

Department of Medicine
Research Services Administration Unit Monthly Meeting

January 18, 2007

Present: Chude Allen, Peggy Bartek, Olive Burk, Michelle Chang, Christie Chu, Maxine Cooper, Jane Drake, Christianmichael Dutton, Brett Friberg, Estrella Garcia, Annie Handajani, Christina Hsu, Kathy Judd, Calvin Kwok, Nyya Lark, Karen Lau, Anne Lawrence, Erika Luger, Christine Mok, Marienna Murch, Solat Navab, Wendy Ng, Sarika Parekh, William Rypcinski, Renuka Sippy, Mayra Sustaita, Suzanne Sutton, Kapo Tam, Yelena Tretyakov, Joyce Troiano, Bill Walzer, Joseph Wilson

Announcements

Kathy Judd and Susan Lau are organizing an ABOG Tools of the Trade seminar on how to understand the revenue reports in Weblinks. They have invited T\Mark Battles to provide a step-by-step instruction on which reports to run and how to read them. This training is intended to be more hands-on than the Town Hall hosted by EMF, which will be broader. The Tools of the Trade will be held at SFGH on February 7, 2007. If you are interested in attending or have any questions regarding the meeting, please contact Kathy Judd. Please refer to the attachment for dates and times of the RAS Revenue Cycle Transaction Town Hall hosted by the Controller's Office.

Please be sure to attend a Town Hall meeting on the new implementation of the SAS 112 audit requirement. Times and dates were distributed by Susan Lin, Assistant Controller via e-mail. You may also contact her at susan.lin@ucsf.edu for any questions.

Suzanne Sutton returned from maternity leave on January 16th. Proposal review will revert back to Joseph and her. Thanks to CM Dutton for helping to cover proposal review for the past three months.

Increase in NIH Cap

The NIH cap increased effectively January 1, 2007 (please see the attached handout) to \$186,600. Faculty may utilize the higher cap for their salaries from their grants beginning 1/1/07 as long as their base salary is \$186,600 or higher and they have enough funds to rebudget. The funding worksheet has not yet been updated by the Dean's Office but will be shortly. The division administrators would be receiving them from Academic Personnel.

NIH Audit at UCSF

The NIH arrived on campus at the end of October 2006 and requested a set of data that was provided to them. They returned to Bethesda in December and will be returning in

February. Thus far, they have not requested any materials or information that would require involvement from the departments. In preparation for future requests of information from the NIH, all divisions should have corrected the unallowable administrative salaries that were distributed in September 2006. The Department will be requesting reports showing the adjustments.

C&G Deadlines and Cayuse

The next NIH deadline of February 5th for R01s requires that they be submitted electronically. RSAs are responsible for making sure that their PIs are attentive of this deadline. Due to the suspension of RAP delegated authority, proposals must arrive at C&G no later than 4 business days before the deadline to ensure they are submitted on time. According to the timeline calculator, this means that the proposal should be routed through the division for review and signature by January 19th,

Cayuse is being implemented with the February 5 NIH deadline, which will submit grants for UCSF directly to Grants.Gov. , Cayuse is available 24/7 and the browser, Firefox, is compatible with both MAC and PC. Save and print the application that is entered into Cayuse for internal review. Please encourage your PIs to use the Word template provided in Cayuse for the narrative sections, which enables automatic referencing in other parts of the proposal. Cayuse automatically tracks down errors but it does not recognize typos in the Header. After you create your PI profile in the application, please make sure to add users to give others permission for access.

Effort Reporting System

Electronic PARs (ERS) is currently scheduled to be deployed in late February. The ERS process will be similar to the process used today, except that the distribution and verification of PARS will be done electronically. The Department is in the process of assigning verifiers to specific depcodes.

Annual RSA Retreat

We discussed possible ideas for this year's RSA retreat. The objective of the RSA retreats is to allow RSAs to network and get to know one another . We have tentatively planned for the retreat to be held mid-June. We discussed the Golden Gate Club and Green Gulch as some venue possibilities. Please email Tanjira at tanjiraw@medicine.ucsf.edu with other ideas.

*The next RSA meeting is scheduled for Thursday, **February 15, 2007** from 8:30-10:00 AM in room **430F** (Large Conference Room).*