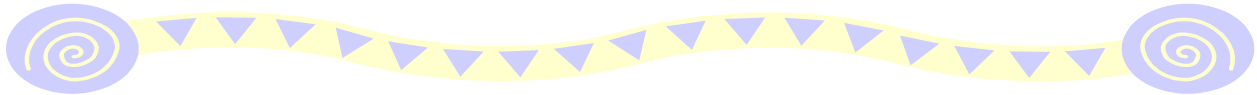


THE **RSA** CONNECTION



Issue No. 3 April 2005

WELCOME

by Suzanne Sutton, Director



It's been 7 great weeks since I officially became the new Director of Research Administration. There undoubtedly has been much to learn for all of us, especially with the implementation of new tools at the accounting and Contract and Grants level. I am extremely excited to be working with you, and know that there is much that we will accomplish together over the next year.

I believe that the Department of Medicine has the best Research Administration unit on campus. We have pioneered many of the research administration initiatives at UCSF, we have developed cutting-edge technologies to generate data and reports, and we have RSAs who handle the most demanding volume of some of the most complex grants on campus.

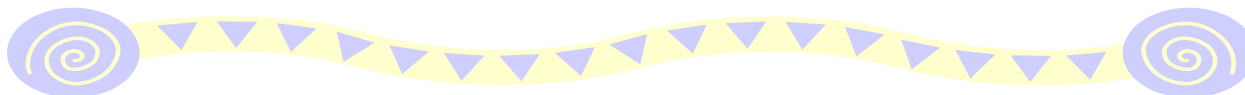
No matter how good we are, there are ways that we can be even better. Faculty, Division Administrators, and staff have expressed some concerns about the level of efficiency in Research Administration, largely due to the historically high turnover of RSAs. We look

for smart, dedicated, detail-oriented, accounting-savvy people who have superior interpersonal skills and who, preferably, already have pre- and post-grants management experience. Unfortunately, so does everybody else! My goal is to increase the longevity of RSAs within a division by evaluating the organizational structure of reporting lines; career growth and retention efforts; ongoing development, training, and resource support; and system processes to address the concerns.

Increasing satisfaction for faculty and administrators is also a key objective. A User Group will be formed soon to help identify problems and advise on realistic solutions. I hope to convene a select number of representative faculty and administrators from throughout the Department to help steer us in the right direction.

Maria Noveler and Joseph Wilson are invaluable resources for policy guidance, development and training, and problem solving. With some proposed shifting in the organizational structure, I hope to dedicate all of their time to the development and training of RSAs; to providing divisions with consultative resources, such as workflow analyses and time surveys; and to providing internal compliance assessments for government, University, and department policies.

Our purpose is to help faculty increase their portfolio of extramural funding in a customer-driven atmosphere and to do so while ensuring adherence to all policies. It is my goal for the central unit of Medicine's



Research Administration to serve the needs of faculty, division chiefs and administrators, and RSAs for all Contracts and Grants issues.

POLICY/PROGRAM UPDATES

Updated Review Criteria

Share with your PIs! Updated review criteria are effective for research grant applications received on or after January 10, 2005.

<http://grants1.nih.gov/grants/guide/notice-files/NOT-OD-05-002.html>

New PHS 398 Modular Budget Format

Two rows (DC less Consortium F&A and Consortium F&A) and 1 new column (Sum Total) have been added.

<http://grants1.nih.gov/grants/funding/phs398/phs398.html#updates>

New PHS 398 Budget Page – Form Page 4

Consortium DC & F&A Costs are now separated and Subtotal must be used for Face Page Item 7a.

<http://grants1.nih.gov/grants/funding/phs398/phs398.html#updates>

Additional Fonts

In addition to Arial and Helvetica, applicants may now use Palatino Linotype or Georgia typeface and a font size of 11 points or larger.

<http://grants1.nih.gov/grants/guide/notice-files/NOT-OD-05-039.html>

FY 2005 Kirschstein-NRSA News

- A \$1,000 increase in Institutional Allowance for Individual Postdoctoral Fellowships only.
- No stipend increase this year.

- Revising the Individual Fellowship Application and Progress Report Form Pages and Instructions. The new version is to be available by Fall 2005.

<http://grants1.nih.gov/grants/guide/notice-files/NOT-OD-05-032.html>

(To access link, cut and paste into your Internet browser)

Changes of Note to the PHS 2590 Instructions

- Grantees need only submit a signed original and 1 copy.

- The SNAP Progress Report instructions for the first 2 SNAP questions have been modified as follows:

—SNAP Question #1: requires submission of complete Other Support information with any change.

—SNAP Question #2: reworded so that the level of effort question only applies to the PI and other personnel named on the Notice of Grant Award.

<http://grants1.nih.gov/grants/guide/notice-files/NOT-OD-05-007.html>

Highly Recommended!

Subscribe to the NIH Guide LISTSERV to receive weekly NIH notices. Send an e-mail to listserv@list.nih.gov with the following

text in the message body (not the "Subject" line): **subscribe NIHTOC-L *your name***

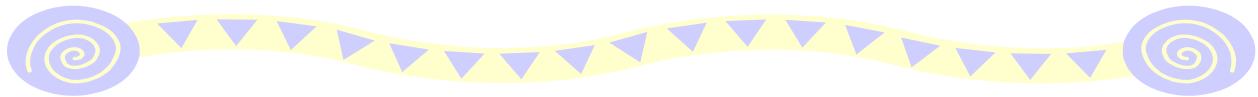
(Example: *subscribe NIHTOC-L Joe Smith*)

<http://grants1.nih.gov/grants/guide/listserv.htm>

Frequently Asked Questions on Format:

<http://www.format.nih.gov>

(To access link, cut and paste into your Internet browser)



WILL RATS BE TERMINATED BY THE ARRIVAL OF PROPOSAL EXPRESS?

by Tuyet Tran, DGIM

Many changes have occurred in the past year to better streamline UCSF's extramural research operations and to integrate pre-award management processes with post-award financial systems. The promise of "a campus-wide initiative to review and improve our business policies and procedures, and to implement integrated administrative systems to support these business functions," has not gone unfulfilled. (UCSFLinks Website, February 2005) As of April 2004, UCSF rolled out the PeopleSoft Online Journal System for preparing financial journals, budget journals, cost transfers, and so on via a central online financial system of record. We said "bye-bye" to the old paper trail process of obtaining signature approval on our financial journals and "hello" to online submission, approval, tracking, printing, and querying of existing journals processed outside of the Department. The arrival of Proposal Express brings us a step closer to the campus-wide initiative of supportive system integration and centralization. But what does this mean for those of us at DOM who already use the existing *RATS* (Research Administration Tracking System) to create proposal forms and track submissions?

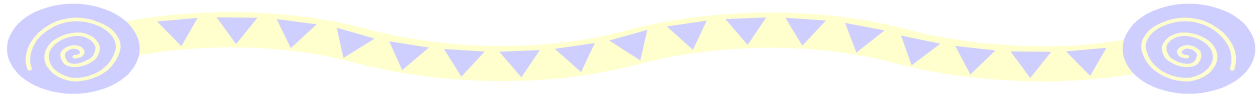
"Sprung from the fertile minds of Tony Hunter and Uli App, *RATS* (coined by Pat Byrd) was born in 1999," reported Ho Lom Lee, Programmer Analyst for the Department

of Medicine and *RATS* creator, in "an effort...to build a database to capture pre-award data across the entire department." Before this, "nothing was centralized," and it was the RSAs' responsibility to track pre-award information using various means. *RATS* allowed the managers an overview of what was happening department-wide because proposal submissions were logged in one central point; it helped RSAs gauge workload and track their proposals and PIs, and allowed DOM to automate the generation of certain proposal forms on-line. (Lee) This highly successful research administration system created for DOM has logged over 3200 proposals as of March 1, 2005, yet our more than 5-year-old system is on the chopping block with the entrance of Proposal Express.

Much like *RATS*, Proposal Express is a proposal tracking system that can generate proposal submission forms. And, what a coincidence, Tony Hunter is involved in its conception, so the feel is much like *RATS*. The difference is that Proposal Express serves the entire campus instead of just one department, and it is linked with the Contracts and Grants database to allow for tracking beyond the department. Officially rolled out on March 1, 2005, it is "the first component of the research administration system...to prepare the campus for the transition to PeopleSoft Grants." (UCSFLinks Website, February 2005)

Clarice Escobar and Elaine Nguyen, our very own DOM analysts, were part of the pilot group to test the new system before it went to campus-wide use. Both found the

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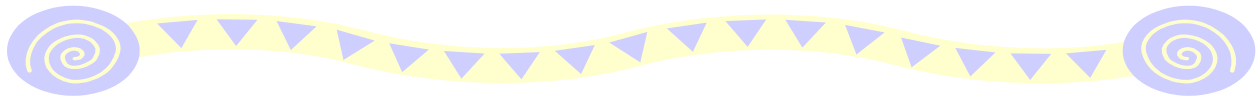
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new system to be user-friendly. On entering Proposal Express, 6 menu options appear: RSA Profiles, PI Profiles, OSR Approval Form, Inquiry by RSA or PI, Inquiry by Dept Code, and Inquiry by Dates, all of which are used to generate and track the UCSF OSR Approval Form, otherwise known as the Contracts and Grants Approval Form. The new form has the same format, but it is more elaborate in terms of cost share reporting and research specifications, and each form created has a Proposal ID and each PI has a specific ID within their department. Although Proposal Express populates the OSR Form and allows proposal tracking, both Clarice and Elaine continue to use *RATS* concurrently, because, as Brett Friberg, DOM Access Administrator, explains, “it is still necessary to generate the DOM Checklist, use the Department Approval Log, and create Effort Reports for PIs,” required within the department. *RATS* will not be eliminated any time soon, but efforts have been made by Brett and Ho Lom to streamline and cut the data entry page on *RATS* so that only the fields needed to populate the DOM Checklist, Approval Log, and Effort Reports appear, which will make the double entry less redundant.

This redundancy by DOM is not done in vain; Anna Clark, Contracts & Grants front-desk administrator, benefits. Her job no longer requires her to input information from the OSR form for the Contracts and Grants database. Instead, she looks up the Approval Form by its Proposal ID in PeopleSoft, logs in the time/date received, and routes the proposal to an analyst for review. At that point, the form is in a “locked” stage and the RSA cannot make further changes unless

authorized. The new system has made her work easier; in the past, all the logging procedures, from receipt to delivery of proposals, were done using Filemaker Pro. Logout information was made available only to Contracts and Grants, so RSAs were required to call Anna to ask the status of their proposal. Today, tracking the status of approval of proposals is made available to all departments and Contracts and Grants, because of the central database. Anna suggests that the delivery tracking number be made available on Proposal Express so that RSAs may track delivery beyond Contracts and Grants to the agency itself. Discussions are taking place in Contracts and Grants, so further improvements may be underway.

Proposal Express is a “big step beyond *RATS*,” for it is campus-wide and integrates into the Contracts and Grants database. But like all systems, Proposal Express is not free of loopholes; data must be maintained in the system to make the reports useful. To avoid confusion, it is the RSAs’ responsibility to ensure that PI Profiles are not created in duplicate within the same department. With continued use, Proposal Express will be invaluable. Naturally, *RATS* will be de-emphasized,” (Lee) but at present, *RATS* “continue[s] to provide convenience and support for all the DOM RSAs in one form or another.” (Friberg) “No application lives forever, and newer systems will come along to take its place. Even Proposal Express is just an intermediate step towards a more comprehensive, pre-award module in PeopleSoft Grants.” (Lee) With the UCSFLinks team out to introduce new



information systems with increased functionality and data capabilities, we will need to keep our eyes and ears open for more exciting changes.

NIH REGIONAL SEMINAR ON PROGRAM FUNDING AND GRANTS ADMINISTRATION

by Maria Lourdes Noveler, Assistant Director

The University of New Mexico in Albuquerque recently hosted the NIH Regional Seminar on Program Funding and Grants Administration on April 7 and 8, 2005. This was the first of two regional seminars covering topics related to NIH extramural program funding and grants administration that have been planned for 2005 to clarify federal regulations and policies and to discuss current issues.

The seminar, which attracted more than 600 attendees, featured topic areas not only for research administrators, but also for researchers new to NIH, post-docs, and trainees, making it a valuable event for a wide audience.

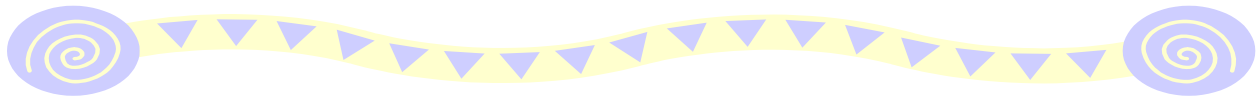
Topics tailored for research administrators ranged from application preparation, post-award costing, and compliance issues to navigation of the NIH website for policies and procedures. Among the many informative sessions offered, the Compliance Basics for the NIH Grantee, an interactive discussion of common compliance issues at grantee institutions, and the Current Issues at NIH, an overview of administrative and policy

changes affecting NIH and its grantees, were of special interest. Both sessions were enlightening and timely as well as interesting and engaging.

Breakout sessions for researchers included identifying appropriate mechanisms of support, understanding the NIH peer-review process, and utilizing the resources provided by NIH. The Grant Writing for Success workshop presented by Dr. Anthony Coehlo, Review Policy Officer for the NIH, was the most popular.

The 2-day program incorporated many opportunities for informal interactions between seminar participants and NIH grants management, program, policy, and review staff. Lunch was an opportune time for participants to meet with NIH faculty members and to participate in discussions. With the NIH's growing electronic infrastructure, there was also extra emphasis on electronic research administration. Labs were offered on the day preceding the seminar and an eRA booth was set up for Q&A.

The second NIH Regional Seminar will be hosted by Purdue University in West Lafayette, Indiana on June 23 and 24 and will be identical to the recently concluded conference. For more information, click on <http://www.purdue.edu/research/NIHSeminar/>



FUNDING OPPORTUNITIES



http://www.ucdiscoverygrant.org/welcome_email.shtml

The Spring round is right around the corner! Here are important dates for the next proposal round...

System Open Date Deadline

Biotechnology
May 6, 2005

Electronics Manufacturing & New Materials
May 13, 2005

Communications & Networking
May 20, 2005

Digital Media
May 4, May 27, 2005

For more information on how to apply, visit www.ucdiscoverygrant.org and go to http://www.ucdiscoverygrant.org/welcome_email.shtml

Applications Invited for Charles E. Culpeper Scholarships in Medical Science

Goldman Philanthropic Partnerships

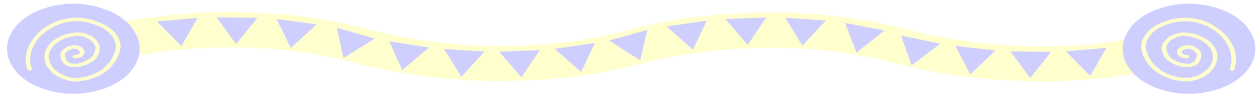
<http://goldmanpartnerships.org/> and the **Rockefeller Brothers Fund** <http://rbf.org/> have announced the continuation of the Charles E. Culpeper Scholarships in Medical Science to support the career development of academic physicians.

The program provides United States medical schools or equivalent educational institutions in the U.S. with up to 3 years of support, including salary and core research expenses, on behalf of carefully selected physician-scientists of high potential achievement who are committed to careers in academic medicine.

Up to 3 awards of \$108,000 per year, for up to 3 years, will be made to U.S. medical schools, or equivalent U.S. educational institutions, on behalf of candidates who are U.S. citizens (or aliens who have been granted permanent U.S. residence), who hold the M.D. degree from a U.S. medical school (or an equivalent degree from a U.S. medical-school equivalent), and who are judged worthy of support by the quality of their research proposals and their potential for a successful career in academic medicine. All scientific research relevant to human health is eligible for consideration; research that has relevance to cures for human disease is highly encouraged.

Applications must be submitted by the nominating institution on behalf of the investigator. No institution may nominate more than one candidate.

Complete program guidelines and application materials are available at the



Goldman Philanthropic Partnerships Website.

RFP Link:

<http://fconline.fdncenter.org/pnd/1341/culpeper>

MEET DEAN SCHILLINGER, MD
Assistant Professor of Clinical
Medicine, DGIM at SFGH

by Cammy Leung, RSA



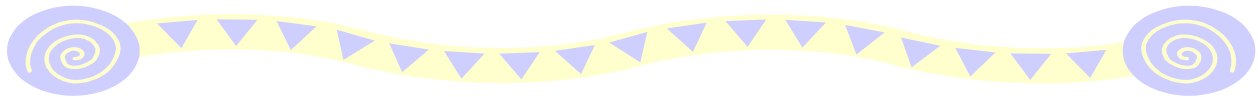
CL: What made you go into General Internal Medicine (GIM)?

DS: To my mind, it offers the greatest range of stimulation: it is a field that enables one to develop longstanding relationships with patients and have a great impact on their health and well-being; it offers wonderful opportunities in medical education to train our future doctors; it is intellectually and academically very rigorous – always questioning, always trying to develop evidence-based care models; it provides a set of skills and perspectives that enable one to be a “change agent”, working to develop and

evaluate new systems and models of care; it has a long-standing commitment to innovation in patient-oriented research; and because its goals fit with my values, commitment and advocacy-orientation, things I share with my colleagues in GIM ... both at San Francisco General, the greater UCSF GIM family, and nationally.

CL: Some of your research grants support the “IDEALL” project. What does IDEALL stand for and could you describe the research involved in this project?

DS: The goals of the IDEALL Project (Improving Diabetes Efforts Across Language and Literacy) at San Francisco General Hospital are to implement and evaluate disease management programs tailored to the language and literacy levels of patients with diabetes. The IDEALL project has two main objectives: the first is to test the feasibility and acceptability of health communication interventions in a public delivery system and the second is to compare the effects of technologically-oriented vs. interpersonally-oriented chronic disease support among patient with communication barriers. The is part of a system-wide initiative to improve chronic disease management in the Community Health Network of San Francisco, the integrated delivery system for SF County's uninsured and publicly insured residents. To date, 335 English-, Spanish-, and Cantonese-speaking patients with diabetes and poor glycemic (blood sugar) control are enrolled in the IDEALL Project and have been randomized to receive (a) weekly phone calls via an automated telephone diabetes



management (ATDM) system, (b) monthly group medical visits, or (c) usual care.

The ATDM system, developed with the assistance of patients with limited literacy and Spanish-speakers, and available in the 3 languages, queries patients regarding diabetes symptoms, self-care practices, and psychosocial well-being on a weekly basis. It also provides encouragement to patients and tailored health education in the form of narratives. The patient information in the ATDM system is screened daily by a bilingual nurse case manager, who calls back those patients whose responses indicate diabetes-related problems so as to problem-solve and help the patient reach health-related goals.

In the group medical visit arm, several groups of 6-10 patients each come together on a monthly basis with a primary care provider and an assistant health educator for a 90-minute group session. The agenda for these visits includes brief medical check-ups and a more extensive participatory, patient-driven learning session having to do with diabetes care. Both interventions employ patient-generated action plans as a means to promote self-efficacy and behavior change.

CL: Tell us about your childhood and what made you decide go into medicine?

DS: I come from a family of immigrants, survivors of war, and professionals in both education and the sciences. Through medicine, I feel I have been able to combine a number of interests and passions that are probably embedded both in my genome as well as determined by my environment.

Dean/Cammy Chat

DS: How do you like working for the Department of Medicine?

CL: I have been an RSA in the DOM for 2 plus years, working with PIs in the Divisions of Cardiology, DGIM and Nephrology. With all the challenges I encounter everyday, I have gained tremendous knowledge in the Department of Medicine. In addition, I have a very strong team in my department and they give me full support to get all the work done properly.

DS: What brought you originally to the University?

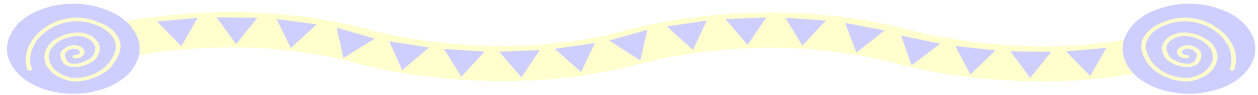
CL: My sister worked at UCSF. She described UCSF as a nationally well-known and top-notch organization. I first worked as a temporary assistant in the Accounting Office starting in 1989. I moved onto Anthropology and then DOM. UCSF has given me the opportunity to work for different departments to extend my knowledge.

DS: What do you do other than work?

CL: Our one-year-old, adorable baby girl is occupying our lives after work. My husband and I devote every minute of our time to her. Life after work is another type of challenge for my husband and me. Nevertheless, she really enhances our lives.

MEET PETER SHIH, Division Administrator, Hematology/Oncology at Parnassus

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Issue No. 3 April 2005

by Joseph Wilson, Assistant Director



JW: What are the greatest research administration needs for a division?

PS: Standardization of processes for prescribed grants. Consistent checks and balances across divisions. Checklists for routine tasks. Ongoing training at monthly meetings. All analyst levels should be trained equally so that each level has the same core skills. Standardized job descriptions for all analysts.

JW: What could research administration do to make your job easier?

PS: Provide ongoing training. Online (Web-based) live chat-room/bulletin board for all analysts, including the Assistant Research Directors, where questions can be posted and answered quickly. Start a database for FAQ (frequently asked questions) as they develop. This will be useful to those who are not good with posing face-to-face questions. This could save time for everyone. Provide other user-friendly tools that increase each RSA's fund of knowledge.

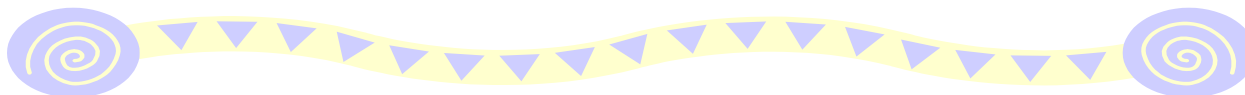
JW: How does research fit into your division's mission?

PS: Research is the primary mission of Hematology/Oncology that also fuels our teaching and patient care missions. The big push is finding a cure for cancer and ways to prolong the life of a cancer patient. We have basic science and clinical researchers that are building their programs around novel ideas and treatments. Clinical research brings patients to our sites to participate in clinical trials and allows them to be cared for by our nationally renowned hematologists and oncologists. Research not only provides opportunities for us to care for patients, but it also provides a opportunity to fulfill our teaching mission. The bottom line is that research is a life cycle for the Division. It brings in the funds that is used to support our faculty and staff, who then use it to further more research, which then allows for more research funds to be given to us to do more research.

JW: How did you choose this field of work?

PS: I think it is important to make a positive contribution to society and to make our world a little better today than it was yesterday. Our work at UCSF is not just a job, but also a service of providing support to physicians and scientists who are helping people deal with their illnesses, working towards better treatments and potential cures for diseases, and helping to educate future physicians and scientists. The mission of UCSF matches the goals that I have set for myself, so I put forth my best effort to fulfill UCSF's mission.

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Peter Shih has been the Division Administrator of Hematology/Oncology for a little over a year. He came to UCSF from Drexel University in Philadelphia. He lives on the Peninsula with his wife and four children.

STAFF NEWS

Connie Archea is the new Division Administrator/RSA for Occupational Medicine. She is very familiar with the Division after working with Division Chief Dr. Paul Blanc for the past 3 years. Previously, she was an editor for KPMG and Home Depot and has edited freelance.

Sabrina Fong was promoted to Analyst III when she transferred from the Dean's Office in the School of Medicine to join Hematology/Oncology. She is responsible for managing the clinical trials and has responsibilities in pre- and post-award management.

Nyya Lark-Wilson is the RSA for the Divisions of Infectious Diseases and Rheumatology at SFGH. She was previously at UC Berkeley before transferring to UCSF in November 2004.

Katerina Maza joined the Division of Hematology/Oncology in January 2005, when she transferred from the Department of Surgery and was promoted to Analyst III. She is responsible for providing the full range of pre- and post-grants and clinical trial management for the Urologic Oncology Program.

Annamarie McCoy was promoted from Analyst II to Analyst III when she transferred from the Department of Neurology to join the

Division of Hematology/Oncology. She is responsible for the lion's share of pre-award for grant submissions.

Elaine Nguyen was recently promoted from Analyst II to Analyst III for the Division of Nephrology. She will also continue to provide pre- and post-grants management for Dr. Kerlikowske. Elaine was previously RSA for the Hospitalists and was at the ITN before joining Medicine in 2004.

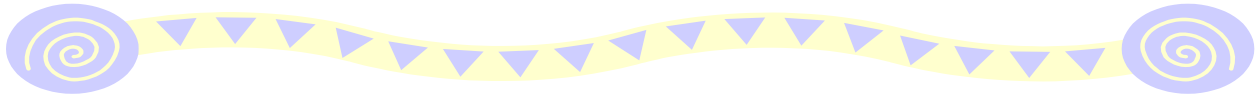
Maxine Selesky is well known to the Division of Geriatrics, where she has been since 2000. She was promoted to Analyst III and has assumed RSA duties since 2004. She also continues to manage the financials for the Academic Geriatric Resource Center and the UCSF/Mt Zion Center on Aging.

Don Swart joined the Division of Cardiology in January 2005 as the new Finance Officer, which includes responsibilities for post-award. Don is a "newbie" to the UCSF family. He previously worked at United Behavioral Health, Blue Shield, and Douglas Aircraft Company, to name only a few from his extensive experience.

Chris Wang joined CAPS as an Analyst I in October 2004. Chris manages the pre- and post-awards for many faculty, including Drs. Cynthia Gomez, Bill Woods, Diane Binson, Torsten Neilands, Kathleen Erwin, and Colleen Hoff. Chris is also going to school part-time at the San Francisco Art Institute for his degree in graphic design.

Jack Whiteford joined the Division of Infectious Diseases/AIDS in December

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2004. He was promoted to Analyst IV when he transferred from the ITN. He oversees the full range of pre- and post-grants management for the Division, including a number of complex contracts for the Women and Children's AIDS Practice and the Positive Health Practice.