

**RESEARCH ADMINISTRATION SYSTEM (RAS)
CAMPUS COMMUNICATION
AWARD SET-UP STATUS UPDATE
December 22, 2006**

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

From: Joyce Freedman, Assistant 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
- Best practices and tips
- Whom to contact

CURRENT STATUS

We have been actively monitoring the award set-up process since we began using the RAS system. In the September 2006 town hall meetings, we introduced a number of changes in an attempt to streamline and expedite the process. We also committed to reconvening our department resources in 3 months to revisit our progress and the process, and to communicate to you about the outcome. On December 14, we met again with representatives from campus departments to review the status and discuss best practices.

Since late August, we can report the following status:

- **OSR:** As of 12/12/06, OSR had 48 NIH awards that had not been set up in RAS. These awards date back to 12/1/06. In addition to these federal awards there were 21 industry awards (dating back to 12/2/06) and 6 non-profit awards (dating back to 12/6/06). OSR is still dealing with longer than expected turn around times for award setup and is taking corrective measures to resolve this issue.
- **EMF:** The set up backlog that existed in August was eliminated by the end of September. Currently, the awards awaiting work are within the service level agreement (SLA) set prior to RAS go-live in Fall 2005. In the new award set-up process, this SLA translates into 6 working days from the date requested information is received from the department for new awards and 6 working days from the date EMF receives the OSR email for modifications (continuations, etc.). Stay tuned for updated award set up process documentation, including the SLA, on the EMF website in the coming months

CHANGES TO THE PROCESS

On November 20, OSR started to include the PI on all award notifications. This decision was a result of sustained requests to OSR from both PIs and their assistants to be informed of the status of award set up and notification. Since implementing this process OSR has started to receive positive feedback from both PIs and their assistants.

BEST PRACTICES AND TIPS

Based on comments and questions from departments, here are a couple of best practices that we'd like to highlight:

1. **Requesting a fund in advance of receipt of award:** The process for requesting that a fund be set up in advance of the receipt of award has not changed since before RAS went live. As before RAS, these requests are given high priority status for OSR and EMF. OSR typically turns these around within 2 days of receipt. This form can be found at <http://www.research.ucsf.edu/cg/forms/cgUCSFform.asp>
2. **Requesting fund years in advance of receipt of award:** If you are expecting a competitive renewal award and would like the new fund years set up in advance of receiving the award, you can make this request using the same form as in #1.
3. **Cost sharing spreadsheet:** If you have cost sharing indicated in your award, and have been directed by OSR to provide the cost sharing budget template to EMF, you should complete this spreadsheet and send it to EMFCostShare@ucsf.edu. Currently these forms are being sent to individuals and other places, impeding the set-up of cost sharing accounts. Specific questions regarding policy or how to fill out forms should be directed to Michael Grafton at 476-1462 or Michael.grafton@ucsf.edu.
4. **Set up of program codes:** EMF will set up program codes for cost sharing accounts. If you would like a program code set up for any other reason, please contact Jim Reiter at 502-3004. The EMF Cost Share inbox is reviewed on a daily basis, but some templates arrive before the fund is set up, so there is a possible delay. If you have a fund number and do not see a cost sharing program code in WebLinks chartfield inquiries within five working days of submitting the cost sharing budget template, please call Michael Grafton and include the PeopleSoft award number and new fund number in your message.
5. **Special state appropriations and intramural awards:** There are special awards (see a – d below) that must be routed through the Office of Sponsored Research and included in RAS for reporting purposes to the UC Office of the President, but which fall outside of the RAS post-award billing and accounts receivable modules. These set ups are caught up, as there is only one of these awards awaiting set up as of 12/22/2006. For more information about these awards, please review the Special State Appropriations and Intramural Awards Matrix posted at http://acctg.ucsf.edu/extramural_funds/communications . You may forward any questions or concerns about set ups for these awards to Michael Grafton.

<u>Award Type</u>	<u>Fund Range(s)</u>
a) Special State Appropriations	18000 - 18999
TRDRP Tobacco Related Diseases Research Program UARP University AIDS Research Program CBCRP California Breast Cancer Research Program	
b) UC Discovery Grants	199xx, NOT 19900
These awards are the state match to collaborative research with the private sector, and used to be classified as BioSTAR agreements.	
c) Intramural 19900 General Fund	19900
Medicinal Cannabis Research Roman Reed UC Mexus UC Pacific Rim	
d) Intramural Endowment Support	34000 – 39599

CCRC Cancer Research Coordinating Committee

Please note that neither the Academic Senate Committee (ASC) nor Research Evaluation and Allocation Committee (REAC) intramural awards are routed through RAS or EMF. Questions about these awards should be directed to the administering campus units.

WHOM 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. Prior to this role, 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) The EMF Award Set-up Team reports to Michael Grafton. Please contact him by phone at (415) 476-1462 or by e-mail at michael.grafton@ucsf.edu if you have any questions about the EMF process.

You may also contact Customer Support, 514-4100 Option 3 if you have questions.

NEXT STEPS

Departments should ensure all managers, post-award staff, and C&G reps are familiar with the award set up process and best practices and should also communicate this information to their PIs, as appropriate.

In the next three months, OSR and EMF will publish a service level agreement that outlines expectations for how long it will take OSR and EMF to complete these processes.