

**Department of Medicine**  
**RSA Monthly Meeting**  
**March 15, 2007**  
**8:30-10:30 AM, Laurel Heights 376**

**Present:** Chude Allen, Debra Allen, Connie Archea, Peggy Bartek, Olive Burk, Michele Carter, Michelle Chang, Christie Chu, Helen Chuan, Bettina Clairmont, Christianmichael Dutton, Clarice Estrada, Brett Friberg, Annie Handajani, Christina Hsu, Calvin Kwok, Susan Lau, Anne Lawrence, Linda Lew, Samantha Lieu, Emily Leang, Christine Mok, Solat Navab, Sarika Parekh, Katy Rau, Arsenio Roldan, Kate Shumate, Renuka Sippy, Mayra Sustaita, Suzanne Sutton, Kapo Tam, Joyce Troiano, Erica Webber, Joseph Wilson, Jack Whiteford, Carol Yarbrough

**Guests:** Mary Caston, Ed Day, Azeb Sertsu, Erica Webber

### **ERS Training Update**

The final ERS Townhall was offered on March 14, 2007. All RSAs need to complete their ERS online training by April 1, 2007. Once the deadline has passed, completing the training will require special authorization, which will be time consuming.

### **Clinical Trial Audits and RSA Background Checks**

Due to a recent issue with one of the staff in Hem/Onc, a full audit of every division's clinical trials has become necessary. This problem has underlined the importance not only of background checks (which all RSA have undergone or will undergo upon hire) but also of staff being aware that the information with which we work is very sensitive. The concern regarding possible misuse of such sensitive information has led to the following:

- 1) Full audit of each division's clinical trials
- 2) The possibility of future post-hire background checks and fingerprinting
- 3) Emphasis on the importance of following policies and procedures
- 4) Directing all clinical trial and gift checks to Accounting or Bank of America, rather than addressing or endorsing them to a specific division or individual. Checks are the equivalent of cash and must be handled as such. Although it may seem easier for an RSA to handle a check, all checks should be sent immediately to EMF as a risk-management tactic to protect RSAs.

### **Logging and Directing Grants**

Please direct grants to Michele Carter at LHTS 430 (Box 1211) to be logged before they are taken to Joseph and Suzanne. Joseph is assisting the Hem/Onc Division and will be at Mt. Zion

during most afternoons. He is reachable by email and is at Laurel Heights in the mornings. If you have an urgent grant and Joseph is not available, it can be referred directly to Suzanne.

### **EMF Progress, Issues, and Priorities (presented by Erica Webber)**

Erica was invited to speak at the meeting to address some of our questions and feedback about EMF.

The EMF Service Team (Team 1) consists of Azeb Sertsu, Mary Caston, and Ed Day, joined by new Team 1 manager Arsenio Roldan. The range of services they offer to RSAs are billing, collection of receivables, and FSR reporting. In addition, another team, Team 7, has been created to work with SFGH.

EMF has instituted an in-depth reporting/research/collections process that has led to a reduction in the number of open items and outstanding dollar amounts; they are collecting more money from bills while simultaneously sending out more invoices.

EMF resolved the Award Set-up backlog at the end of September 2006. In the new Award Set-up process, 6 days after an RSA receives Award notification from OSR, EMF receives Award notification from the RAS Team. Once this occurs, EMF begins the set-up process, which takes about 45 minutes per award because all attributes must be set up at this time (e.g., billing).

EMF service priorities are to initiate a small-balance write-off program by the end of FY07 (for balances less than \$250), complete implementation of the Fund Closeout process, and improve the percentage of expenses billed each month.

Visit the EMF website for further information on RAS Revenue Cycle Training and other training focusing on compliance in post-award management. [http://www.acctg.ucsf.edu/extramural\\_funds/index.htm](http://www.acctg.ucsf.edu/extramural_funds/index.htm)

#### *Clarification of EMF's Role in Billing*

Any bills that are not strictly cost-reimbursable should be sent directly to EMF. RSAs do not need to contact EMF about cost-reimbursable bills as long as a fund is active—these will be taken care of automatically

With converted funds, there is a longer turn-around because EMF may need to do extensive research before processing the transaction. RSAs should give EMF a period of at least one month before following-up on such items. In the post-conversion EMF new-award set-up, the AR line will state how payments will be received and applied.

#### *Auto-Transfer of \$50,000 Overdrafts*

Delays that appear to be due to OSR and EMF may occur because the information is not actually “automatic,” but is entered manually. To avoid the transfer after the third notice, RSAs should email EMF with a copy of the pertinent information so that they will know not to process that transfer. EMF runs the overdraft report once a month to check for appropriation issues

### *Financial Status Report*

Sixty days before the account’s end date, EMF sends out notifications to both the PI and RSA as a reminder to submit the FSR. Because of volume, Federal FSRs are given priority. RSAs should prompt EMF to process private FSRs. If there is no pressing Federal FSR to process, EMF will attempt to deal with private FSRs independently, but otherwise may ask the RSA for assistance. RSAs have 5 days to respond to the drafted FSR; after 5 days, EMF will consider the lack of response to be negative concurrence.

### *Appropriating Balance in “DPA Not Used”*

Payments cannot be appropriated if there is no furthering of budget authority. EMF does not make an appropriation on industry clinical trials. RSAs should *not* invoice for these trials—they should send relevant information to EMF. RSAs may *prepare* invoices, but are not to send them to the sponsor.

*The next RSA meeting is scheduled for Thursday, April 24th, 2007 from 8:30-10:00 AM in room LHTS 430F.*