

Department of Medicine
RSA Monthly Meeting
April 26, 2007
8:15-9:30 AM, Laurel Heights 376

Present: Chude Allen, Connie Archea, Peggy Bartek, Olive Burk, Michele Carter, Helen Chuan, Maxine Davis, Jane Drake, Christianmichael Dutton, Jennifer Frey, Brett Friberg, Raymond Fong, Estrella Garcia, Annie Handajani, Kathy Judd, Jennifer Kellen, Calvin Kwok, Nyya Lark, Karen Lau, Anne Lawrence, Victoria Lee, Linda Lew, Samantha Lieu, Christine Mok, Marienna Murch, Solat Navab, Tajal Patel, William Rypcinski, Renuka Sippy, Kim Smith, Mayra Sustaita, Suzanne Sutton, Kapo Tam, Bill Walzer, Joseph Wilson, Jack Whiteford

Guests: Andrew Boulter, Debbie Caulfield

RAS Update

Discussion at this quarters' Research Administration Steering Group (RASG) meeting has determined that there are currently not resources within the Office of Sponsored Research (OSR) to create a temporary electronic solution to deal with SubContract tracking within RAS. Until RAS II is launched, the current SubContract page in RAS will be used to track the progress of SubContracts once they reach OSR. RSAs will be notified once a universal translation of the current fields becomes available, and everyone on Campus will be given viewing access to this page.

OSR and the SubContracting Process (presented by Andrew Boulter and Debbie Caulfield)

Andrew and Debbie were invited to speak at the meeting to address some of our questions and to clarify the relationship between RSAs and OSR in regards to SubContracts.

C&G: Structure and Organization of Duties

OSR has undergone a recent reorganization, which was intended to simplify the SubContracting process. OSR is currently split into two groups, those dealing with Federal grants, and those dealing with Non-Federal grants. Additionally, there is a separate team dealing with Industry contracts, which is located at Mission Bay.

Debbie's team handles public non-profit SubContracts. Andrew's team handles private non-profit SubContracts, as well those with Federal/State/Municipal organizations. Andrew works with *Proposals* and *SubContracts* going out, and *Proposals* coming in; Debbie signs for outgoing *SubContracts*. Andrew functions as the signing Contracts and Grants (C&G) officer for Federal

Contract Proposals (Andrew's team), and Joan Kaiser is the signing officer for Incoming SubContract Proposals (Debbie's team.)

The Quickguide is updated fairly consistently, but may not be entirely current. However, although personnel will change, the codes will not.

RSA Info for Preparing a SubContract

If RSAs have questions about or issues with non-technical aspects of the Cayuse system, they should contact Debbie for resolution. Cayuse training is still available. There will be a future revision of Cayuse, but the changes will be minor, refining changes, and should not require additional training.

C&G asks that *whenever* an RSA received an Award document they forward a copy to C&G to ensure that C&G is in possession of the most recent, relevant information.

When working with continuations, it is important to always be in possession of an updated CHR Agreement which will be active throughout the C&G/Sponsor agreement process. Conversely, the F&A Agreement can remain the same throughout multi-year SubContracts.

In addition to all of the paperwork required by UCSF, Outgoing SubContracts require the other institution's F&A rate, CHR, Budget, etc. as well. C&G requires copies of any document that may pertain to the SubContract agreement.

It is of vital importance that RSAs ensure that their PIs do not make any binding commitments with PIs at other institutions prior to the terms of agreement being investigated by C&G. This is particularly relevant in terms of budget and intellectual property.

In rare cases, advancing funds to foreign sponsors is allowable (if equipment necessary for research to begin is needed, for example); in the majority of cases, no more than 1/12 (e.g. one month's worth) of the SubContract can be advanced at any one time.

Timelines and Process in C&G

With *any* document, make sure that your submission is **complete**. If the Analyst is not given all of the information and paperwork that they need, they will not be able to even begin the process of investigation, and will be forced to hold the document without review until all of the paperwork is in place.

The review process of SubContracts in C&G generally takes between three and four weeks (assuming all of the required documentation is present and accurate.) After this point, it is sent to the Sponsor; the amount of time it is under review by the sponsor is unknown and varies widely.

If a SubContract is significantly delayed once it has been sent out to the Sponsor, the RSA should contact their C&G Analyst, as it is C&G's responsibility to contact the sponsor.

Once C&G and the Sponsor are in agreement about the terms of the SubContract, the executed (signed) document is sent through email to Accounting for set-up; at this time, C&G also emails the PI and RSA to notify them that the SubContract has been executed.

The turnaround for documents classified as "Other" (e.g. No-Cost Extensions, Carry-Forwards, etc.) is generally between one and two weeks. If a document is urgent, however, it should be delivered by hand to C&G or, if this is not possible, clearly stamped "URGENT." If you do not receive a response within two weeks, please contact your Analyst, cc'ing Debbie.

If an RSA is unsure of where their SubContract is, they should contact their C&G representative. This information can be found in RAS, and is kept current. Additionally, RSAs should be cc'd in email communication notifying changes in C&G representatives.

Each time a SubContract is received by C&G, it must be read thoroughly to ensure proper terms and language, regardless of whether it is a revision or the first draft. This necessary investigation accounts for the lag time between the submission of a SubContract and its acceptance.

Generally, the timeline for Private SubContracts going out is about four weeks.

If a SubContract is held up for longer than 2 months, C&G will automatically investigate the issues holding it back, and do their best to resolve any issues as quickly as possible.

The next RSA meeting is scheduled for Thursday, May 17th, 2007 from 8:30-10:00 AM in room LHTS 430F.