

Department of Medicine
RSA Monthly Meeting
January 17, 2008
8:30-10:00 AM, Laurel Heights 416

Present: Olive Burk-Giovanetti, Michele Carter, Alice Chin, Helen Chuan, Jane Drake, Estrella Garcia, Ian Jones, Jennifer Kellen, Calvin Kwok, Karen Lau, Susan Lau, Anne Lawrence, Samantha Lieu, Julia Lu, Marienna Murch, Solat Navab, Maribeth Ruperto, William Rypcinski, Kate Shumate, Mayra Sustaita, Suzanne Sutton, Susana Szeto, Kapo Tam, Susan Vance, Bill Walzer, Jodi Wilson

Updates

Clinical Research Coordinator (CRC) Training

Starting in February 2008, there will be a new mandatory training for all Clinical Research Coordinators in the Department of Medicine. Monthly trainings will be led by Beth Davis, the Clinical Research Manager of the BMT Clinical Research Unit, and will be required for all new CRCs and CRCs who have been in their position for six months or less. CRCs can choose any month to attend, but are encouraged to attend as soon as possible. Please see the appended document or visit http://medicine.ucsf.edu/research/new_Training/CRCTraining2008.pdf to view the schedule.

Because the Clinical Research Coordinator position encompasses a number of different job classifications, the definition of a CRC has been clarified and amended. Please see the appended document or visit the above link to view the revised definition.

International Subcontract Set-up

Although there is no official documentation about the following procedures, Contracts and Grants (C&G) has recently enforced the practice of requiring financial statements from international subcontractors that require an advance on their contract to begin work. The financial statement must be signed by the Subcontract Institution's official attesting to the poverty of their institution and therefore, need of an advance.

If there is already a letter on file for that institution in C&G, which was submitted by another project or department, then a new letter is not required. A letter on file expires after 12 months. It is recommended that RSAs check with C&G to see if there is a letter on file prior to submitting the subcontract.

When the letter has been received by C&G, the Subcontracting Risk Assessment Committee evaluates the relative risk of agreeing to an advance for an international subcontractor, which will add time to the approval process for advance payments. Subcontracts can be processed without the financial statement letter, but C&G will not authorize an advance payment without

one. The Committee review can delay the processing of subcontracts for up to two weeks. Although the Committee generally meets once a week, there is no set schedule for meetings.

OSR Subcontract Tracking

The Office of Sponsored Research has implemented a portal in RAS to log and track the processing of subcontracts. The system is being used internally in OSR and is not yet public but expects to allow the campus to view the information in the next few months.

The OSR Quality Improvement Project (QIP) has brought quite a few issues and concerns about OSR and their processes to light over the past few months. In an effort to effectively troubleshoot issues, which are frustrating to RSAs, Suzanne has requested that they forward concerns and comments about OSR's service to her, including examples of the issues and the manner in which they were resolved. Specifically, there is a request for RSAs to track the timeline of subcontract submission to OSR, noting how long it takes for them to receive a response.

RSA Retreat 2008

In anticipation of planning this year's RSA Retreat, the attendees of January's meeting brainstormed teambuilding and leisure activities for the retreat, which will take place in June following the NIH June 5th deadline. The top votes for activities were:

- Walking Tour of San Francisco (21 votes)
- Tree Planting with Friends of the Urban Forest (16 votes)
- Volunteering with the San Francisco Foodbank (15 votes)
- Wine Tasting / Anchorsteam Brewery tour (15 votes)
- Cooking Course (15 votes)
- De Young Museum (13 votes)

More details about the date of the retreat and activities will follow.

The next RSA meeting is scheduled for Thursday, February 21st, 2007 from 8:30-10:00 AM in room LHTS 416.