Department of Medicine
RSA Monthly Meeting
May 17, 2007
8:30-10:00 AM, Laurel Heights 430

Present: Chude Allen, Peggy Bartek, Olive Burk, Michele Carter, Helen Chuan, Maxine Davis, Jane Drake, Christianmichael Dutton, Raymond Fong, Annie Handajani, Catherine Hoselton, Kathy Judd, Jennifer Kellen, Erica Krauthamer, Calvin Kwok, Nyya Lark, Karen Lau, Susan Lau, Anne Lawrence, Linda Lew, Christine Mok, Marienna Murch, Solat Navab, Wendy Ng, Tajal Patel, William Rypcinski, Renuka Sippy, Mayra Sustaita, Suzanne Sutton, Kapo Tam, Joyce Troiano, Jack Whiteford, Carol Yarbrough

OIG Audit Update

The Office of Inspector General (OIG) audit of NIH funds underscores the importance of and need for our own vigilance in managing subcontracts. There are three line items from the Department's random sample, two of which relate to international subcontracts that have been difficult to justify. Please note the following for future reference.

1. Courier services for non-scientific materials are not allowed. If there was no documentation of the items that were couriered, then it would be assumed to be unallowable.
2. Advance payments to subcontractors that are not specified in the contract are not allowed. The contract must stipulate the amounts and timeframe of the advance.
3. Subcontractor invoices should not originate from UCSF (i.e., should not be signed and dated before the subcontractor signs).
4. UCSF's signature on a subcontractor invoice should not be the only signature. The invoice should also have the subcontractor's signature.
5. Thoroughly read, understand, and follow the NGA or executed contract.
6. Always refer to both the sponsor's and UCSF's policies.

ERS Update

If you have not yet received your login id, please contact Suzanne or Joseph. In the future, new logins can be requested from Brett.

SAS 112

The new SAS 112 requires that all general ledgers be properly reconciled and documented. Taj Patel and another accounting assistant, who will join Central Admin in the next few months,

will be assigned and recharged to divisions that have not reconciled and that require assistance in doing so.

T32 Training Grants (presented by Susan Lau)

Susan's PowerPoint presentation (attached for your reference) gives a detailed overview of the significant and unique aspects of managing T32s. The purpose of a T32 is to develop or enhance research training opportunities for individuals selected by the institution.

The NIH only accepts the submission of T32 grants once a year. Any T32-related budget with direct costs in excess of $500,000 requires a letter of permission from the NIH, which should be secured at least 6 weeks prior to the submission deadline.

Applications for T32s are submitted by an institution, not by an individual. A program director (PI) oversees the overall direction of the training and is responsible for selecting and appointing eligible trainees. The submission must include a comprehensive training record and a list of commitments by the program director and preceptors (faculty mentors), so that the NIH may determine how and why they are qualified. Each preceptor should include a Research Training Program Plan that is specific to his or her planned work.

T32s do not provide salary for either the program director or the preceptors. The submission should request the full amount that can be reimbursed for trainee tuition and fees, as the amount is formulaic and will be automatically reduced based on the NIH formula.

When working on the budget for future years, keep in mind that the stipend levels for trainees will need to increase based on the trainees' increasing number of years of experience after graduating.

Stipends are not considered to be salary; therefore, trainees are not considered to be employees either of the government ***or*** of the training institution. Stipend support to supplement the cost of living may be provided by the institution, but supplementation cannot come from federal funds. The mentor is obligated to make up the difference between the NIH base salary and the institution's mandated base salary for their trainees.

Once a T32 is awarded, EMF would set up both an Instruction DPA (40xxxx) *and* a Stipend DPA (78xxxx.)

All training grants require an annual progress report, which includes a budget section.

Eligible trainees must be permanent US residents by the time of the appointment, as required by the NIH. Also be sure to document and keep comprehensive records of the trainee applicant pool; these records will be required as part of subsequent competitive applications. Trainees

are not allowed to be appointed for a period shorter than 9 months but can be appointed up to the second to the last day of the budget period.

Statement of Appointment forms should be sent directly to the NIH prior to the start of the appointment period. A copy also should be sent to Student Accounts that includes the Department name and relevant DPA/FUND information.

The Termination Notice form is required when an appointment is expected to end. There should not be any supplemental funding reported on this form. The original should be sent to Student Accounts for signature and should include a pre-addressed, stamped envelope to the NIH.

The RSA should make sure that there is administrative support in the division to create and maintain the tables that track trainee recruitment and information. A database should be created fairly quickly after the award of a T32, and information should be consistently updated throughout the period of funding, as the information will be required during the competitive process to renew the grant.

Due to the demand for a more in-depth discussion of Susan's material, a supplemental meeting will be held on Wednesday, June 20, from 10:00 AM to 11:30 AM in LHTS 430F. Please contact Michele at 2-4292 or mcarter@medicine.ucsf.edu if you are interested in attending, or if you have any questions.

The next RSA meeting is scheduled for Thursday, July 19, 2007 from 8:30-10:00 AM in room LHTS 416.