

**RESEARCH ADMINISTRATION SYSTEM (RAS)
CAMPUS COMMUNICATION**

REVISED AWARD SET-UP PROCEDURES

August 22, 2006

To: Department Managers, C&G Reps, Post-Award RSAs

From: Joyce Freedman, Associate Vice Chancellor, Office of Sponsored Research
Erica Webber, Assistant Controller, Extramural Funds

Please share this information with all department staff involved in post-award management.
This communication addresses:

- Current status of the Award Set-up Process
- Changes to the Award Set-up Process
- Upcoming Town Hall Presentations (mandatory for C&G reps)
- Who to Contact

**The changes to the award set-up process described below will take effect
Monday, August 28th, 2006.**

CURRENT STATUS

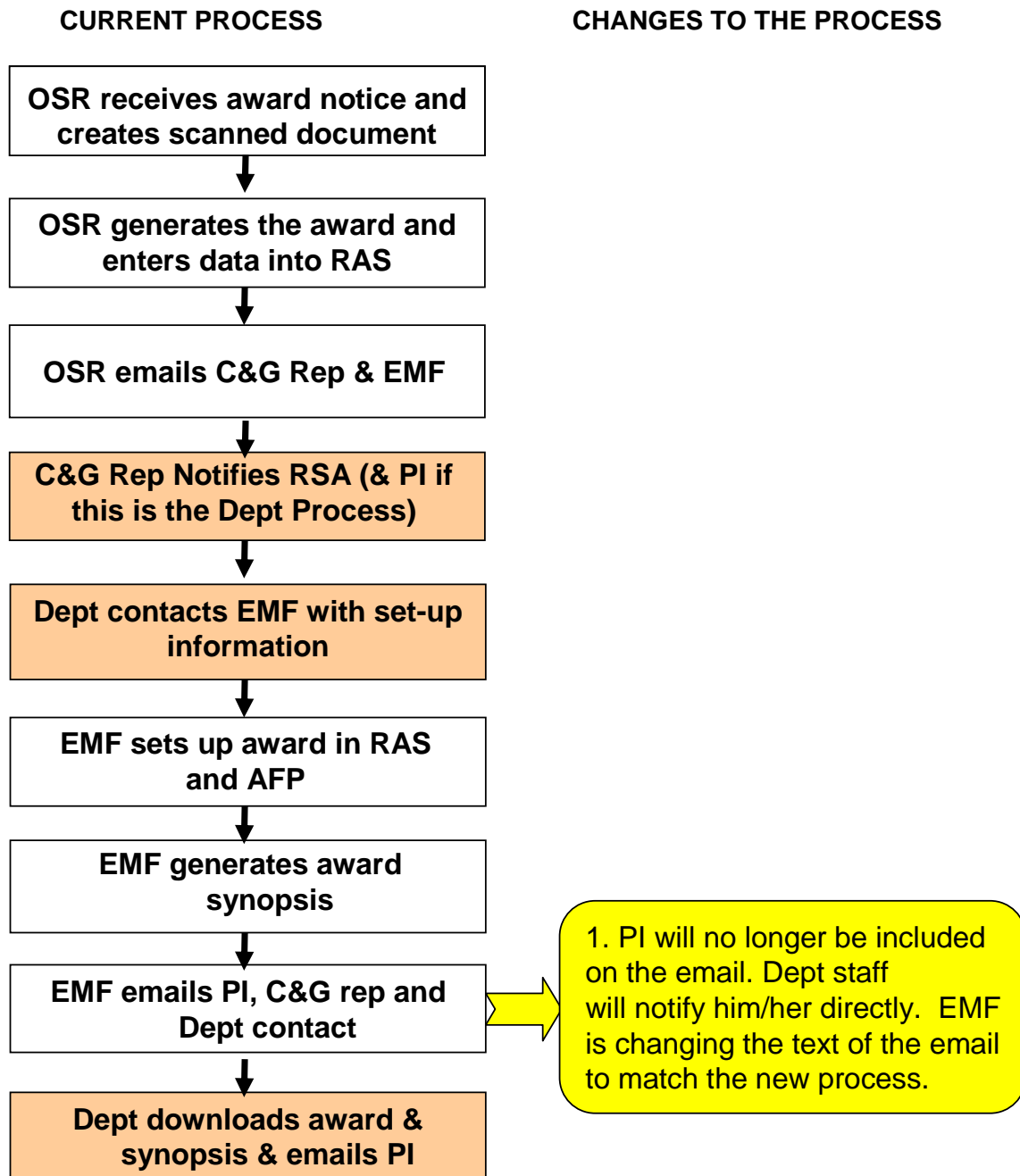
We have been actively monitoring the award set-up process since we began using the RAS system. Our staff has been working hard to learn a new system and new procedures. Departments have also been actively engaged in these new procedures and we appreciate everyone's patience and feedback. After three months of monitoring our progress, we have observed that:

- OSR is still adjusting to the new procedures but plans to catch up in the next month. This time of year UCSF receives the most awards, so the average number per week has gone from 15-20 to 75. This is delaying the catch-up process.
- The current process takes too long for EMF. Set-up time has gone from ½ hour to 1 ½ hours after RAS. EMF has significantly greater responsibilities than before, such as generating the award synopses.
- Departments are still adjusting to the new process. Too many emails are coming in. The role of the C&G rep is more important than ever. PI's are sometimes confused about the emails they receive. Who do departments contact with questions?

We concluded that the current process is taking too long and must be simplified. On August 9th, we met with representatives from campus departments to review the status and discuss potential process changes. These changes will go into effect on **August 28th, 2006**. We are also inviting people to attend upcoming **Town Hall Meetings** to discuss these changes.

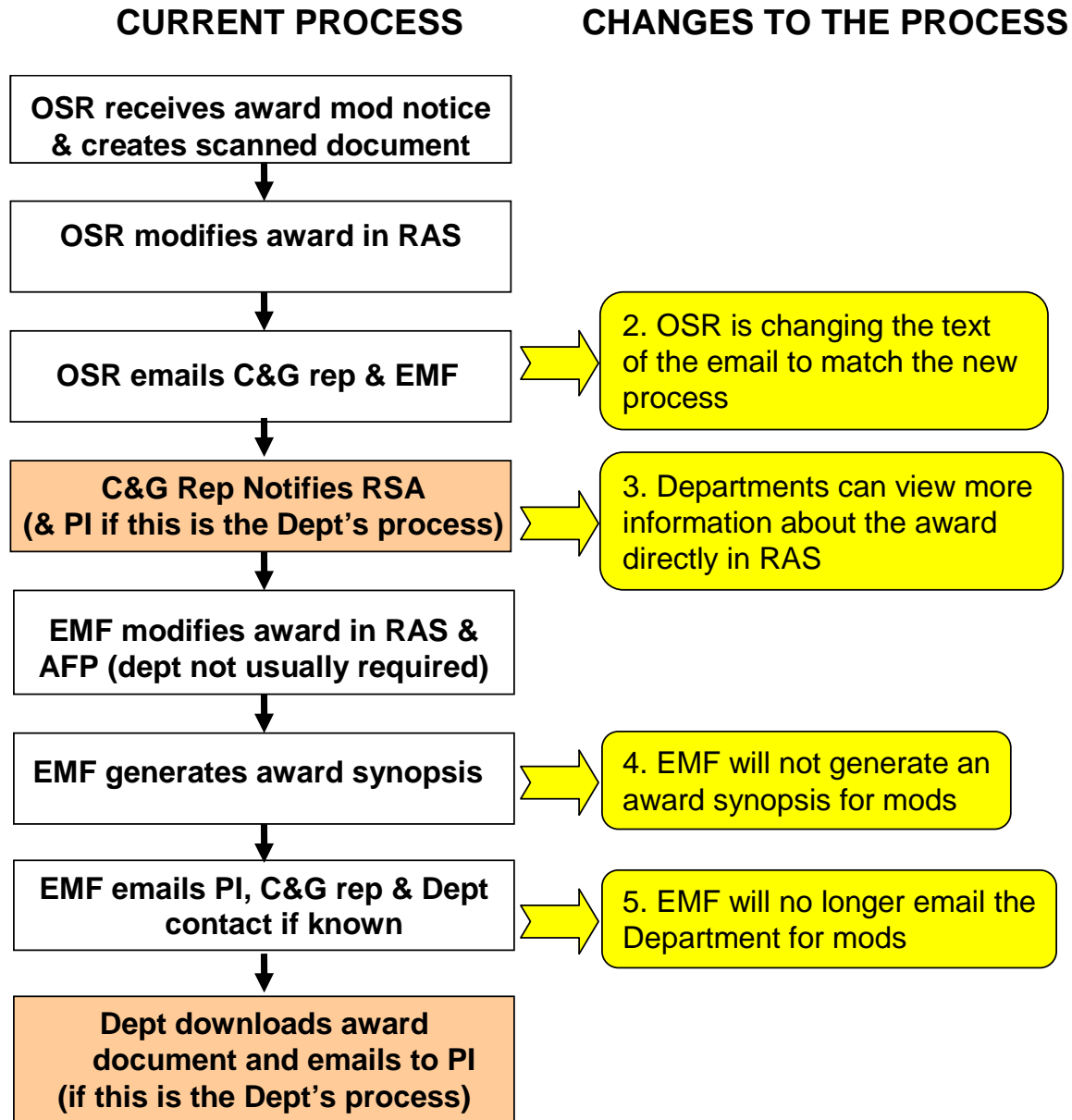
AWARD SET-UP PROCESS FOR NEW AWARDS AND COMPETITIVE RENEWALS

On the left side is the current RAS process. On the right are changes to the process.



AWARD SET-UP PROCESS FOR AWARDS MODIFICATIONS

On the left side is the current RAS process. On the right are changes to the process.



SUMMARY OF CHANGES

1. Department representatives stated that they prefer to send award information to the PI themselves rather than have it come from EMF. Therefore, in the future, the PI will only get information that the departments give them – no central unit will send this to them.
2. OSR will revise the text of all emails to match the new processes and make it easier to understand what actions are required. Please read all emails from OSR carefully. For all modifications where OSR already sent the email prior to 8/28 but EMF still has not, you will NOT receive the confirming email from EMF.

3. Departments will have access to 2 new award pages in the RAS system: the *Award Modifications Lines* page, which lists each award action and the dollars associated with it, and the *Terms and Conditions* page, which lists the terms that appear on the Award Synopsis. These pages are immediately accessible when OSR emails the department. More information about this will be presented in Town Hall meetings (see below).
4. EMF will not generate an award synopsis for any modification. The time it takes to generate them is more effort than the benefit of having them when all the information is available in the system. Departments can still review the award document and the updates made to RAS and Weblinks (all appropriated funds appear in Weblinks).
5. EMF will not send a confirmation email for modifications. Most modifications originate in OSR, so departments will still receive an email from OSR for these. After that, departments can check in RAS and Weblinks (for the appropriation) to confirm EMF has completed the modification.

TOWN HALL MEETINGS

The following meetings are being hosted by OSR and EMF to review the award set-up process. C&G Reps – it is mandatory that you attend one of these meetings. Department Managers and Post-Award RSAs are very strongly encouraged to attend.

Wednesday	September 6th	11:00-12:00	Parnassus Cole Hall
Friday	September 8th	11:00-12:00	MCB 128
Tuesday	September 12th	1:00 - 2:00	LHts President's Room (sublevel 1)

WHO TO CONTACT

Office of Sponsored Research (OSR) Since July 1st the RAS Award Set-up Team has been reporting to the new IT Manager, Jeff Colley. Until recently, Jeff was the C&G Grants Manager. Please contact him at jeff.colley@ucsf.edu if you have questions about the OSR process.

Extramural Funds (EMF) Since August 1st the EMF Award Set-up Team has been reporting to Florence Lu, who is temporarily managing the team since Janis Lenox departed UCSF. Please contact her starting 8/28 at flu@accounting.ucsf.edu if you have any questions about the EMF process (she is on vacation the week of 8/21 – Michael Grafton is her back-up).

You may also contact Customer Support, 514-4100 Option 3, Option 2, if you have questions. This communication has been posted to: <http://tinyurl.com/ou2sv>

NEXT STEPS

Departments should ensure all managers, post-award staff, and C&G reps are familiar with the new process and should also communicate these changes to their PIs.

In the next three months, OSR and EMF will:

- Review our status again to determine if more changes should be made
- Publish a service level agreement that outlines expectations for how long it will take OSR and EMF to complete these processes.

Thanks for your cooperation, patience and support as we implement these procedures.