

**Research Administration/Internal Forms -
OFFICE OF RECORD**

Date: 02/16/2010

Form Name	Form Number	Web Link	Last Revision	Office of Record
Accounts Payable Direct Deposit Request Form-EFT Non-Payroll	Accounts Payable Direct Deposit	http://acctg.ucsf.edu/accounts_payable/forms/ap_request_form.pdf	Rev. 06/02	Accounts payable
Accounts Payable Vendor ACH Request Form	Accounts Payable Vendor ACH	http://acctg.ucsf.edu/accounts_payable/forms/ACH_form.pdf	N/A	Accounts Payable
Additional Pay Time Reporting Worksheet	UPAY 644C-2 (R6/98)	http://acctg.ucsf.edu/files/pc/up644c2.xls	Rev. R6/98	Payroll/Personnel
Check Request-Form 5 (Non-Payroll)	U5-2.XLS	http://acctg.ucsf.edu/archives/pc/U5-2.xls	Rev. 03/98	Accounts Payable
Cost Transfer Quick Reference	Cost Transfer Quick Reference	http://acctg.ucsf.edu/archives/pc/ie540.xls	Rev. 05/00	Accounting/Sponsored Projects
Custodian Maintenance Form-Equipment	Custodian Maintenance Form (Rev. 05/2007)	http://acctg.ucsf.edu/capital_accounting/forms/Custodian%20Maintenance_R1.pdf	Rev. 05/07	Accounting/Capitalized Asset Management
Change Order Request	Change Order Request	http://cpbc.ucsf.edu/files/Change_Order_Request_Form.doc	N/A	Campus Procurement & Business Contacts-CPBC
Declaration of Missing Receipt	Declaration of Missing Receipt	http://acctg.ucsf.edu/accounts_payable/forms/Declaration%20of%20Missing%20Receipt.pdf	Rev. 06/07	Controllers Office/Accounts Payable
Disclosure of Financial Interest	Disclosure of Financial Interests	http://or.ucsf.edu/osr/7527-DSY/version/default/part/AttachmentData/data/Disclosure_of_Financial_Interests_August_2009.doc	Rev. 08/09	Office of Sponsored Research (OSR)-COI
Direct Deposit -UPAY702-2	Direct Deposit	http://acctg.ucsf.edu/payroll/forms/DirectDeposit_UPAY702-2_UCSF_R5-07.pdf	Rev. R5-07	Payroll
DOM - Notification of Intent to Submit Grant	Notification of Intent Form	http://medicine.ucsf.edu/research/docs/notification-of-intent-to-submit-grant.xls	N/A	DOM
Entertainment/Meeting Expense/Check Request	U5-G2.XLS	http://acctg.ucsf.edu/archives/pc/U5-G2.xls	Rev. 03/98	Accounting
Equipment Purchase Order (Under 2,500)	EQPO.XLS	http://acctg.ucsf.edu/archives/pc/eqpo.xls	Rev. 10/00	Accounting
Equipment Repair Order	EQREPAIR.DOC	http://acctg.ucsf.edu/archives/pc/eqrepair.doc	Rev. 10/97	Accounting
Equipment Inventory Modification Request Form	Equipment Inventory Modification Request Form (Rev. 07/2008)	http://acctg.ucsf.edu/capital_accounting/forms/EIMR.pdf	Rev. 07/08	Accounting/Capitalized Asset Management
Fund Advance Request Form	Fund Advance Request Form (Rev. 12/18/09)	http://or.ucsf.edu/cg/9128-DSY/version/default/part/AttachmentData/data/fund_advance_form_v5_4th_final.docx	Rev. 12/09	Office of Sponsored Research (OSR)
Independent Consultant Agreement	Independent Consultant Agreement Form	http://cpbc.ucsf.edu/files/ICA.HIPAA_200905.doc	Rev. 03/09	Campus Procurement & Business Contacts-CPBC
Inpatient/Outpatient Services Forms- Pricing Request *	Pricing Request	http://medicine.ucsf.edu/research/docs/PricingRequest.pdf	N/A	Medical Center/Grant Research
Inpatient/Outpatient Services Forms- ZZ Request *	ZZ Request	http://medicine.ucsf.edu/research/docs/ZZRequest.pdf	N/A	Liza Shapiro/Hospital Admission-Registration
Inpatient Services Forms-Patient Reservation Form A	Patient Reservation Form Part A	http://medicine.ucsf.edu/research/docs/ReservationA(2).pdf	N/A	DOM/Research
Inpatient Services Forms-Patient Reservation Form B	Patient Reservation Form Part B	http://medicine.ucsf.edu/research/docs/ReservationB(2).pdf	N/A	DOM/Research
Inter-campus Order and/OR Change FORM 116-2	IOC form	http://acctg.ucsf.edu/general_accounting/forms/ufin116-2.xls	Rev. 09/00	Accounting/General - Contracts and Grants
Late Cost Transfer Exception Request	Late Cost Transfer Exception Request Form	http://acctg.ucsf.edu/extramural_funds/communications/Compliance/Late_Cost_Transfer_Exception_Request_Form.pdf	N/A	Controller's Office
New Cash/Petty Cash Handler Authorization Form	New Cash / Petty Cash Handler Authorization Form --	http://acctg.ucsf.edu/cash_controls/forms/NewCashHandlerAuthForm.pdf	Rev. 03/07	Controller's Office-General Accounting
ONE-TIME Payroll Payment Authorization	UPAY 564-2A (R9/00)	http://acctg.ucsf.edu/files/pc/up5642a.xls	Rev. R9/00	Payroll/Personnel

OSR Approval Form, Type of Action, Agreement Type and Purpose Definitions	Type of Action, Type of Agreement, and Purpose Definitions	http://or.ucsf.edu/cg/7226-DSY/version/default/part/AttachmentData/data/OSR%20Approval%20Form%20Action%20Types%20Agreement%20Types%20Purpose%20Definitions%202009.pdf?branch=main&language=default	Rev. 07/09	Office of Sponsored Research (OSR)
OSR Approval Form Annotations	OSR Approval Form -- Annotated	http://or.ucsf.edu/cg/7033-DSY/version/default/part/AttachmentData/data/OSR_APPROVAL_FORM_full_annotation2.pdf	Rev. 06/09	Office of Sponsored Research (OSR)
OSR Approval Form Checklist	OSR Approval Form Checklist	http://or.ucsf.edu/cg/7033-DSY/version/1/part/4/data/OSR%20Approval%20Checklist%20Final%2020090930.pdf?branch=main&language=default	Rev. 09/09	Office of Sponsored Research (OSR)
OSR Sponsor Request Form	UCSF OSR Sponsor Request Form	http://or.ucsf.edu/cg/5411-DSY/version/1/part/4/data?branch=main&language=default	Rev. 05/06	Office of Sponsored Research (OSR)
Outpatient Services Forms	Label Requisition	http://medicine.ucsf.edu/research/docs/LabelRequisition.pdf	N/A	Liza Shapiro/Hospital Admission-Registration
PAN Reviewer Request Form	PAN Reviewer Request Form	http://acctg.ucsf.edu/payroll/forms/PANReviewerRequestForm.pdf	Rev. 04/09	Payroll
Payroll/Personnel Expenditure Transfer Simplified	UP773.XLS	http://acctg.ucsf.edu/OLPPS/forms/Revised_UPAY773.xls	Rev. 02/01	Payroll/Personnel
Payroll/Personnel Expenditure	UP646-2.XLS	http://acctg.ucsf.edu/files/pc/upay646-2.xls	Rev. 02/01	Payroll/Personnel
Payroll Time Reporting Adjustment Worksheet	UP644D2A.XLS	http://acctg.ucsf.edu/files/pc/up644d2a.xls	Rev. R6/98	Payroll/Personnel
Purchase Order Requisition	UP10B-2.XLS	http://acctg.ucsf.edu/archives/pc/up10b-2.xls	Rev. 03/98	Contracts and Grants/Facilities
PI Status Form	P.I. Status Form	http://or.ucsf.edu/cg/5417-DSY/version/1/part/4/data?branch=main&language=default	Rev. 06/06	Contracts and Grants
Principal Investigator Certification Form	Principal Investigator Certification Form	http://or.ucsf.edu/osr/7526-DSY/version/default/part/AttachmentData/data/PICertFillable.pdf	Rev. 08/09	Office of Sponsored Research (OSR)-COI
Principal Investigator Assurance Form	UCSF OSR PHS Principal Investigator Assurance Form	http://or.ucsf.edu/cg/5412-DSY/version/1/part/4/data?branch=main&language=default	Rev. 04/06	Office of Sponsored Research (OSR)
Protection of Human Subjects	Protection of Human Subjects Assurance ID/IRB Certification/Declaration of Exemption	http://or.ucsf.edu/cg/6911-DSY/version/1/part/4/data/OF310.doc?branch=main&language=default	Approved thru 1/2012	Contracts and Grants
PO Lien Removal	PO Lien Removal Request Form	http://cpbc.ucsf.edu/files/Request_PO_Lien_Removal_Form.xls	Rev. 07/09	Campus Procurement & Business Contacts-CPBC
Request for Delivery (under \$2,500)	REQDELIV.DOC	http://acctg.ucsf.edu/archives/pc/regdeliv.doc	N/A	Accounting
Research Subject Certification of Participation	Certification of Participation	http://acctg.ucsf.edu/accounts_payable/forms/ResSubjectCertificationForm.pdf	N/A	Accounting
Replacement Check Affidavit	Replacement Check Affidavit	http://acctg.ucsf.edu/payroll/forms/RepCheckAffidavit.pdf	Rev. 06/07	Campus Payroll/Controller's Office
Research Subject Payment	Research Subject Payment -	http://acctg.ucsf.edu/general_accounting/forms/ResSubjectPay_form.pdf	N/A	Accounts Payable/Research Subject
Request for Agency Fund Form	Request for Agency Fund Form	http://acctg.ucsf.edu/AFP_DEP/forms/Agency_Fund_Request_Form.pdf	Rev. 10/07	Controller's Office/General Accounting
Request for Sensitive Employee Fingerprinting	Request for Sensitive Employee Fingerprinting	http://acctg.ucsf.edu/cash_controls/forms/Employee_Fingerprint_Form.pdf	N/A	Accounting/Police Department
Request for Approval of a Departmental Cost Transfer Reviewer	Request for Approval of a Departmental Cost Transfer Reviewer	http://acctg.ucsf.edu/archives/pc/CTRequest.xls	N/A	Accounting/Extramural Funds
Request for Taxpayer Identification Number and Certification	IRS Form W-9	http://or.ucsf.edu/osr/6612-DSY/version/2/part/4/data/W-9.pdf?branch=main&language=default	Rev. 10/07	Office of Research
Request for HESC Equipment Approval	Request for HESC Equipment Approval	http://acctg.ucsf.edu/capital_accounting/forms/HSCRapprv.doc	Rev. 09/06	Office of Research
Required Signatures: "OSR Approval Form"	Required Signatures for OSR Approval Form	http://or.ucsf.edu/cg/16145-DSY.html	Rev. 2009	Office of Sponsored Research (OSR)
Signature Authorization or Cancellation	U242.XLS	http://acctg.ucsf.edu/archives/pc/u242.xls	Rev. 04/03	Accounting
Single Source Justification	Single Source Justification Form	http://cpbc.ucsf.edu/files/about/business-contracts/forms/purchasing/sssj.doc	N/A	Campus Procurement & Business Contacts-CPBC
State Airfare Purchase Agreement Form	State Airfare Purchase Agreement (pdf)	http://acctg.ucsf.edu/accounts_payable/forms/State_Airfare_Purchase_Agreement.pdf	Rev. 03/09	Accounting
State Airfare BTA Sub-account enrollment form	State Airfare BTA Form	http://acctg.ucsf.edu/accounts_payable/forms/State_Airfare_BTA_Department_Enrollment_Form.pdf	Rev. 04/03	Accounting

Subcontractor's Blank Invoice	SubContractInv.xls	http://acctg.ucsf.edu/accounts_payable/forms/SubcontractInv.xls	Rev. 05/03	Accounting
Storehouse Requisition	SHREQUES.DOC	http://acctg.ucsf.edu/archives/pc/shreques.doc	Rev. 10/97	Accounting
Subaward Request Form	Subaward Request Form	http://or.ucsf.edu/cg/5389-DSY/version/1/part/4/data?branch=main&language=default	Rev. 6/08	Office of Sponsored Research (OSR)
Supplemental Cash Receipt Form	Supplemental Cash Receipts form	http://acctg.ucsf.edu/general_accounting/forms/crsupp1.xls	N/A	Accounting/General
Travel Advance Request	114-2.XLS	http://acctg.ucsf.edu/archives/pc/114-2.xls	Rev. 03/98	Accounting
Travel Expense Voucher (for domestic travel within the continental US)	U85-2-ConUS.xls	http://acctg.ucsf.edu/accounts_payable/travel/U85_2_ConUS.xls	Rev. 01/10	Accounting
Travel Expense Voucher (for foreign and travel within Alaska, Hawaii, and US possessions)	U85-2-OConUS.xls	http://acctg.ucsf.edu/accounts_payable/travel/U85_2_OConUS.xls	Rev. 01/10	Accounting
VAMC - Memorandum of Understanding	MOU Form	http://medicine.ucsf.edu/research/docs/mou-form.doc	Rev. 06/01	DOM
Verification Check List	General Ledger Verification Check List	http://acctg.ucsf.edu/internal_controls/sas112/key_controls/Verification_Checklist.doc	N/A	Accounting