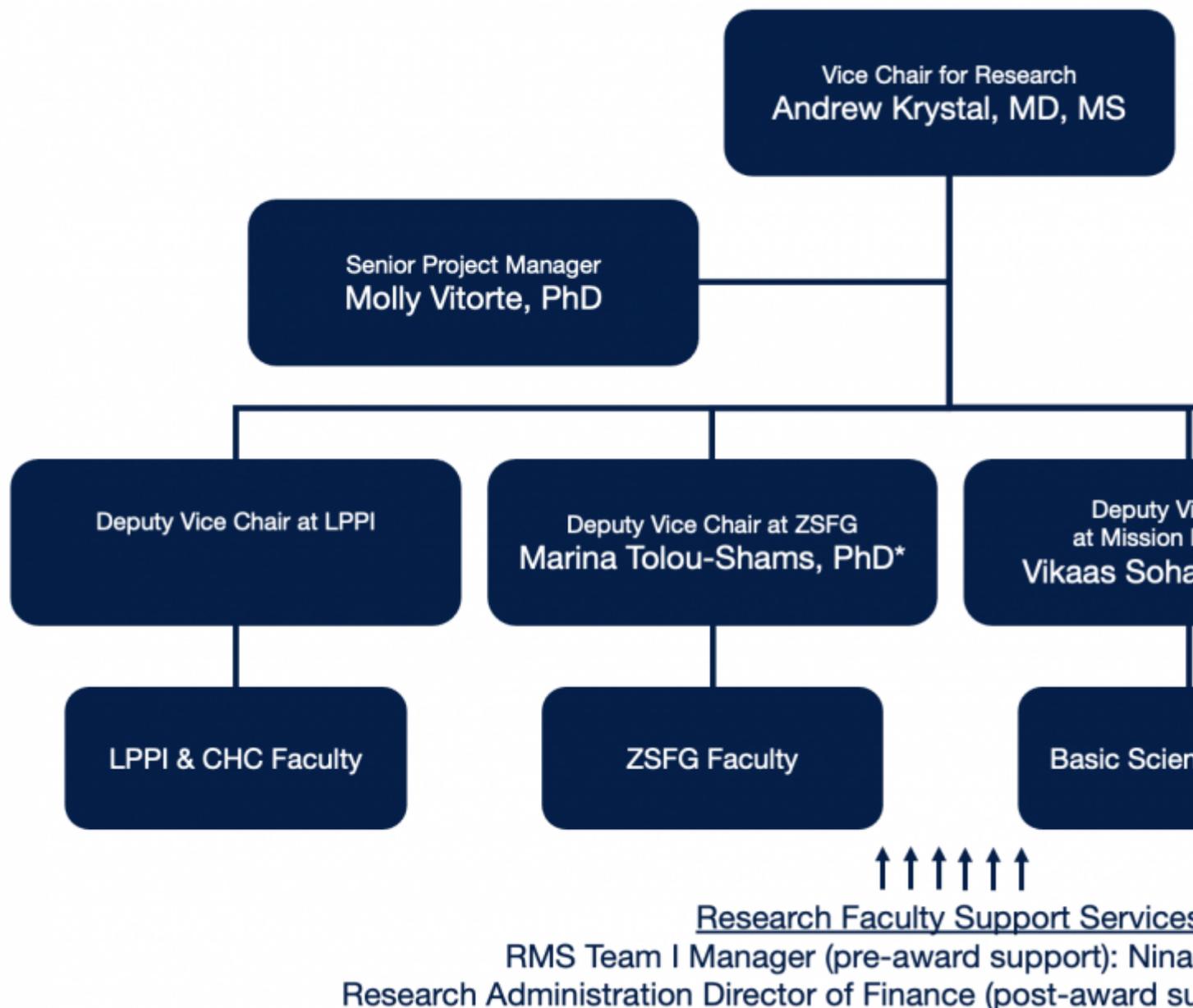


Research Administration Support



*- Also reports to the vice chair at their respective location

[1]

Each principal investigator (PI) is assigned a central campus research services coordinator (RSC) who is the primary point of contact for the PI for Research Management Services (RMS). For proposals and awards, the RSCs are responsible for directing and managing the proposal process to ensure timely, compliant, and accurate submissions, including budget development, interpretation of sponsor requirements, institutional review, and signature. The RSC draws support from subject matter experts in Risk Management, Campus Counsel,

Budget Office, Compliance Office and other research-related offices. Please see the Research Management Services (RMS) org chart [2]. Team I is assigned to the Department of Psychiatry and Behavioral Sciences.

Post-award research administration takes place on the Financial Services Team in the Department of Psychiatry and Behavioral Sciences. Each financial analyst is assigned a PI portfolio and is the primary point of contact for the PI for post-award research management services. The financial analysts are responsible for award oversight, administration, reporting, and communication throughout the award lifecycle. Please see the Financial Services Team org chart [3] and PI portfolio assignments chart [4].

Frequently asked questions

How do I identify funding opportunities?	PI searches in Pivot [5] or other sources for topics of interest
Who do I notify of my intent to submit a proposal?	RSC, faculty mentor, vice chair for research
What if I am approached about making a donation/gift?	Contact the UCSF Office of University Development and Alumni Relations (UDAR) [6]
How do I know who is my financial analyst?	See the PI portfolio assignments chart [4]. If not listed, contact Kathleen Gardner [7].
Who submits LOIs to sponsors?	If the sponsor requires institutional signature, detailed budget, or commitment of resources and/or sponsor's terms and conditions for the LOI, then the RSC submits the LOI to the sponsor.
What if my proposed work involves human or animal subjects?	PI obtains approvals from the UCSF Institutional Review Board (IRB) [8] and/or Institutional Animal Care and Use Program (IACUC) [9], if necessary
How do I develop a biosketch?	Request PubMed Central Identifiers (PMCID) for publications, if applicable
Who develops my proposal budget?	RSC, with input from the PI
What if I get an award notice directly from the sponsor?	Forward it to cgawardteam@ucsf.edu [10]
Who sets up my award?	RSC routes to Contracts and Grants Accounting
What if I need to re-budget my award?	PI notifies financial analyst
What if I will have carry forward?	PI notifies financial analyst
What if there is a change in personnel on the award?	PI notifies financial analyst

What if I need a no-cost extension?	PI notifies financial analyst
What if I need to transfer the award outside UCSF?	PI notifies financial analyst
What if I want to transfer awards in?	PI notifies RSC
Who is responsible for progress reports?	For scientific progress reports, the RSC in collaboration with PI. For financial progress reports, the financial analyst.
How do I know what is an allowable expense?	Contact your financial analyst
How do I hire personnel for my project?	Email psychiatryhr@ucsf.edu ^[11] to initiate a request

If you have a pre-award question not addressed here, please contact your RSC. If post-award, please contact your financial analyst. If related to research generally, please contact Molly Vitorte, PhD ^[12], or your deputy vice chair.

Contact Us
 Psychiatry Intranet
 UCSF Webmail
 UCSF Main Site

© 2021 The Regents of the University of California

Source URL (modified on 11/18/2020 - 1:58pm): <https://psychiatry.ucsf.edu/research/administration>

Links

[1] https://psychiatry.ucsf.edu/sites/psych.ucsf.edu/files/chart_research_201117.png

[2] https://psychiatry.ucsf.edu/sites/psych.ucsf.edu/files/RMS%20-%20OSR%20Org%20Chart%20080320_MV.pdf

[3] https://psychiatry.ucsf.edu/sites/psych.ucsf.edu/files/Dept%20of%20Psychiatry%20%20Behavioral%20Sciences_Fin

[4] https://psychiatry.ucsf.edu/sites/psych.ucsf.edu/files/FS%20Portfolio_assignment%20_September2020_MV.pdf

[5] <https://pivot.proquest.com/dashboard>

[6] <https://giving.ucsf.edu/philanthropy-resources-ucsf-faculty-and-staff-members>

[7] <mailto:kathleen.gardner@ucsf.edu>

[8] <https://irb.ucsf.edu/>

[9] <https://iacuc.ucsf.edu>

[10] <mailto:cgawardteam@ucsf.edu?subject=Notice%20of%20award>

[11] <mailto:psychiatryhr@ucsf.edu?subject=Hiring%20personnel%20for%20research%20project>

[12] <mailto:molly.vitorte@ucsf.edu>