

Department of Medicine
Research Services Administration Unit Monthly Meeting

September 21, 2006
8:30-10:00 AM, Room 416

Present: Chude Allen, Peggy Bartek, Alison Boden, Olive Burk, Maxine Davis, Christianmichael Dutton, Brett Friberg, Annie Handajani, Christina Hsu, Kathy Judd, Calvin Kwok, Melissa Lam, Susan Lau, Victoria Lee, Samantha Lieu, Erika Luger, Christine Mok, Marienna Murch, Wendy Ng, Lourdes Ocbena, William Rypcinski, Renuka Sippy, Mayra Sustaita, Suzanne Sutton, Kapo Tam, Jack Whiteford

Announcements

Tanjira Wilawanchit has replaced Anthony King as Administrative Assistant. All proposals/grants now will go through Tanjira to be logged in before being reviewed by Joseph Wilson or Suzanne Sutton. The best way to contact her is via email at tanjiraw@medicine.ucsf.edu.

The OSR has decided not to update the RAP budget template due to a shortage of resources, which means that we will continue to use the current budget template. There is no plan for future modification.

February 1 is the deadline to submit R01 proposals through Grants.gov. Three copies of the Grants.gov training CD (in DVD format) created by Pat Clausen are being circulated among PIs who did not attend the in-person trainings. There is a waiting list, but PIs who did not attend the sessions and who plan to submit an R01 for the February 1 deadline are highly encouraged to view the training. To be added to the list, please contact Tanjira, Joseph, or Suzanne.

Overdraft Reporting

Central Administration Data & Finance Analyst Brett Friberg presented on how to look at balances in Weblinks to resolve overdraft balances due to the RAS conversion (please see the attached PowerPoint slide). He also covered the purpose and review process of the overdraft reports.

With the RAS conversion, NCAs are now captured in the Fund Balance Report in Express. The Express Fund Balance Report, however, is no longer an accurate measure of divisional performance due to programming issues and because certain funds had not been closed out before conversion.

Questions or problems related to the fund year or payment from sponsor should be resolved with EMF, in which Edward Day is the current point of contact.

For NIH-FDP awards, request for a no-cost extension must be made to the OSR within 90 days of project end.

Reports should be emailed to Brett by the 20th of each month. Ledger data are available in Express each month on the morning of the 6th business day.

The OD reporting template can be found at http://medicine.ucsf.edu/research/new_Training/Deadlines.htm.

Academic Personnel

Central Administration Research Administration Director Suzanne Sutton reviewed the distinctions between the academic titles and how to read faculty funding distributions (please see the attached handout). Suzanne reviewed the distribution lines in Weblinks for a faculty member with an assigned FTE. She discussed how to read the funding distribution and how to determine someone's base compensation (x +y) from the WebLinks salary and benefits distribution.

Kathy Judd and Susan Lau are planning an Academic Personnel Seminar for ABOG and will be using some of the materials from the presentation. All are invited to attend. In the interim, questions about how to understand academic funding distributions can be directed to Suzanne, Joseph, or Kathy.

Transition Plan

While Suzanne Sutton is on maternity leave for 12 weeks (estimated leave date is Oct. 3), Christianmichael Dutton will do first review and Joseph Wilson will do second review of all proposals. Please refer all other issues related to research administration to Joseph.

*The next RSA meeting is scheduled for Thursday, **October 19, 2006** from 8:30-10:00 AM in room **430F** (Large Conference Room).*