

Department of Medicine
Research Services Administration Unit Monthly Meeting

November 16, 2006
8:30–10:00 AM, Room 430F

Present: Chude Allen, Peggy Bartek, Alison Boden, Olive Burk, Maxine Cooper, Maxine Davis, Jane Drake, Christianmichael Dutton, Estrella Garcia, Annie Handajani, Christina Hsu, Jennifer Kellen, Calvin Kwok, Susan Lau, Anne Lawrence, Linda Lew, Samantha Lieu, Christine Mok, Marienna Murch, Solat Navab, Kitty O'Connor, Sarika Parekh, William Rypcinski, Renuka Sippy, Mayra Sustaita, Kapo Tam, Bill Walzer, Joseph Wilson

Announcements

Joseph Wilson will be working in the Central Administration Unit until the last day before the holiday break, which is December 22. If you have RAP grants needing a signature, please deliver the proposals to him by December 21.

The next RSA meeting will be held a week earlier due to the holiday (December 14). There will be a white elephant gift exchange. Each person who wants to participate should bring in a gift for exchange (something you don't want, but that someone else will treasure). Enhanced continental breakfast will be provided.

Cayuse424/WebCT Training

The Department of Medicine is participating in a pilot project using Cayuse424 software for electronic submission of NIH grants. An overview of the software will be given in a Town Hall meeting held on November 29 at the Parnassus campus (please see the attached handout). The online WebCT training for the software will begin around December 6. For registration, please use your library GALEN account. The training will be useful for anyone who submits electronic NIH grants. It is recommended that everyone completes this training before leaving for the holiday break, especially those who have electronic grants due February 5.

Contracts and Grants

The Contracts & Grants Office is now recruiting for four non-profit and incoming subcontract team managers, which means that their pace may be a bit slower during this time. Beverly Frias, who is a part of the subcontract team, is responsible for non-profit grants and incoming subcontracts. Jun Paragas is handling federal grants and outgoing subcontracts. (Please refer to the attached handout for contact information).

Bill Walzer, a Research Services Analyst in the Division of Rheumatology, suggested Sean Sotelo, who does the general review of contract documents, as a good point of contact for anyone with questions related to the Contracts & Grants Office.

Overdrafts

RSAs are required to explain why overdrafts exist and what they have done to resolve them. If you have no experience with overdrafts or have any problems resolving them, please contact Joseph Wilson for assistance.

If there are changes in faculty funding, RSAs should plan at least 3 months in advance with their division administrator.

Effort Reporting Project

Joseph Wilson presented “Effort Reporting Project” (please see the attached ppt. file). UCSF has relied on the paper-based Personal Activity Report system (PARs) since 1982. We will eventually have an electronic version of PARs, the Effort Reporting System (ERs), in February, and the new program for the ERs will start in March. There will be multiple training sessions on how to use the new system.

Faculty and PIs should report their attendance and vacation and their effort on PARs (ERs in the near future). Universities have been fined for non-compliance with effort reporting, which means that it is mandatory for faculty to verify and certify their effort. Certification of Effort reports must be completed within 30 days of distribution. Please note that a PI who owns a fund with multiple DPAs will not see effort reports on DPAs assigned to other PIs. For any questions regarding the ERs, please contact Zoanne Nelson, UCSFLink ERs Project Manager.

*The next RSA meeting is scheduled for Thursday, **December 14, 2006** from 8:30-10:00 AM in room **430F** (Large Conference Room).*