Sponsored Research Services
• Supports federal and non-profit grants from proposal through awarding

Government and Business Contracts (GBC)
• Oversees lifecycle of projects funded from contracts with federal, state, municipal or foreign governments.

Industry Contracts Division (ICD)
• Oversees lifecycle of industry funded proposals and agreements.

Research Development Office (RDO)
• Large, multi-investigator proposals
• Funding opportunities
• Intramural funding mechanisms

Contracts and Grants Accounting (CGA)
• Award setup
• Sponsor billing
• Financial reporting
• Post award compliance
What Is Research Management Services (RMS)

• RMS provides comprehensive and expert pre-award administrative services to all researchers and clinicians at UCSF.

• RMS advocates for the success of UCSF’s Principal Investigators.

• RMS is composed of ten teams (A-J) that are housed at many campus sites (including Parnassus, Laurel Heights, Mission Bay, SFGH and Mt. Zion). Each team includes a Pre-Award Manager, Research Service Coordinators (RSCs) and Associates (ARSCs).

• Team G supports the Department of Surgery and is located at 3333 California St – Laurel Heights campus.
RMS Team G – People to Know!

• Paul Tang – Research Services Coordinator (RSC)
  paul.tang@ucsf.edu 415-476-6207

• Mayumi Cutler – Research Services Coordinator (RSC)
  (as of 5/15/14)

• Deborah Good – Team G Manager
  deborah.good@ucsf.edu 415-476-1447

• Marge O’ Halloran – Director of RMS
  Marge.Ohalloran@ucsf.edu 415-502-8741

RMS Website: http://osr.ucsf.edu/
Your RSC

Key elements of the RSC position

• Advocate for the Faculty
• Provide support and facilitate institutional signoff for:
  – Proposal and progress report submissions
  – Budget development
  – Award/Correspondence with sponsors (fund advance, NCE, JIT, prior approval requests, etc.)
• Develop sponsor relationships
• Available by all forms of technology - 1:1 meetings, email, Skype, instant messaging, phone, drop-in, etc.
• Co-located with team to facilitate back-up during peak workload and absences
Working with Your RSC

• Please provide notice of the intent to submit a proposal at least
  – 30 days for standard grants (R01, R21, F32, etc.)
  – 60 days for large proposals (subcontracts, etc.)
  – 4-6 months for complex contracts and grants
  – The RSC will work closely with you to construct a timeline for the development of each proposal
Communication and Workflow

• **PI**
  - Notify RSC of intent to submit a proposal
  - Outline budgetary needs & draft budget justification
  - Confirm subcontractors budget and start dates are valid
  - Notify RSC of any communication from sponsor
  - Sign internal/external documents

• **RSC**
  - Review announcements and funding opportunities with PI
  - Draft internal & external budgets, review and edit budget justification
  - Complete proposals
  - Route for approvals
  - Establish outgoing subcontracts
  - Complete JIT or other sponsor requirements
  - Work closely with the post award analyst
Proposal Deadlines

• Chair Deadline – Final Budget, Justification, Internal Documents
  – Due 10 business days before sponsor deadline
• Final proposal excluding the research plan
  – Due 5 business days before sponsor deadline
• Research plan
  – Due 3 business days before the sponsor deadline
  – If Federal contract or state, city, county proposal – due 5 days before the sponsor deadline
Common Sponsors for the Department of Surgery

- NIH
- United States Army Medical Research Acquisition Activity (USAMRAA)
- California Institute for Regenerative Medicine (CIRM)
- UCOP
- American Cancer Society
- Damon Runyon Cancer Research
- American Heart Association
- American Association for Cancer Research
- U.S. Food and Drug Administration
We hope you will be in touch with us!

Questions and Discussion