

## **for Administrative Staff**

How do I submit a subcontract request?

Please contact your Research Services Coordinator (RSC) in order to process an outgoing subcontract request. The RSC will assist you in collecting the necessary information.

Where are the forms I need?

The Forms page on our website contains many research administration forms you may need to submit a proposal. If you cannot find what you're looking for, please contact RMS or GBC.

How do I submit my proposal?

RMS staff will assist you throughout the proposal submission process. Please contact your RSC in order to obtain information on preparing and submitting a proposal through RMS.

Where do I find information on our policies?

The Policies page on our website includes a lot of helpful information. You should also sign up for the OSRA Announce Listserv by contacting [osrinfo@ucsf.edu](mailto:osrinfo@ucsf.edu) and attend meetings for updates.

How do I find UCSF institutional information?

The Institutional Information page includes much of the detail you may need. For additional guidance, please contact your RSC.

## **for Researchers**

Where can I find new sources of funding?

Funding sources can be researched through COS/PIVOT, Grants.gov, FedBizOpps and a number of other federal and non-federal websites.

How do I find my RSC?

See 'Find my OSR staff' and enter your department(s) to find out which RSC and other OSR staff are assigned to you.

How do I submit my proposal?

RMS staff will assist you throughout the proposal submission process for all federal and nonprofit grants. Government and Business Contracts (GBC) will guide you through proposal submission for contracts with federal, state, municipal or foreign governments.

For a detailed breakdown of which unit to contact for the type of proposal you are submitting,

please see the Responsibility Matrix.

Please contact your OSR staff in order to obtain information on preparing and submitting a proposal through OSR.

What is the status of my award?

The OSR staff member who assisted with your proposal submission will be able to answer questions about an award that is currently in-process. For information on a proposal that was submitted but not yet funded, please check with your RSC.

For proposals submitted through Innovation, Technology & Alliances (ITA), please contact your ITA professional.

How do I make changes or file my IRB or IACUC?

Your RSC will gladly guide you through the process and answer questions about the steps necessary to make an administrative modification, and faculty or project staff will use iMedRIS or RIO to file or make changes.

How do I request a business contract?

For information and contacts for business contracts, visit the Business Contracts page.

How do I set up a Clinical Trial?

The Office of Innovation, Technology & Alliances (ITA) works with investigators and industry sponsors to negotiate the contracts and budgets for all clinical research studies funded by a private, for-profit entity. To set up an industry-funded clinical trial, visit ITA.

For clinical trials funded by nonprofit or governmental entities, please contact your RSC.

I have a postdoc or research associate that is coming from outside the U.S. to work on my federal award, can I charge the cost of his visa to the grant?

According to the new Uniform Guidance [§ 200.463 (d) ?Recruiting Costs?] you may charge visa application fees to your grant provided the postdoc/researcher is critical and necessary for the conduct of the project.

## **for Visitors**

How do I donate money to support research at UCSF?

Contact the UCSF Development Office or go directly to Make A Gift.

Who do I contact to find out the status of my sub-contract?

A C&G Associate or Specialist will be able to answer questions about an award that is currently in-process. For information on a proposal that was submitted but not yet funded, please check with the RSC that assists the UCSF researcher.

How do I find UCSF institutional information?

The Institutional Information page includes much of the detail you may need.

- Site Map
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