

Department of Medicine
RSA Monthly Meeting
November 20, 2008
8:30 to 10:00 AM, Laurel Heights 376

Present: Connie Archea, Michele Benjamin, Olive Burk-Giovanetti, Michele Carter, Sophie Chang, Allen Chude, Maxine Davis, Jane Drake, Raymond Fong, Estrella Garcia, Lowell Huang, Donna Langston, Vicky Lee, Linda Lew, Rashaan Lyons, Annie Mar, Marienna Murch, Solat Navab, Eric Ormsby, William Rypcinski, Suzanne Sutton, Susana Szeto, Kapo Tam, Julie Tang, Kiesha Thomas, Tanjira Wilawanchit, Joseph Wilson, Lei Lei Win

BSR Deadlines

BSR compliance was covered at a division administrator's meeting on September 16, 2008. A number of the comments from that meeting concerning the BSR deadlines prompted another discussion about whether to change the monthly deadlines for BSRs.

The current deadline for BSRs to be submitted to the Department (on a no less than bimonthly basis) is by the 7th business day after the close of ledgers. Compliance with this deadline has been poor, averaging 43% for all non-SFGH divisions (Central Administration does not track the BSRs of SFGH divisions). A number of reasons posed by the division administrators for this low compliance include too high a volume after the close of ledgers to meet the deadline, that there is not enough time to "perfect" the BSRs to meet the deadline, and that RSAs feel demoralized that they can never meet the deadline so give up trying.

We discussed a number of the proposed options: 1) to extend the deadline to the end of the month, 2) to extend the deadline to the following month (October BSR would be due in December), and 3) to not submit BSRs to the Department at all; divisions would be relied upon to monitor and track the BSRs they must provide to the PIs through the research manager and/or division administrator. We discussed the pros and cons of each option. The Department has been the central repository of the BSRs to provide objective documentation that financial reports have been given to the PIs, especially when the PI legally challenges the Department or division. Moreover, not every division can be counted upon to independently ensure compliance with meeting their financial obligations on sponsored awards.

The RSAs do not rely on the payroll expense transfer due dates, which has in part, dictated the current deadline. Some RSAs provide their PIs a general snapshot before they begin to further analyze and clean the report closer to the end of the month. As a result, the Department decided that it was not unreasonable to extend the BSR deadline to the last business day of each month (or if on a holiday, the next business day) but expects close to 100% compliance with the new date.

It is helpful if RSAs provided updated lists in Excel of the funds they believe to be active, which we would expect BSRs for. As a reminder, the Department requires BSRs only for active funds. The BSRs can be in any format.

Management of Intramural Awards

An RSA requested that we review how to manage intramural awards. These include but are not limited to Academic Senate Committee on Research, SOM REAC, BCRP, TRDRP, CHRP (formerly UARP), CTSI-SOS, and Sandler Program in Basic Science awards. (Please see attached for resource list.) The highlights are as follows:

- The division never owns the fund for intramural awards so your PI's name will never appear in the account fund profile. The division has access to the fund via the DPA so always assign a DPA that you own (444918, 404918, 434918 are owned by Medicine Central Administration so using these means that a division will never have access to the award).
- The DPA will have the name of the award and the name of the PI. If you are unsure as to whether your division has a particular award, then search under DPA/Fund Inquiries in Weblinks and enter "BCRP," "REAC," "TRDRP," etc. in the DPA Name to see the full list of awards on campus.
- The award is allocated to the assigned DPA from a total pot owned by the Chancellor's or Dean's Offices. As a result, always manage the award based on budget by referring to the DPA Summary by Fund. There is no F&A on intramural awards so the balance shown in the report is accurate based on actual expenses to the DPA.
- The budget will change between June Final and July of each year because of UCSF fiscal closing. The balance at the end of June Final will become the new budget for the award beginning July.
- BCRP, TRDRP, and CHRP are entered into RAS but a fund number will not be since the fund number is not unique to the award.
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Upcoming Meetings:

- *RSA Holiday Party/White Elephant Gift Exchange on Friday, December 19, 2008 at 8:30-10 am in LH 376*
- *RSA Meeting on January 15, 2009 at 8:30-10 am in LH 376*
- *RSA Meeting on February 19, 2009 at 8:30-10 am in LH 376*
- *RSA Meeting on March 19, 2009 at 8:30-10 am in LH 376*
- *RSA Meeting on April 16, 2009 at 8:30-10 am in LH 376*
- *RSA Meeting on May 21, 2009 at 8:30-10 am in LH 376*
- *RSA Retreat in June 2009 TBD*

Resource List for Intramural Awards

Academic Senate Committee on Research

<http://senate.ucsf.edu/0-committee/l-res.html>
Shilpa Patel, 514-2696 or spatel@senate.ucsf.edu
Fund: Owned by Chancellor
DPA: Assigned by Academic Senate
DPA Title: ASC with PI name

SOM REAC

Jenny Hau, 476-5458 or Hauj@medsch.ucsf.edu
Fund: Owned by SOM Dean's Office
DPA: Assigned by SOM
DPA Title: REAC with PI name

California Breast Cancer Research Program (BCRP)

<http://www.cbcrp.org/about/>
Sharon Cooper, 510 987-9877, Fiscal Contact
Internal Contact: Michael Grafton
Fund: 18xxx owned by Chancellor
Fund Title: BCRP with fiscal year
DPA: Assigned by Department
DPA Title: BCRP with PI name

California Tobacco-Related Disease Research Program (TRDRP)

<http://www.trdrp.org/>
Internal Contact: Michael Grafton
Fund: 18xxx owned by Chancellor
Fund Title: TRDRP with fiscal year
DPA: Assigned by Department
DPA Title: TRDRP with PI name

California HIV/AIDS Research Program (CHRP, formerly UARP)

<http://chrp.ucop.edu/>
Catherine Foster, M.S. (510) 587-6189
Dragana Nikolajevic, M.Sc., M.P.A. (510) 987-0660
Fund: 18xxx owned by Chancellor
Fund Title: AIDS Res
DPA: Assigned by Department
DPA Title: UARP with PI name

CTSI-SOS

<http://ctsi.ucsf.edu/sos/>
Fund: they own fund; you provide DPA
Emanuela Volpe, 514-0301 or Emanuela.Volpe@ucsf.edu
Fund: Owned by CTSI
DPA: Assigned by Department
DPA Title: CTSI Administration

Sandler Program in Basic Sciences

Val Dougherty, 476-8445 or dougherty@cmp.ucsf.edu

Fund: Owned by Sandler Program

Fund Title UCSF Fnd

DPA: Assigned by Department

DPA Title: Sandler with PI name