

THE RSA CONNECTION



Issue No. 22 July 2009

COMMITTEE ON HUMAN RESEARCH (CHR) – PROTECTING SUBJECTS, AND NOW TREES

by John Heldens, Director of the Human Research Protection Program

It's been a long time coming. The Committee on Human Research (CHR) is thrilled that this year, we will finally have a system for electronic submission and review of CHR applications. No more "18 copies." No more "re-collating." No more "swapping out" replacement pages.

OAAIS and the Human Research Protection Program are busily configuring and testing a system designed by iMedRIS. The system is web-based and works with PC and Macs. There are numerous benefits that will help to expedite the CHR review and approval process. We are particularly excited about the tools for document management and submission tracking.

Documents such as consent forms, multicenter protocols, investigator's brochures, flyers and questionnaires can all be easily uploaded, named, and versioned. The system has a built-in feature to quickly compare two versions of documents to avoid highlighting (and later un-highlighting) revisions. The final approved versions of documents can be clearly identified in the system, and approved consent forms are automatically "stamped" with the CHR approval date. When researchers renew their approvals, the approved documents will already be there.

The system will also make the CHR review process much more transparent. Investigators and research staff can log in and see exactly

where the application is in the review process. And, yes, we mean *all* investigators and research staff listed on the study. The system also has a number of canned reports to help us manage the review process.

The Go Live is scheduled for December 9, 2009. A few research staff and faculty across campus have been asked to help with Quality Assurance testing. In August, we will contact larger numbers of our colleagues to ask for their help in User Acceptance Testing. Training plans for the system will be announced and posted later this year.

More information can be found at the project web page, <http://oaais.ucsf.edu/OAAIS/projects/imedris.html>

If you have any questions, comments or suggestions for the system, please contact us at CHR.SystemProject@ucsf.edu.

CONTRACTING WITH THE CITY AND COUNTY OF SAN FRANCISCO

by Kristen Gafric and Emily Stratton, Contracts and Grants Analysts, Office of Sponsored Research

In March of 2009, the Contract and Grants Office (C&G) made increasing communication with the campus and sponsors a top priority. The C&G Office has worked toward accomplishing this objective by providing routine status reports to the campus and directly engaging sponsors in face-to-face and teleconference meetings. Our three goals were to (1)

THE RSA CONNECTION



Issue No. 22 July 2009

understand the sponsor's processes and goals, (2) create a cooperative relationship with campus personnel and sponsors, and (3) accelerate the completion of award/contracts.

Recently, C&G met with the San Francisco City Attorney's Office to better understand the City and County of San Francisco's contracting processes and to formulate a proactive approach to contracting with City agencies. The meeting revealed that the parties' shared goal is to complete contracts before or shortly after the project start date. Having a fully-executed contract ensures that all parties have a clear understanding of their respective rights and responsibilities under the project, eliminates delays in the transfer of funding from the City to the University, and reduces the need for fund advances.

The continued collaboration of campus personnel is essential to C&G's efforts to streamline processing of City contracts. Here are some helpful guidelines to follow when working with City contracts:

(1) Visit the Office of Contract Management and Compliance (OCMC) website

<<http://www.sfdph.org/dph/comupg/aboutdph/insideDept/Contracts/default.asp>> for the latest information regarding competitive solicitations administered by OCMC and the Department of Health. This site provides links to requests for proposals (RFPs) and requests for applications (RFAs). Each RFP and RFA has an associated "Schedule of Activities" which highlights important deadlines throughout the proposal process and provides estimated dates for review panel meetings and final contract approval. Please

refer to this site for important deadlines relating to your proposal.

(2) Increase communication with the program and contract managers at the applicable City agency. When the lines of communication are open, all parties will better understand when contract or funding delays may arise and how to effectively avoid them.

(3) Only submit one proposal to the Contracts & Grants Office for work to be performed:

- a. If a project is recurring, only one proposal needs to be submitted for that agreement. For a project that will continue over several years, indicate the number of years on the OSR approval form, and submit a continuation of the original proposal for subsequent years.
- b. If the project is renewed year to year, submit one proposal. For subsequent years of the project, simply submit a renewal. Please note if the scope of work changes a new proposal must be submitted.
- c. If you have any questions regarding proposal submission, please contact the C&G Help Desk at 476-2977.

The City exclusively contracts with UCSF for several projects and has a vested interest in the timely execution of these agreements. Adoption of these practices by campus personnel and collaboration with C&G on these contracts will reduce the time cycle for these contracts. Please contact C&G if you have any questions or concerns regarding agreements with the City.

THE RSA CONNECTION



Issue No. 22 July 2009

POLICY/PROGRAM UPDATES

by Joseph Wilson, Assistant Director

C&G Training Initiative Announcement

C&G is generating several job aids to assist departments in improving the quality of proposals. The job aids are designed for pre-award activities. This training initiative will include the following:

- 1) **Top 5 Common Errors in Proposals**
Job Aid: Guidance on how to avoid the top 5 errors in proposals that result in the revisions and delays
- 2) **OSR Checklist:** Checklist to assist in correctly preparing an OSR Approval Form
- 3) **Proposal Budget Job Aid:** Guidance on proposal budget preparation
- 4) **Cost Sharing Job Aid:** Guidance on the proper identification of cost sharing in proposals
- 5) **Proposal Matrix:** A comprehensive guide that lists the types of grants and contracts and the documentation C&G requires at proposal submission
- 6) **Responsibility Matrix:** Breakdown of the responsibilities of C&G and the departments during the proposal process
- 7) **Cost Accounting Standards (CAS)**
Training Materials: Comprehensive guidance on OMB Circular A-21
- 8) **Kick Start Training Materials:** Updating the on-line Kick Start Pre-Award Administration training course. The current course can be found at: <http://or.ucsf.edu/osr/train/courses/kickstart.html>

Over the next 3 months, C&G will be announcing the release of these job aids via emails and through existing face-to-face

meetings (such as the RSA Quarterly Townhall Meeting, Departmental staff meetings, and Control Point MSO monthly meetings), the OSR newsletter (Research News), and a targeted Townhall meeting in the fall.

Online Course: Responsible Conduct of Research (RCR) Now Available

This course meets the requirements of the National Institutes of Health (NIH) and the National Science Foundation (NSF) to provide trainees with education in the responsible conduct of research. It will enrich your understanding of compliance and ethics in research, and enhance your development as a vital member of the UCSF scientific community.

There are two courses available depending upon your field of study:

- Biomedical Responsible Conduct of Research
- Social and Behavioral Responsible Conduct of Research

To access the course,

1. visit: <https://www.citiprogram.org/>
2. Create user account and log in
3. Begin RCR

If you already have a CITI account, click "[Add a course or update your learner groups](#) for *University of California, San Francisco*" in your user profile and add the RCR course.

Stipulate DPA Set-up on Proposals

Effective June 4, 2009, a new field will be available on the *OSR Approval Form Project Page* in Proposal Express that allows Department personnel to specify whether a new DPA is needed for a Project

THE RSA CONNECTION



Issue No. 22 July 2009

or whether an existing DPA should be used in the event that the Proposal is awarded by the sponsor. If an existing DPA should be used, the Department RSA needs to enter the DPA on the Project page when setting up the OSR Approval Form.

Stipulating an existing DPA or the need for a new DPA at the Proposal stage will substantially reduce the amount of time required for Award set-up by Extramural Funds (EMF) and will streamline the Award and Fund set-up process for Department personnel.

For Proposals submitted prior to June 4, 2009, OSR will continue to request DPA-related information from Department personnel during Award set-up.

New Procedure: Submission of Notices of Award to C&G

In an effort to streamline the processing of Awards and improve customer service, Contracts & Grants (C&G) is implementing the following procedure to address the receipt of duplicate Award notices by C&G. When C&G receives an Award notice via email, in addition to a hard copy through campus mail, the Award may be duplicated in C&G systems. This duplication results in inefficiencies and impedes the processing of Awards.

Award Submission Procedure: Please read all Notices of Award carefully to determine whether the sponsor requires the *original* Award notice to be signed by the University. If the sponsor requires an original wet signature on the *original* Award notice, please submit this Award notice by campus mail to

the address provided below. If the sponsor does not require execution of the original Notice of Award, we kindly request that you email the Award notice to CGAwardTeam@ucsf.edu, and refrain from sending a duplicate hard copy.

UCSF Data Network Charge

In March 2009, the Chancellor's Executive Budget Committee (EBC) unanimously approved a campus-wide recharge in support of UCSF's data network. Effective November 1, 2009, the amount will be \$35 per month per full-time equivalent appointment for all employees paid through the campus payroll system.

The funds derived from the recharge will be dedicated to replacing critical equipment and security components of the UCSF data network, provide for the expansion of wireless access to the network, and pay for upgrading and ongoing support of UCSF's Exchange email and calendar system.

More information is available at the following link: <http://oaais.ucsf.edu/OAAIS/2751-DSY.html>

Can ARRA grant budgets include direct costs to address ARRA administrative and reporting requirements?

No. It has been determined that ARRA requirements do not provide sufficient justification to support the provision of direct costs for administrative support in addition to the Facilities and Administrative (F&A) costs in the awarded budget.

THE RSA CONNECTION



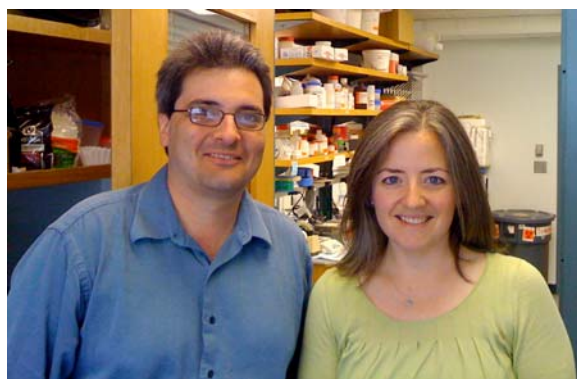
Issue No. 22 July 2009

NIH staff will continue to evaluate direct costs requested for administrative support using the guidance provided in OMB Circular A-21 F.6.b.(2)

<http://www.whitehouse.gov/omb/circulars/a021/a021.html> However, ARRA requirements will not be considered in this determination, because they are incorporated within the core administrative support for the project, which is reimbursed to the institution through the provision of F&A costs.

When direct costs have been requested to address ARRA administrative and reporting requirements in requested budgets, NIH staff will make appropriate adjustments. Revised budgets submitted solely to remove administrative costs will not be accepted.

MEET ANDREI GOGA, MD
Assistant Professor in Residence,
Division of Hematology/Oncology
by Kate Shumate, Research Services Analyst,
Division of Hematology/Oncology



KS: What motivated you to become an MD/PhD, and has cancer research always been your primary research interest?

AG: I think I was always interested in pursuing medicine as a career. However,

since my first quarter as an undergraduate student at UCLA, I also became fascinated with molecular biology. I started working in a lab studying photosynthesis and self-splicing RNAs in Jeanne Erickson's lab. This was a fantastic experience and encouraged me to pursue the MD/PhD program and cancer biology in particular.

KS: In the Division of Hematology/Oncology, we tend to think of our faculty as belonging to research groups by disease site. Your research, however, crosses those lines. What kinds of benefits and challenges does this present?

AG: My research interests are in the basic regulation of cellular proliferation, cancer gene signaling pathways, and how microRNAs and other translational regulators can be targets for cancer therapy. All tumors have altered oncogene signaling, deregulated proliferation and use microRNAs. So yes, what we study is multidisciplinary. Having said that, I am a proud member of the Breast Oncology Program as well as the Liver Center. We are working on specific therapeutics for triple-negative breast cancers, the most difficult to treat. We are also testing small interfering RNAs and microRNA antagonists as novel therapies for liver tumors, another intractable tumor type.

KS: How do conducting clinical research and conducting basic research compliment each other?

AG: I think our studies in the lab really need to be informed by what is happening with patients. Dr. Laura Esserman and many colleagues throughout the United States, led by the Breast Oncology Program at UCSF,

THE RSA CONNECTION



Issue No. 22 July 2009

have developed a fantastic clinical trial in which a lot of biological and genetic information is collected. This has allowed us and others to identify new biomarkers that are associated with particular tumor types (such as the triple-negative tumors that I mentioned) or with patients' responses to therapy. This type of information is critical for us to generate hypothesis that can be tested in the lab. We can then use this lab-based research to translate discoveries back to patient care. So really when it comes to cancer research, both clinical and basic are interdependent.

KS: It has been 10 years since you began your Medical Oncology Fellowship in the Division of Hematology/Oncology. What has changed most about UCSF, the Division, and the Department during that time?

AG: I sense a lot of excitement and enthusiasm in the Division and Department. Over the past several years there have been a lot of additions to the program that have substantially strengthened our research and clinical efforts. I am proud to be a part of this effort.

KS: Our outgoing Chancellor, Michael Bishop is one of your mentors. Can you describe his mentorship and its effects on your research?

AG: Mentorship is critical to whatever we do at every level in academia. Dr. Bishop is a tremendous mentor who has trained many cancer researchers including many faculty members at UCSF. Both of my mentors, Drs. Mike Bishop and David Morgan, have been an inspiration and extremely helpful at all facets of being a post-doc, searching for a job, and transitioning to independence.

KS: Over the last 9 months, I have had the opportunity to work with you to submit 15 proposals. Four of those have been for research proposed by members of your lab, including a graduate student who submitted our division's first NRSA (F31) proposal. Can you describe your perspective on your own role as a mentor?

AG: As another faculty member said to me: "I tell my lab it's all hands on deck or the boat is going to sink." Seriously, starting a lab is a ton of work and unfortunately I spend far too much time writing grants. Writing grants, like presenting talks and writing manuscripts, however, is an opportunity to distill your thoughts and clarify your hypothesis. I think it's a useful endeavor to help students and post-docs focus their research projects. All new graduate students in the BMS program, for example, write an NSF proposal as part of their first year classes. I don't think these go through C&G at all so you may never see these.

KS: I understand your wife is a faculty member at UC Davis, in the Center for Neuroscience in the Department of Psychiatry and Behavioral Sciences. Have you had the opportunity to collaborate professionally with her?

AG: Yes, we very much enjoy talking science and have several areas for collaboration in our research. We recently collaborated on a study that identified a new mode by which protein translation is regulated. There are several other papers that are pending on which we have collaborated.

THE RSA CONNECTION



Issue No. 22 July 2009

KS: You and your wife are raising a family in the Bay Area. How do you balance your careers with the needs of your family?

AG: Life-Work balance is really the most difficult issue probably facing any couple in which both partners work and have jobs that they love. I'm not sure we have any great answers other than to try to communicate clearly and try to support each other during the difficult points in our careers. Our parents have also been a blessing as they have moved closer to help us with the children.

MEET JENNY FOWLER

***Division Administrator,
Endocrinology & Occupational and
Environmental Medicine, SFGH***

by Rashaan Lyons, Research Services Analyst, Division of Endocrinology, SFGH



Jennifer Fowler (L) and Rashaan Lyons (R)

RL: How long have you worked at UCSF? Which divisions have you worked for?

JF: I've worked at UCSF for 3 years. I started in the Epidemiology Prevention Intervention Center, also referred to as the EPI Center.

Now I work for two divisions in the Department of Medicine at SFGH.

RL: Describe your management philosophy?

JF: I like to see people contribute their best abilities to their job. I try to ensure that employees are both challenged and supported. I would never ask others to do something that I would not do myself. Teamwork is critical because it's the best way for us all to succeed.

RL: What have been your most recognized achievements in the last 3 years at UCSF?

JF: I went to Uganda for two weeks to work with the administrator at Uganda Research Institute (URI), a small non-governmental agency in Mbarara. We had some subcontracts with URI and I went to share knowledge of federal grants and to help them improve their systems. In particular, we worked on payroll so that they could account for funding from different groups.

RL: How do you alleviate stress?

JF: My long term perspective is that if you're not careful, you can burn out. I try to keep a fairly normal schedule. Yoga has taught me a little about taking deep breaths, which both our jobs require from time to time! It's something I try to work at since stress is hard to avoid.

RL: Please name one weakness and one strength.

JF: My weakness is trying to take on too many things at once without looking at all the things on my plate. My strength is that I am a good financial problem solver when I have time to focus on an issue.

THE RSA CONNECTION



Issue No. 22 July 2009

BEST IN RESEARCH ADMIN. OF GRANTS (BRAG) AWARD



The Research Administration Unit is proud to announce that **Kate Shumate** is the July 2009 BRAG Awardee. Kate is the pre-award RSA for non-profit contracts and grants in the Division of Hematology/Oncology. Kate has been with the division since 2005. Kate originally joined the division to support Dr. Tempero, then division chief and the transitioned to support the entire division over time. She is extremely popular with the PIs and staff in the division, as evidenced by the following nominations.

“She is nothing short of astonishing. Amazing work ethic, competent, calm, focused.”

“Kate is invaluable to the Division because she not only accomplishes her own work but she is cognizant of other RSAs’ workloads around her. She has consistently volunteered to take over other RSA’s work when they are away from work.”

“Her ability to communicate diplomatically and with discretion is unparalleled and she

has been instrumental in helping other RSAs communicate more effectively with their PIs.”

“We are very fortunate and proud to have Kate Shumate as part of our team.”

“She excels at every job we give her. In addition to being extraordinarily competent, she’s also one of the nicest and most considerate employees I’ve ever had the pleasure to associate with.”

Congratulations, Kate!

A DAY IN THE LIFE OF AN RSA

by Estrella Garcia, Research Services Analyst, PHP and Hematology/Oncology, SFGH

“Seriously? It’s 5:30 am...AGAIN? Is it really time to go to work...AGAIN?” Having never been a “morning person,” these are usually the first thoughts that pop into my mind when the alarm sounds. My walk from home to BART is my time to enjoy the fresh air, sun and listen to the birds because I know that I probably won’t have a chance to take a breath of fresh air again until the day is done. Yes, a day in the life of an RSA usually does not include fresh air, birds and sun. It’s more like emails, phone calls, spreadsheets, and meetings.

Before I became an RSA, I always wondered how “they” did it. How were they able to juggle all of the tasks at hand? Between grant submissions, renewals, and closeouts, where do they find the time to actually manage the funds? Well, fortunately for me, my RSA career started out very

THE RSA CONNECTION



Issue No. 22 July 2009

slowly, sort of like learning to juggle – start with 2 beanbags and add more as you become more comfortable. Now that I am comfortable with the demands of the job, I have moved up to RSA II and support 10 PIs.

I normally face my day armed with a cup of coffee. First item on the ‘to do’ list is always email. Speaking of which, I wish there was a rule that PIs are not allowed to send emails during non-business hours because that means we have work piling up **while we sleep** – NOT FAIR! But, like I have always been told, “Life isn’t fair.” Luckily for me, I have some pretty wonderful PIs who treat me with respect and appreciate my work.

To be honest though, I don’t know how I do it! The job is non-stop and every time I blink, a policy is changing that affects us. Thankfully, I share an office with great people and together we form a very supportive and knowledgeable network. That’s the secret to success as an RSA – you cannot be afraid to ask for help or to admit when you don’t know the answer.

Over the past 2.5 years, I have learned so much from my fellow RSAs and my boss, Kathy Judd (Research Manager at SFGH). I am not afraid to admit that I would not be where I am today without them!

STAFF UPDATES

Chude Allen retired from the University on June 29, 2009 after 25 years of service to UCSF. She has been the RSA (even before they were called RSAs) for Dr. Goetzl for almost as long as she has been at UCSF. She was providing the Allergy Lab with pre- and

post-award grants administration even before there were templates, computers, and centralized research administration services. If her PI wanted to make a change to the budget, she had to re-type (on a typewriter) the budget all over again! Chude has seen great changes in research administration over the years, including more centralized efforts to train and develop RSAs. She stated that it is wonderful to have a network of people who can share best practices and solutions.

In her next career, she will write her memoirs of her years as a civil rights activist and will continue to volunteer for the Veterans of Civil Rights Movement as a writer and speaker at local public schools www.crmvet.org.

Thank you, Chude, for all your years of service to the Department and University!

Brian Manning joined the Division of Geriatrics as an Analyst II in May 2009. He transferred from UCLA where he was also in the Division of Geriatrics as a program analyst coordinating the training programs. He is responsible for the pre- and post-award management for half of the Division’s PIs.

Joanne Dang was most recently at Wachovia Mortgage as a Senior Analysis Consultant before joining the Division of Geriatrics as an Analyst II in June 2009. She is new to academic medicine and research administration but has an extensive financial background. She is responsible for the pre- and post-award management for half of the Division’s PIs.