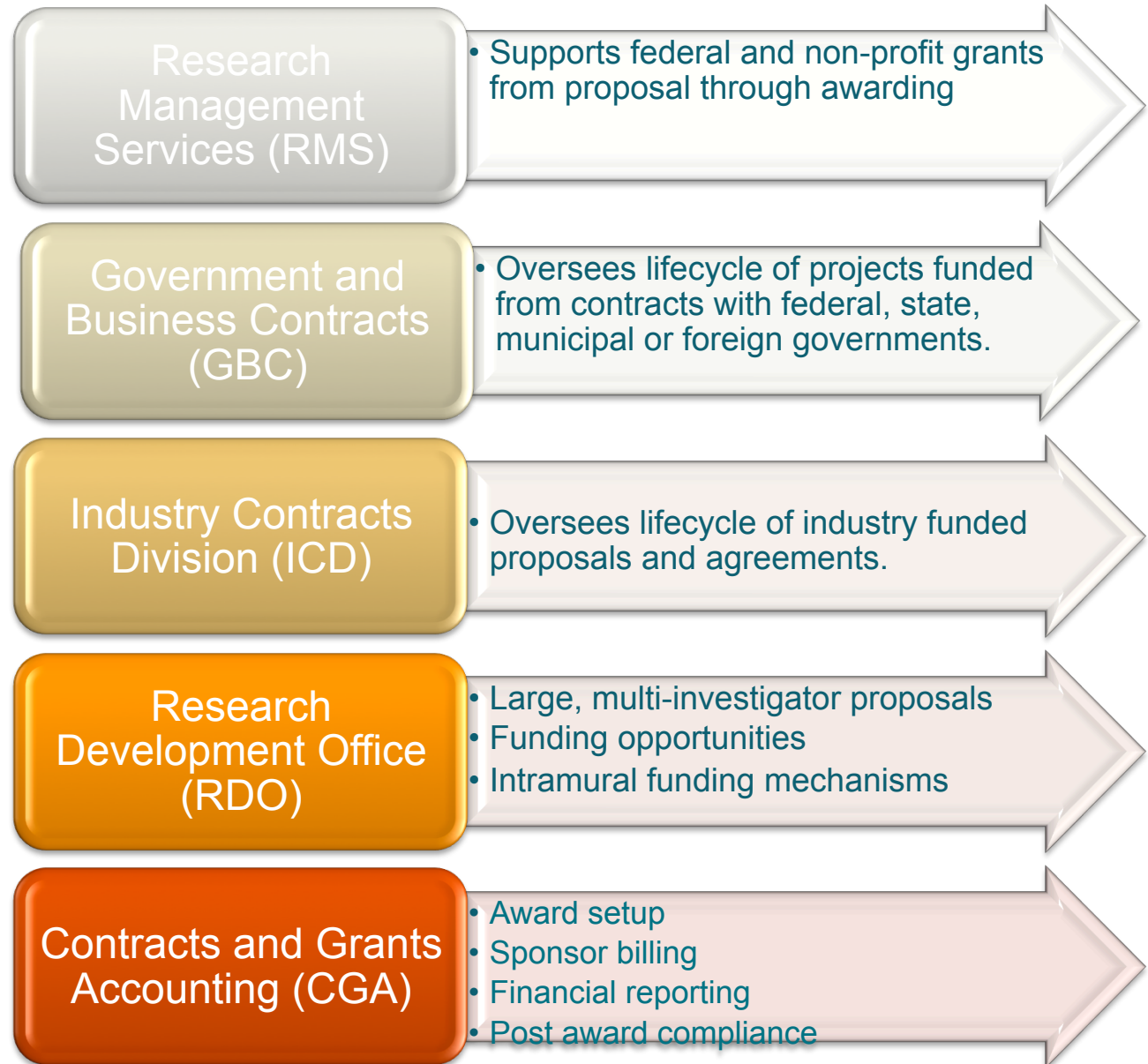




University of California
San Francisco

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Sponsored Research Services



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



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