



Award Set-Up Process Town Hall Meeting September 2006

Agenda

- Introductions
- OSR/EMF Update
- Review Post-RAS Process
- Changes to the Process
 - Speed up the process
 - Reduce email traffic
- Roles and Responsibilities

OSR and EMF Teams

■ OSR

- Joyce Freedman
- Jeff Colley
 - OSR RAS Team
 - Deanna McHugh
 - Sonny Carpio
 - Helen Wong
 - Keith Kunkel

■ EMF

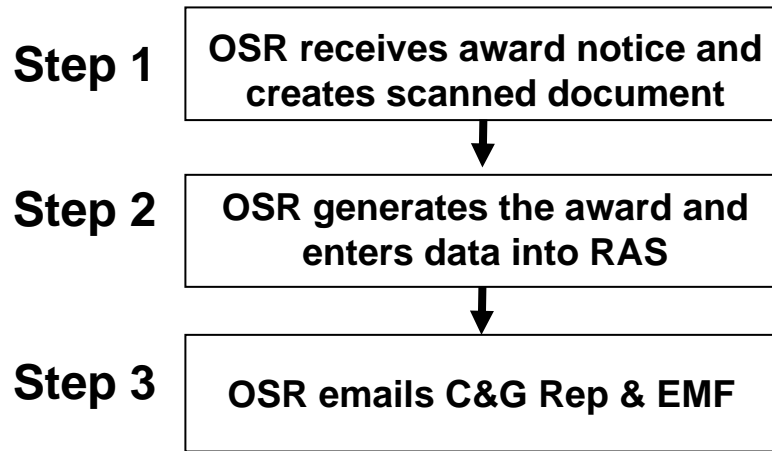
- Erica Webber
- Florence Lu
 - EMF Award Set-up Team
 - Faye Ou
 - Linda Midgett
 - Jun Soriano
 - Tara Wong (temporary)

Award Set-up Process Update

- OSR
- EMF
- Meeting with Department Representatives
- Campus Communication Email dated 8/22

New Award Set-up Process

Original Process



Process Changes



New Email Text from OSR

This award has been forwarded to EMF for further processing. Please reference the above mentioned RAS award number to view award data and documents. **Departments are responsible for reviewing award documents and data entered into the RAS Award Pages (Profile, Award Modifications and Terms). Any discrepancies between the documents and the RAS data should be brought to the attention of OSR immediately.**

To assist EMF with timely award setup, please provide the following information:
- DPA(s)

If you cannot provide this information or are not the correct department contact please FORWARD this correspondence to the correct person or notify the sender of this email immediately.

NOTE: DO NOT REPLY TO THIS EMAIL. Instead, it is critical that you FORWARD this email notification, along with the requested information above, to Extramural Funds at the following email address: emfawards@ucsf.edu

REMINDER – PI Distribution – The PI may not have previously received this award documentation from the sponsor. Departments are responsible for notifying the PI about this award action.

Note: For Industry Clinical Trials, the budget will be appropriated when payments are received.

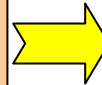
New Award Set-up Process cont'd

Original Process

Process Changes

Step 4

C&G Rep Notifies RSA (& PI if
this is the Dept Process)



Department RAS users can now see
Award Modifications Page and Terms Page.

Award Profile Page

Profile

[Terms](#)

[Award Documents](#)

Award: A100960 **Business Unit:** UCSF **Primary Project PI:** [REDACTED] **Currency:** USD

Reference Award Number: R01EB004079 [Award Modifications](#) View Contract

Award PI:	025079880	Name:	[REDACTED]	Co-PI:	
Short Title:	Statistical Methods for Evaluation and Validation			Long Title:	
Proposal:	C0000960	Version:	V1		
Award from:	04/01/2006	03/31/2009	Customer:	NIH Natl Inst of Biomed Imaging & Bioeng	
Award Type:	Grant	Purpose:	BASIC	Award Status:	Accepted
RSA:	029525227	Zelaya,Mabel L			
Dept Code:	746330	S/M RAD CHINA BASIN GREEN	Fund Code:	31136	

Comments Find | View All First ◀ 1 of 1 ▶ Last

Type:

Grant Administrator

Sponsor Website

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<u>PC Bus Unit</u>	<u>Project</u>
1 UCSF	100960A

Award Modifications Page

Left Side

Award Modifications

Sequence	Reference Award Number	Period	Issue Date	Date Added	Begin Date	End Date
3	R01EB004079	1	03/30/2006	04/13/2006	04/01/2006	03/31/2007
4	R01EB004079	2			04/01/2007	03/31/2008
5	R01EB004079	3			04/01/2008	03/31/2009

Total Award Amount: 224,805.00

Right Side

Direct Cost	Indirect Cost	Total Amount	Action	Fiscal Year	Comment
180,000.000	44,805.000	224,805.000	New		Commen
0.000	0.000	0.000	Future Year		Commen
0.000	0.000	0.000	Future Year		Commen

Award Terms Page

[Profile](#)

Terms

[Award Documents](#)

Award: A100960

Business Unit: UCSF

Project PI: [REDACTED]

Reference Award Number: R01EB004079

Award PI: [REDACTED]

Currency: USD

Terms & Conditions

[Find](#) | [View All](#)

First ◀ 1 of 1 ▶ Last

Term/Condition:

Description

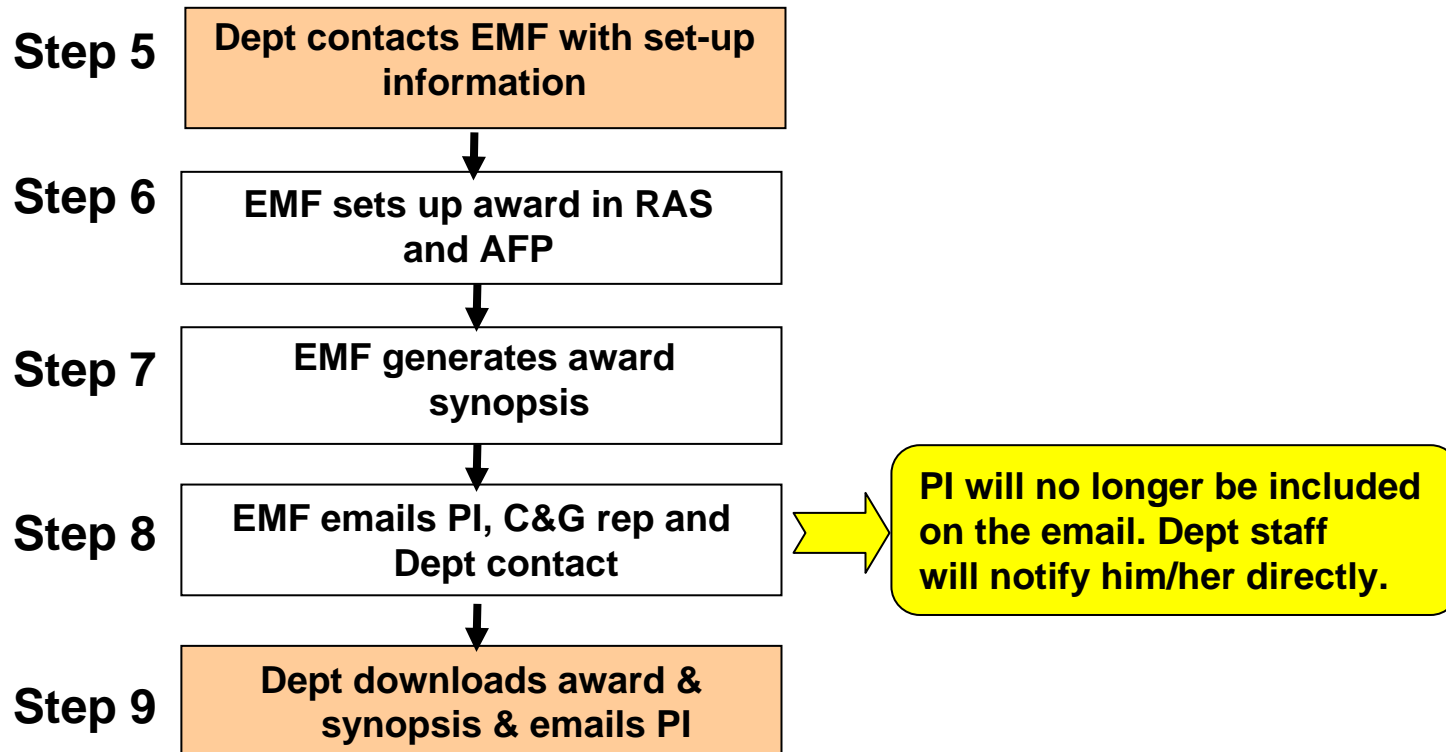
Explanation:

Date:

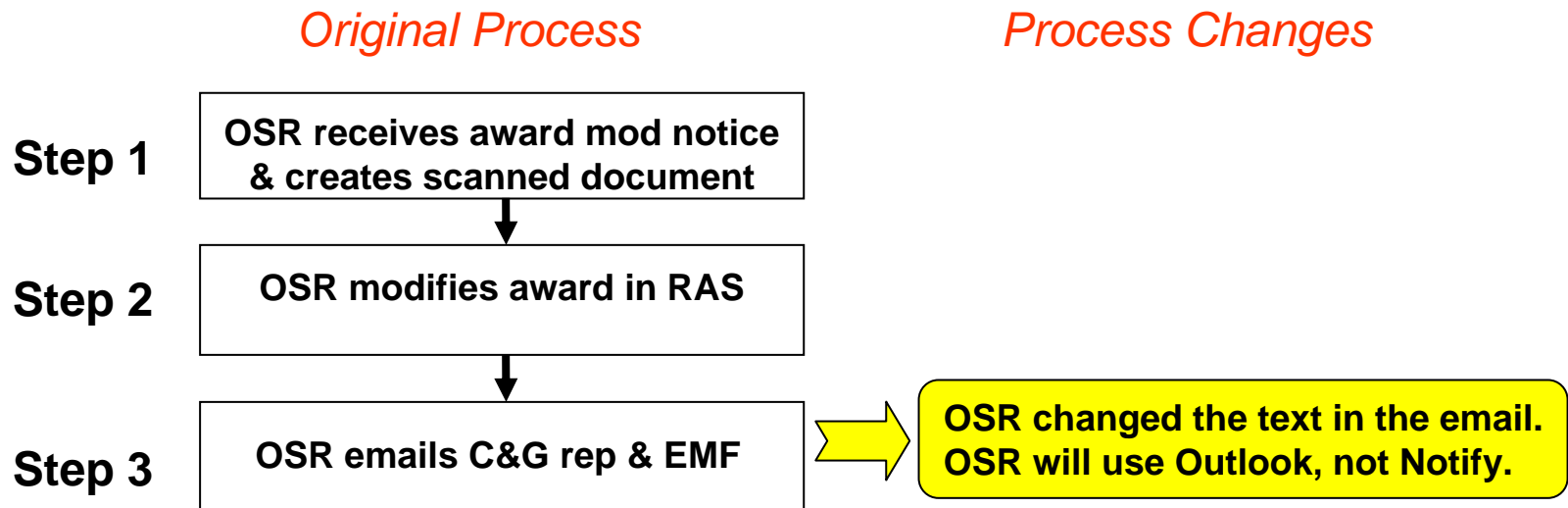
New Award Set-up Process cont'd

Original Process

Process Changes



Award Modification Process Changes



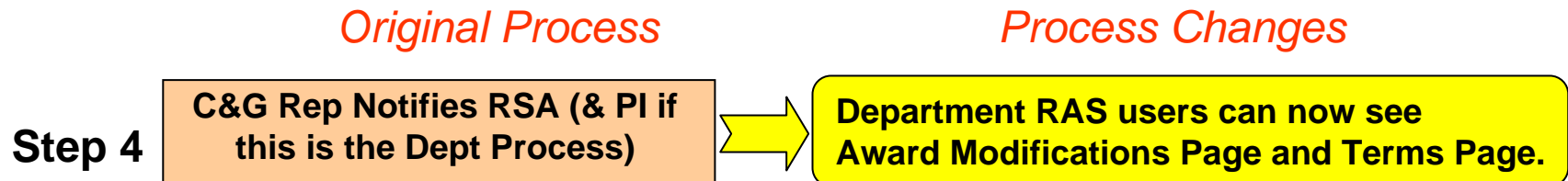
New Email Text from OSR

This award information (*description of mod*) has been forwarded to EMF for further processing. **Please note that an award synopsis will not be generated for this modification. You may view award data, modifications, and documents in RAS by referencing the RAS award number. Any discrepancies between the documents and the RAS data should be brought to the attention of OSR immediately. Any additional appropriation or change to indirect cost rates required by this modification and completed by EMF may be viewed in Weblinks.**

REMINDER – PI Distribution – The PI may not have previously received this award documentation from the sponsor. Departments are responsible for notifying the PI about this award action.

NOTE - This will be your only notification regarding this action.

Award Modification Process Changes cont'd



Award Profile Page

Profile

[Terms](#)

[Award Documents](#)

Award: A100556 **Business Unit:** UCSF **Primary Project Pt:** [REDACTED] **Currency:** USD

Reference Award Number: P50CA097257 [Award Modifications](#) View Contract

Award Pt:	022195226	Name:	[REDACTED]	Co-PI:	
Short Title:	Brain Tumor SPORE Grant			Long Title:	
Proposal:	C0000556	Version:	V1		
Award from:	09/20/2002	04/30/2007	Customer:	NIH Natl Cancer Institute	
Award Type:	Grant	Purpose:	BASIC	Award Status:	Accepted
RSA:	025901018	Teng,Arabella W			
Dept Code:	359748	NEUROLOGICAL SURGERY	Fund Code:	29369	

Comments Find | View All First ◀ 1 of 1 ▶ Last

Type:

Grant Administrator

Sponsor Website

Customize | Find | View All First ◀ 1-2 of 15 ▶ Last

PC Bus Unit	Project
1 UCSF	100556A
2 UCSF	100556B

Award Modifications Page

[Customize](#) | [Find](#) | [VI](#)

<u>Period</u>	<u>Issue Date</u>	<u>Date Added</u>	<u>Begin Date</u>	<u>End Date</u>	<u>Direct Cost</u>	<u>Indirect Cost</u>	<u>Total Amount</u>	<u>Action</u>
1	09/20/2002	10/04/2002	09/20/2002	04/30/2003	1,096,803.000	530,187.000	1,626,990.000	New
2	06/11/2003	06/11/2003	06/11/2003	04/30/2004	1,288,910.000	658,224.000	1,947,134.000	Continuation
3	05/28/2004	06/09/2004	05/28/2004	04/30/2005	1,288,910.000	654,691.000	1,943,601.000	Continuation
3	06/09/2004	06/15/2004	06/09/2004	04/30/2005	72,280.000	37,224.000	109,504.000	Minority Supplement
4	06/14/2005	06/30/2005	06/14/2005	04/30/2006	1,288,910.000	652,194.000	1,941,104.000	Continuation
4	06/14/2005	06/30/2005	06/14/2005	04/30/2006	74,448.000	38,341.000	112,789.000	Minority Supplement
4	09/23/2005	10/03/2005	06/14/2005	04/30/2006	124,357.000	62,514.000	186,871.000	Supplement
4	09/27/2005	10/03/2005	06/14/2005	04/30/2006	90,000.000	46,350.000	136,350.000	Supplement
5	06/07/2006	06/09/2006	05/01/2006	04/30/2007	1,381,301.000	700,868.000	2,082,169.000	Continuation

Total Award Amount: 10,086,512.00

Award Terms Page

[Profile](#)

Terms

[Award Documents](#)

Award: A100556

Business Unit: UCSF

Project PI: [REDACTED]

Reference Award Number: P50CA097257

Award PI: [REDACTED]

Currency: USD

Terms & Conditions

[Find](#) | [View All](#)

First 1 of 3 Last

Term/Condition: 00011  **Description** CHR Restriction

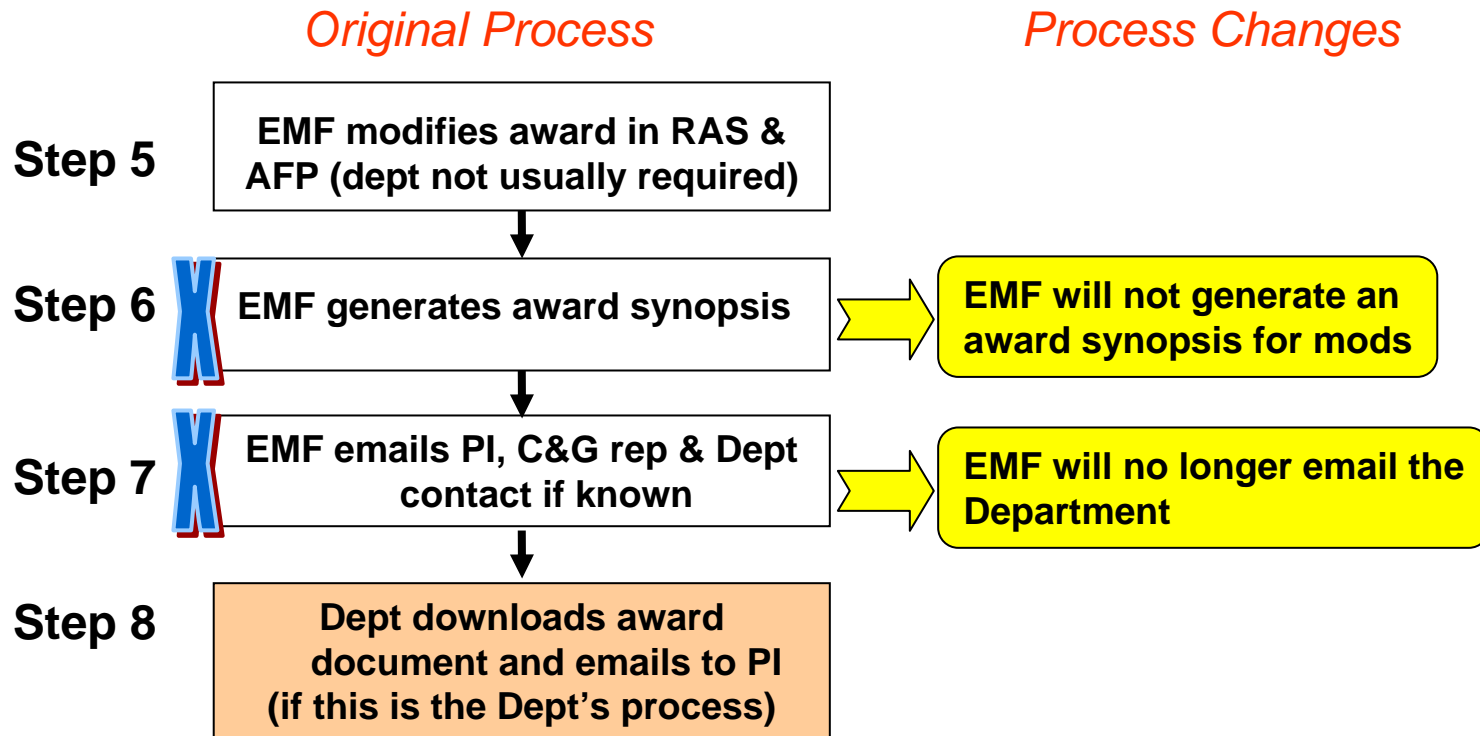
Explanation: 6/9/06, gk - RESTRICTION: See pages 3 & 4 of attached award document
(CA097257-05) for specific restrictions.

Date:

Click in the box and
use up/down arrow
keys to see the whole
message

Award Modification Process Changes

cont'd



Other Changes (Behind the Scenes)

- EMF is making other changes to save set-up time and reduce the backlog
 - No longer updating certain historical information in RAS that is time-consuming to record
 - Better integration of RAS and AFP to speed up AFP entry
 - Overtime and team changes

Roles and Responsibilities

- OSR and EMF
- Department/Finance Managers
- C&G Reps
- RSAs

R&R – OSR and EMF

- To process new awards and award modifications in RAS and AFP accurately and on a timely basis
- To monitor progress on a weekly basis and take actions to avoid a large backlog
- To revisit the process with Department Representatives in 3 months and implement more improvements if needed
- To publish a joint “Service Level Agreement” with standard timeframes/expectations for set-up

R&R – OSR

- To maintain the C&G Rep list
 - It will be posted on the C&G website

R&R – Department/Finance Managers

- To know and understand the set-up process and the impacts of the existing process on department staff and faculty
 - Especially the role of the C&G rep
 - Certain decisions are at the discretion of the department – department managers need to make these decisions
- To facilitate the understanding of the process among the staff and faculty
- To monitor the progress of award set-up activity in the interactions between department staff, faculty and OSR/EMF, and work with them if problems arise
- To notify OSR promptly if the C&G rep changes

R&R – C&G Reps

- To have completed the award set-up training (RAS Post-Award Course) and to follow subsequent updates to the process from OSR and EMF
- To facilitate the understanding of the process among the department staff and faculty
- To forward the emails from OSR to the appropriate persons (RSA/PI) on a timely basis and to set up appropriate mechanisms to handle the emails when out of the office (either planned or unplanned)
- At the department's discretion, review the award information from the sponsor and in RAS and notify OSR of any discrepancies (unless this is solely the responsibility of the RSA)

R&R - RSAs

- To review the award and the award information in RAS and notify OSR immediately of any discrepancies
- To forward DPA and cost sharing information (if applicable) to EMF as soon as possible (do not wait for EMF to contact you)
- To notify the PI about the award and specifically point out the terms and conditions that were highlighted in RAS
- To review the Award Synopsis for new awards upon notification from EMF and notify EMF of any discrepancies
- To monitor Weblinks to ensure that appropriations and award attributes were set up correctly and notify EMF of any discrepancies

Closing

- This presentation will be posted to the EMF communications page. The award set-up campus communication is posted there too.
- We are committed to making the new process and new systems work. Thanks for your patience and cooperation.