



THE **RSA** CONNECTION

Department of Medicine Research Administration Team

November 15, 2004, Issue 2

UCSF DEPARTMENT OF MEDICINE NUMBER 1 IN NIH FUNDING!!!!

Congratulations to all of you!

In 2003, the UCSF Department of Medicine received the largest number of total NIH awards to Departments of Medicine in the US. This is a significant accomplishment, for which all of you should be very proud!

The UCSF and Johns Hopkins School of Medicine Departments of Medicine have been in close contest for the number one spot during the past several years. In FY 2003, UCSF moved ahead of JHU, with an impressive increase of over \$25 million in awards from FY 2002! The graph below reflects the change in awards across the top 5 Departments of Medicine between NIH FY 2002 and 2003.

Let's do it again!

According to the Contracts and Grants database, the Department of Medicine continues to increase the total number of NIH proposals submitted to the NIH every year. The Department of Medicine submitted 306 proposals to the NIH in FY 01-02 (UCSF fiscal year dates), and 331 proposals in FY 02-03. For the last UCSF fiscal year end (June, 2004) the DOM had submitted a total of 382 proposals to the NIH – plus another 504 to non-NIH funding agencies. The total proposal submitted in FY03-04 from the Department of Medicine, to all funding agencies, was 886! This tremendous performance would not be possible without the hard work and dedication to quality displayed by the RSA team. Congratulations to you.

Moving forward

As the Department of Medicine continues to grow in its success, the need for a more robust

infrastructure has become apparent. Several changes have been made in the area of research administration in order to better meet the needs of researchers and administrators in our expanding Department.

Organizational Structure

Beginning in June, 2004, the Department made some significant changes to the research administration organizational structure. The most significant of these was the development of two Assistant Director of Research Administration positions, currently occupied by Maria Noveler and Joseph Wilson. Maria and Joseph will provide review, training and special projects support in both the pre- and post- award management arenas. Maria and Joseph will also have supervisory responsibilities in addition to providing ongoing support to specific divisions. There have also been some changes in the time commitments provided to certain divisions, and to the scope of responsibilities for certain RSAs, in order to better support the RSA team.

Business Processes

While the volume of proposals continues to increase, federal regulations and institutional policies are becoming more complex. At this time, either Maria or Joseph and I will be reviewing all proposals before they are submitted to the Chair and Contracts and Grants. I hope that this will provide another safeguard to reduce proposal errors. We have also continued to focus on areas where additional training is needed for the RSAs, and will bring more of this information to you either via RSA meetings or newsletters.

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Technology

Brett Friberg and Ho Lom Lee have made great strides in improving Express so that it is more and more user friendly. In addition, the funding opportunities database has been a great addition to the set of tools available to RSAs and faculty to identify where to find research dollars. Brett has also put the finishing touches on an effort tracking system in DOMBO which will make it easier for you to assess any inconsistencies in faculty funding.

Communication

Communication within the RSA group has proven to be very difficult in the past because of the geographic dispersion of the Department. In order to increase communications, we have started to have more frequent RSA meetings.

These meetings are developed based on feedback from the RSAs – what you want to hear and share. This newsletter is also an effort to improve and strengthen the communication channels in the RSA group. I hope that you are finding it to be useful and informative. If not, please let me know!

Overall, this has been a year full of change and development. I look forward to the 2004-05 Fiscal Year with high hopes for continued success in the Department of Medicine.

Anne Robinson

Director, Research Administration

arobinson@medicine.ucsf.edu

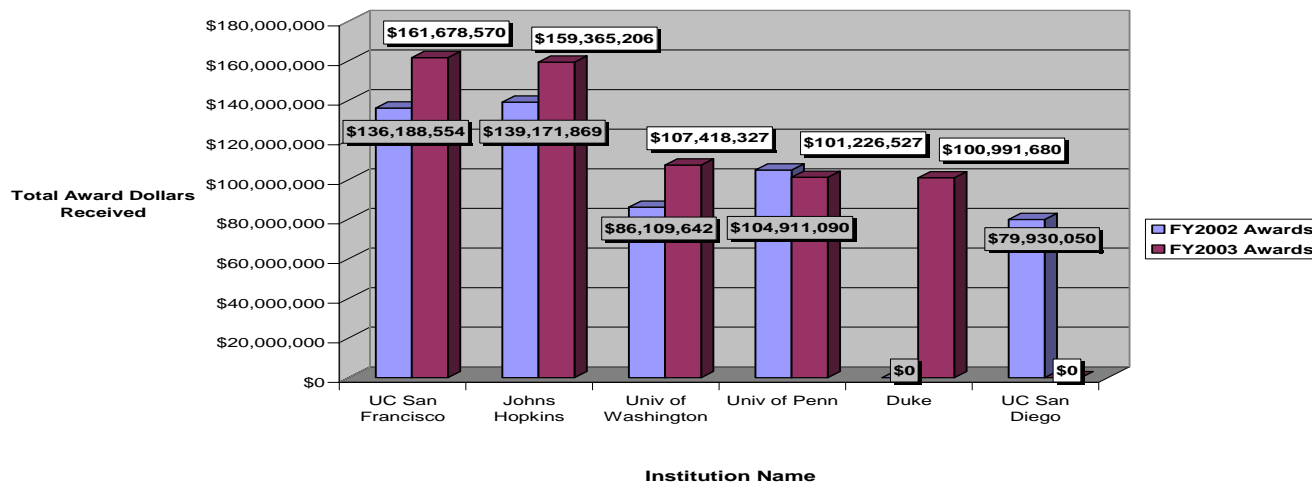
(415) 502-4896

Thank you again for all of your hard work!

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NIH Awards to Departments of Medicine
Top 5 for FY 2002 and FY 2003



POLICY/PROGRAM UPDATES AND RSA REMINDERS

Policy / Program Updates:

RELEASE DATE: July 13, 2004

NOTICE: NOT-OD-04-052

OFFICE OF EXTRAMURAL
RESEARCH NOTICE REGARDING
ANIMAL WELFARE DOCUMENTS
SUBMITTED TO THE OFFICE OF
LABORATORY ANIMAL WELFARE

<http://grants.nih.gov/grants/guide/notice-files/NOT-OD-04-052.html>

RELEASE DATE: April 30, 2004,

NOTICE: NOT-OD-04-040

CHANGE IN DIRECT COST
LIMITATIONS ON SOLICITED
APPLICATIONS

<http://grants.nih.gov/grants/guide/notice-files/NOT-OD-04-040.html>

RELEASE DATE: May 27, 2004,

NOTICE: NOT-OD-04-045

NIH GRANTS POLICY STATEMENT
(REV. 12/03): CORRECTION to
INVENTION, LICENSING AND
PATENT COSTS, National Institutes of
Health (NIH)

<http://grants1.nih.gov/grants/guide/notice-files/NOT-OD-04-045.html>

RELEASE DATE: August 3, 2004,

NOTICE: NOT-OD-04-056

DETERMINING FULL-TIME
PROFESSIONAL EFFORT FOR
CAREER AWARDS

<http://grants1.nih.gov/grants/guide/notice-files/NOT-OD-04-056.html>

**RELEASE DATE: July 23, 2004,
2004, NOTICE: NOT-OD-04-054**

CHANGE IN PROCESS—
CENTRALIZING THE RECEIPT OF
PROGRESS REPORTS FOR ALL NIH
INSTITUTES / CENTERS EFFECTIVE
OCTOBER 1, 2004

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<http://grants2.nih.gov/grants/guide/not-ice-files/NOT-OD-04-054.html>

RELEASE DATE: September 10, 2004

THIS IS AN EXTENSION OF NIH POLICY ON SHARING RESEARCH RESOURCES, AND REAFFIRMS NIH SUPPORT FOR THE CONCEPT OF SHARING. THE NEW POLICY BECOMES EFFECTIVE WITH THE OCTOBER 1, 2004 RECEIPT DATE.

<http://grants2.nih.gov/grants/guide/not-ice-files/NOT-OD-04-066.html>

REVISED PHS 398, 2590, 2271, 3734, AND HHS 568 INSTRUCTIONS AND FORMS NOW AVAILABLE NOVEMBER 2, 2004

THE FOLLOWING 11/2/2004 NIH GUIDE NOTICES HAVE BEEN ISSUED WITH DETAILS ON NEWLY RELEASED APPLICATION INSTRUCTIONS AND FORMS:

<http://grants1.nih.gov/grants/new-s.htm>

RSA REMINDERS (FROM MEETINGS):

- As discussed at the RSA meeting, a **cover letter must accompany each form that requires Dr. Goldman's signature**. Regular proposals (i.e., C&G Approval Forms) do not need a cover letter as we have the DOM checklist.
- A heads up that the NIH is starting to become stricter regarding the **submission**

deadlines for non-competing continuations.

➤ **New proposal review process:**

Joseph and Maria will be reviewing proposals. We will receive proposals at the front desk where the DOM Administrative Assistant will log them in and distribute them to one or the other Assistant Director.

The DOM AA will keep track of who has what proposal and this information will also be on the central log. Anne Robinson will continue to review all proposals before they are seen by Dr. Goldman, and there will be no change in the timeline requirements for submission.

➤ **Review of other support:**

1. Other support should always include one overlap statement addressing all issues.
2. Other support is not the same thing as the Research Support section on the Biosketch.
3. Do not include the proposal you are submitting in the other support.

➤ **New Research Rates for Patient Care Costs:**

New rates for Medical Center at UCSF are in effect May 1, 2004, effective for all studies federal or private sponsors.

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Pricing assistance is now available by contacting Nina Ferro at 353-4802.

Signatures and email address on Proposals and Correspondence:

Please use the new email address for signatures by a Contracts and Grants Officer When preparing proposals and correspondence for countersignature by a Contracts and Grants Officer, the appropriate officer should be listed as follows:

--Grants and fellowships to be awarded to UCSF, Joan Kaiser,
Joan.Kaiser@ucsf.edu

--All contracts (except federal) and subcontracts, Floyd Thompson,
Floyd.Thompson@ucsf.edu

--Federal Contracts, Andrew Boulter
Andrew.Boulter@ucsf.edu

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RSA'S ATTEND NCURA CONFERENCE BY SOLAT NAVAB

What truly impressed me at the National Council of University Research Administrators (NCURA) Annual 4-day Conference in Washington DC, last November was the fact that everything was so organized. The NCURA staff and organizers were on top of everything. They were well prepared and were incredibly helpful in directing us around the conference. I had heard a lot about the NCURA administration prior to attending the November event. This conference was a great opportunity to network and meet some of the Washington NCURA team members.

The NCURA Annual conference has become very popular and many RSAs travel long distances to attend this event. This popularity is due in part to the NCURA workshops that provide a great opportunity to learn a lot about a variety of topics as well as a chance to socialize with colleagues in similar fields. Well-trained and experienced professionals run workshops on how to manage clinical trials, subcontracts, and human subjects..... There is also plenty of time to ask questions from the speakers. At the conference, we learned how other universities faced their problems and triumphed over them. The distributed material comes in handy later in the workplace and you even have a list of friends to contact if you need help or just want to share your thoughts.

During the four days of workshops, I also had a chance to talk to other RSAs from all over the United States especially in between workshops and classes. At lunch or during the evening activities, we had a chance to share our work experiences. Personally, I was very

interested to hear how other universities handle their pre/post award contracts and grants.

One of the last things we did at the conference was to go on a tour NIH to become more familiar with the different branches in NIH. I was very surprised to see what happens when our grant application are submitted to NIH. It is "a must see" place and I recommended everyone to attend the NIH tour and workshops, if you ever get the chance.

One of the most enjoyable parts of the NCURA conference was attending the evening parties and watching some of the other RSAs show off their talents and creativity. They sang, played different instruments, and danced all night. It was such a warm and friendly environment.

I hope that DOM and the Divisions / Centers support more RSAs and encourage them to take advantage of the NCURA conference and other wonderful events. It is a nice chance to have fun, meet colleagues, and learn skills that can be shared with the rest of the RSAs later at UCSF.



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PI/RSA CHAT

Peter V. Chin-Hong, M.D., Division of Infectious Diseases and Joseph Wilson, Assistant Director of Research Administration

Joseph Interviews Dr. Chin-Hong:

What made you go into infectious diseases?

Growing up in Trinidad, an island off the coast of Venezuela in South America, I was first-hand witness to the burden of infectious diseases in much of the world. Trinidad was a developing country with good infrastructure but was still afflicted with periodic bouts of yellow fever and dengue fever, and we were taught to never go barefoot to avoid hookworm. My best friend in high school lost his father to AIDS when I was just about to start college, and that gave me a powerful incentive to devote some of my training to this global pandemic.

What type of research do you do? How much of it clinical?

Almost all of my research is clinical. I am interested in the clinical care of immunocompromised hosts including AIDS patients and transplant recipients. My clinical research focuses on the role of human papillomavirus, a common sexually transmitted infection (STI) as a risk factor for HIV acquisition. We are studying this question in four cities in the US and two cities in Brazil. I am also conducting other projects looking at the role of screening for STIs in HIV-infected patients.

Where did you obtain your training?

I studied at Brown University in Providence, RI, where I received both my BA and MD. I completed my residency in Internal Medicine

and a fellowship in Infectious Diseases at UCSF. Since I have joined the faculty at USCF, I have been doing course work towards a master's degree in clinical research, sponsored by the Division of Epidemiology and Biostatistics.

What do you do when you are not at work?

I rush home to see my feisty two year old daughter, Emma and my new baby Nicola Grace. Together with my wife Linda (who also trained at UCSF in Internal Medicine), we love to travel, eat, cook and enjoy the outdoors. We try to include the kids in as many activities as we can – including travel. I exercise regularly and love photography.

You come from what sounds like an exotic place. Can you tell me a little about your origins?

My ancestors reflect the groups of immigrants that settled in Trinidad, a former Spanish and British colony. My great-grandfather moved to Trinidad from Scotland to work in a cocoa plantation. There he met my great-grandmother who came on a boat from India. Their daughter, my grandmother, married my grandfather who came from poverty-stricken southern China in search of a better life. My father was sent to China when he was three (as was the custom in those days) so that he would become immersed in Chinese culture and language. He met and married my mother there when he was 18 and moved back to Trinidad. I had a very happy childhood in Trinidad, but I always wanted to see the world. I feel that a career in medicine and in Infectious Diseases in particular, have allowed me to do so.

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Dr. Chin-Hong Interviews Joseph Wilson:

How do you like working for the Dept. of Medicine (DOM)?

I came to DOM in early 2002 as a Senior Research Analyst, assigned to two Divisions: Infectious Diseases and Nephrology. Working with so many talented faculty and staff has been a very rewarding experience. I recently assumed the position of Assistant Research Director, with a special emphasis on Pre-award Policy.

What brought you originally to the University?

I got involved in AIDS volunteer work in 1983, very early into the epidemic. This brought me to UCSF in 1985 as one of the original administrative staff of the AIDS Health Project, part of LPPI. I worked there for an amazing 14 years before I moved on to the School of Dentistry, and then DOM.

WHAT'S HAPPENING?

NCURA Events:

None scheduled in the immediate future.

For More Detailed Information:

<http://www.ncura.edu/>

SRA On-Going and Upcoming Events:

None scheduled in the immediate future.

For More Detailed Information on SRA:

<http://www.srainternational.org>

Next RSA Meeting Dates:

What do you like to do when you are not immersed in research administration?

My partner and I both like to travel, so we usually spend all of our vacation time away from the City. Our August vacation was spent in three national parks on Prince Edward Island, Nova Scotia, and New Brunswick. I also like to cook, read, bicycle, hike, and garden.



November 18th, 2004, 9 am in LH 430

December 16th, 2004, 9 am in LH 430

RSA Retreat:

Mark your calendars for December 3rd, 2004!

Details to follow!

