

Contracts and Grants, University of California San Francisco

A Quick Guide to Preparing Contract and Grant Proposals

Proposal Policies

Proposal Submission Policy

The UCSF Contracts & Grants Office coordinates submission of proposals and acceptance of awards for grants and contracts at the University of California San Francisco. Externally funded grants and contracts come to UCSF from many sources, including federal agencies, the State of California, municipal and county agencies, non-profit foundations, and corporations. Note: Contract or grant proposals funded directly by private industry should be submitted through the [Office of Industry Research and Development](#) rather than through C&G, with the exception of industry fellowship proposals which are processed at C&G.

Employees who receive salary from UCSF or who use University resources or facilities must submit their proposals for externally funded grants and contracts via Contracts and Grants. The UCSF policy on the requirement to submit proposals for research grants and contracts through the University can be found at <http://www.ucsf.edu/ora/cg/cngpol.htm>.

Funding Sources

Information on funding opportunities from federal, state, local government agencies, UC programs, and non-profit agencies can be found at <http://www.ucsf.edu/ora/cg/index.html> - [Research Administration Policy](#). This section of the C&G Web page also contains a listing of upcoming award application deadlines for proposals that are commonly submitted at UCSF, along with a link to instructions and guidelines from that funding agency.

PI Status

University policy states that individuals must hold principal investigator status in order to be eligible to submit proposals for research, training, clinical trial or public service contracts/grants to extramural agencies, subject to the approval of chair/ORU director or dean. Individuals who submit applications to the Committee on Human Research and the Committee on Animal Research must also hold PI status. Full information on eligible titles, and procedure to request approval to be a principal investigator for non-eligible titles can be found at http://www.ucsf.edu/ora/cg/cg_forms.htm. Fellows applying for fellowship support do not need approval of PI status.

How and When to Submit

Proposals at UCSF are sent by overnight mail directly to the awarding agency from Contracts & Grants. An original proposal, all copies required by the funding agency, one copy of the proposal for C&G records, one copy of the C&G Approval Form and attachments if necessary (CHR, CAR, COI approvals) are required at the UCSF Contracts & Grants Office by **9am four working days prior to the agency deadline**.

Proposals which are delivered after the four-day 9am deadline (with the exception of continuations and fellowships) require a formal written “waiver” of the four-day deadline approved by the Dean of the submitting school. (Note: Effective with proposals received for the June 2, 2001 deadline or later, [new deadline procedures](#) go into place.)

Internal Review

Each proposal brought to C&G for administrative review and forwarding to a funding agency should be accompanied by a Contracts & Grants Approval Form which can be found at <http://www.ucsf.edu/ora/cg/ucsfform.htm>. This form is UCSF’s internal review form that authorizes the proposal submission with the signatures of the project’s Principal Investigator, the administering department’s chair or director, and the appropriate dean (if required). Signature requirements for submission of proposals can be found at <http://www.ucsf.edu/ora/cg/deansig.pdf>.

Financial Disclosure

State of California law requires that principal investigators disclose financial interest in the sponsor if the proposal is for a research project to be funded by a non-governmental source. The disclosure form (Principal Investigator’s Statement of Economic Interest—Form 730U) (link at <http://www.ucsf.edu/ora/cg/ucsfform.htm>) should accompany the proposal and C&G Approval Form submitted to C&G. A list of those agencies which are exempt from this requirement can be found at <http://www.ucop.edu/research/exempt.html>.

In addition, certain federal agencies require financial disclosure of all key personnel working on a federal project. Effective October 1, 1995, proposals submitted to the National Science Foundation and the Public Health Service (including the National Institutes of Health) must disclose their project-related financial interests. Instructions and forms can be found at <http://www.ucsf.edu/ora/cg/disclosure.html>.

Proposal Preparation

Format

If the funding agency does not provide forms or other guidelines, the proposal should include such items as a cover page, an abstract, a technical narrative, a budget and budget justification, and a curriculum vitae and list of recent publications for the PI.

Budget

If the funding agency does not provide forms or other guidelines, the proposal budget should be organized to fit the existing University of California sub-budget categories for direct costs: salaries, employee benefits, supplies, equipment (greater than \$1500), patient care costs, subcontracts and indirect costs listed as a dollar amount separate from the total direct costs. Cost sharing or matching should be specified in the budget if required by the funding agency. Information on Indirect Cost Rates (Facilities and Administrative Cost Rates) can be found at <http://www.ucsf.edu/ora/cg/memo/idc.htm> and information on salary and fringe benefit rates can be found at <http://www.ucsf.edu/ora/cg/memo/fringe.htm>.

Standard Proposal Information

Type of institution: Public, nonprofit educational institution exempt under Section 501(c)(3) of IRS code

Institutional name and address: The Regents of the University of California
c/o Office of Research Administration
3333 California Street, Suite 315
San Francisco, CA 94143-0962 (use 94118 for overnight mail)

Federal Tax ID number: 94-6036493
Federal Tax ID number (NIH only): 1946036493A6

Institutional Review Board (IRB) assurance numbers:

Committee on Human Research: FWA 00000068 (John Heldens 476-9840)
Animal Care and Use Committee: A3400-01 (Annette Bugatto 476-4793)

Dun and Bradstreet (DUNS) number: 15-968-4802

Army Cage No.: 4B560

CEC CODE: 61-956-771C

Advance Payment Pool
Air Force: F49620-92-A-003
Army: DACA-FAP-B-84-0009

Letter of Credit Nos.
DHHS: 75-08-1490
NSF: 49-00-0265
EPA: 68-13-3024
NASA: 80-00-0029

County: San Francisco
Political district: U.S. Congressional District: 12th

Cognizant federal audit agency: HHS Office of Inspector General
Office of Audit Services
50 United Nations Plaza
San Francisco, CA 94102

Administrative Official signing for applicant organization: Joan Kaiser, Contracts & Grants Officer
Contracts & Grants
3333 California Street, Suite 315
University of California
San Francisco, CA 94143-0962
415-476-2977 (telephone)
415-476-8158 (facsimile)

Checks should be made payable to: The Regents of the University of California

Checks for federal or industry contracts or grants should be sent to: Mail Remittance Cashier
Accounting Office, UCSF
1855 Folsom Street 300
San Francisco, CA 94143-0815
(overnight zipcode 94103)

Checks for non-profit grants and non-profit and industry fellowships should be sent to: Contracts & Grants, UCSF
3333 California Street, Suite 315
San Francisco, CA 94143-0962
(overnight zipcode 94118)