liver. The field seemed like a perfect fit for someone like myself who enjoys tying medical discoveries with public health initiatives. I also enjoyed the procedural aspects of gastroenterology.

SG: What is your favorite part of your job? What is the most challenging part of your job?
CR: My favorite part is developing and implementing models of hepatology care for vulnerable populations, such as our liver telemedicine initiative, and then studying the resultant effects on the healthcare system such as changes in access and quality. The most challenging part and I’m sure every researcher would agree, is maintaining one’s funding.

SG: In your career, what has been one of your most rewarding experiences?
CR: During my UCLA Robert Wood Johnson Clinical Scholars Fellowship, which is a health services research fellowship, I conducted a community based participatory research project that paired investigators from RAND, UCLA with homeless health care providers to develop a hepatitis C treatment clinic for Los Angeles’ homeless. The clinic was integrated into an existing program that offered social work and psychiatry. Patients were trained and then paid as peer educators. It was an invaluable research and clinical experience, which benefitted and empowered the community we were studying.

SG: Can you describe one exciting discovery/moment in your research career?
CR: Developing a model of care, which effectively treats an infectious disease within a historically difficult to treat population was perhaps one of the highlights of my career thus far. We discovered that our HCV treatment response rates were equivalent to that in non-homeless or illicit drug using populations. Also, patients’ employment resumes were bolstered by their time as peer educators. Many found employment afterwards, with one of them becoming a research assistant.

SG: Is there anyone who has specifically inspired you in your work or passed along great advice?
CR: Mentorship is so important in academia. My mentor, Dr. Sara Knight, and other researchers at the SFVAMC Research Enhancement Award Program (REAP) have been such a constant source of support and inspiration. My mentors from my UCLA Robert Wood Johnson Clinical Scholars Program continue to guide my work as well. They’ve all taught me that persistence is one the important qualities of an academician.

SG: What do you like to do when you’re not at work?
CR: San Francisco is a fun city. I’ve enjoyed the symphony, ballet and opera. To stay active, I continue to take Krav Maga and play tennis.

MEET KITTY O’CONNOR
Division Administrator, Prevention Sciences (Formerly CAPS)
By Cherie Habayeb, RSA, Nephrology

CH: Tell us a bit about yourself. How long have you worked at UCSF? What positions have you held?
KO: I started at UCSF in 1990 as a survey worker in the Department of Epidemiology
working on a homeless project. We studied TB and HIV prevalence in homeless populations. After a year, I had a career change. I took another position in OB/GYN and worked my way up through the system. I started off as an Accounting Assistant I in their business office, then got a position in CVRI before coming to CAPS in 2004, where I got my training as an RSA. I have been here since. I started as an Analyst II, worked my way up to Analyst III and then became the Finance Manager. Now, I am the DA and there is no finance manager because we did a reorganization.

CH: What appealed to you about research administration?
KO: Definitely the challenge, especially in Medicine because you have the “cradle to grave” concept where you do pre- and post-award. You get a broader understanding of the proposal process and there is more collaboration with the PI. You get to read about what the studies are about. You feel like you’re part of the direction that your researcher is going into. It makes a huge difference.

CH: How has your RSA background helped you in your current role?
KO: It helps in understanding post-award management and payroll (planning, hiring staff, retention, and operationally how to manage a project). It helps to have a research administration background if you take the role of DA.

CH: What do you enjoy most about your job?
KO: Overall, keeping us afloat; planning for our future and being a part of that; making sure we retain good people; operationally looking ahead and being a part of our planning process; and learning from what we've done in the past. I also just love the people here. I like working with everyone in CAPS. It’s a unique, diverse group of people that keeps me here. There is a lot of innovation and it is encouraged.

CH: On the flip side, what are the challenges of being a DA?
KO: There is a lot of reorganization and downsizing - working smarter with less human resources, but it is possible. So there are challenges in planning how to run an operation with less folks, and that’s kind of what we have had to do.

CH: Tell us more about Prevention Science, or CAPS. What is the division’s main research focus?
KO: Our approach is to improve health outcomes in HIV infected people and reduce disparities. There are populations with
higher prevalence of HIV and we are trying to reduce that disparity. We do a lot of domestic studies, but we also do international research in Zimbabwe, India and China. We have 99 faculty and staff (22 faculty and 11 fellows).

CH: Your office is located downtown. What are the benefits and disadvantages of this location?
KO: It’s on the BART corridor, so for our staff and faculty who live in the East Bay, this is a great location. It’s easy to get to. I like working downtown. I like being in a different environment, in a financial setting, and seeing different folks. The downside is that you’re separated from Campus. Networking is by email so there isn’t a lot of face time with the people that you work with. The challenge is when you go to a meeting, it takes a big chunk of your day. It’s a big time investment on the travel side.

CH: Let’s talk personal. What kind of activities do you enjoy doing on your off-time?
KO: I don’t have a lot of off time, but when I do I like to knit, and I like to cook. I’m a homebody, and my husband and I like to kayak. We go to Half Moon Bay or under the Bay Bridge.

CH: Finally, tell us one interesting thing about you that most people at work don’t know.
KO: I was a bartender in my prior life. I bartended in London for a year. I don’t drink but I can bartend.

The Research Administration Unit is proud to announce that Olive Giovannetti is the January 2011 BRAG Awardee. Olive started at UCSF in 2003 as an HIV Test Counselor with the SFGH HIV Assessment and Prevention Services where she utilized a multi-infection framework to provide counseling, testing and referral services for the hospital’s diverse population. In 2004, she switched her focus and began providing administrative support to the UCSF EPI Center. Since 2006, Olive has been the RSA for the Division of Experimental Medicine at SFGH.

“Olive is amazingly dedicated, patient, thorough, and conscientious and provides an incredible service to our growing Division.”

“She is very knowledgeable, highly dedicated and always pleasant to work with, no matter how many grants she is working on or how many deadlines she has to meet.”

“Simply put, Olive is outstanding in her job,
and has the highest consistent performance of any grants analyst I have ever worked with. She seamlessly works around tight deadlines with good humor and skill, working with each faculty individually and understanding their own particular styles of work. She appears unflappable, and provides the highest caliber of support.”

“Olive always works above and beyond when there are time-sensitive deadlines, especially during the submission of funding applications. In addition to her excellent work, it is always a pleasure to interact with Olive.”

“She is careful and committed to submitting accurate grants in a timely fashion. She completes these tasks (sometimes with very short lead times) with a calm demeanor and displays poise under stressful situations. She provides quality customer service and understands the investigators as individuals rather than some predetermined stereotypical “PI”.”

Congratulations, Olive!

A DAY IN THE LIFE OF AN RSA
By Yvette Villicana, RSA Manager, Division of Gastroenterology

I can’t believe it’s 1:28 pm already. My meeting with Sue (PI) and Annamaria (DA) is at 3:00. If I copy my BSR reports now, I should have everything ready by 1:45 and can take a lunch break at 1:46. I really want a large, cold, Starbucks Frappuccino with whipped cream, extra chocolate drizzle, some holiday sugar sprinkles and a cherry on top. Is that wrong? I wonder how many calories that would be…

I can’t believe it’s December 8. My free calendar from Amoeba Music states that it’s Jim Morrison’s birthday today. That’s so cool.

Do I have to complete the Sexual Harassment Training for Supervisors? I hope it’s available online.

Yes! C and G just approved our fellowship application. Now, if only the PI could hurry up and finalize those last scientific documents, we’d really be cooking with butter.

I better update Dr. Ott’s one BSR before her purchasing assistant emails me again, asking what their current fund balance is. Time for DOMBO Express.

Ok, DOMBO Express, any moment now you can feel free to give me that info I requested. Any moment…I wonder if DOMBO Express is slow for the other RSAs as well.

While that loads, let me take a look at our current task list. It’s three pages long, but it’s really not that bad.

Double yes! Sean Sotelo just approved our program project progress report. I’ll email that .pdf to LBNL before I leave today, one day earlier than their requested due date.

Back to the task list. We have eight high priority pre-award items left to complete in the next thirteen days. They include: two new R01s, two new private fellowship
applications, one R21 progress report, one private senior investigator application, one new clinical trial and one no-cost extension (does that count?). When we come back from the winter holiday break, we’ll need to get started on our T32 Minority Supplement, one new R01 and one new clinical trial.

The volume of work here in Gastroenterology could give a lesser RSA a bit of indigestion. This is about as much work as I’d do in an entire year in any one of my previous departments. Luckily, my stomach is half-Hispanic and made of steel.

Dr. Peters just stopped by. All kidding aside, the faculty in this division are amazing. I don’t think that Dr. Peters has actually had an opportunity to attend a meeting all the way through, from start to finish, in years. Anytime I see her go into the conference room to participate in a meeting and close the door behind her, two minutes later she’s standing outside in the hallway with the telephone, taking notes about an urgent transfer patient heading our way, or coordinating yet another liver transplant. She’s the first faculty member I see in the morning, always in by 7:30 AM, and happy and smiling. Some days I see her almost 12 hours later, still chipper and smiling, trying to figure out a way to make it all work and staying positive all the while.

I wonder if her patients have any idea how dedicated and hard working she is, over thirty years into her career.

Now, regarding the post-award items on our task list…

**STAFF UPDATES**

**Jeffery Kennedy** joined the Division of HIV/AIDS at SFGH as an RSA Analyst IV on December 1, 2010. He provides pre- and post-award services to Dr. Diane Havlir and her Positive Health Program team. Jeffery has four years of research administration experience at UCSF working for several different departments, including Radiology and Neurological Surgery. For the past year, he acted as the administrator for a large, multi-site disease team research project funded by the California Institute for Regenerative Medicine. Jeffery completed his Bachelor of Arts degree at the Evergreen State College in Olympia, Washington.

**Soo Shin** joined the HIV/AIDS Division as a Clinical Finance Analyst III. Soo has broad responsibilities for management of the outpatient clinic awards, including affiliation agreement funds and Ryan White Care awards. Soo has over thirteen years of financial experience at UCSF and UCB.