

Grant Submission Policy for UCSF Department of Surgery

Grant submission timeline

All Investigator's applications for extramural funding must be formally reviewed and approved by **BOTH** the Department of Surgery (DoS) Chair's office and by an official in UCSF's Office of Sponsored Research (OSR), Research Management Services (RMS). For general questions related to funding opportunities and preparing / submitting proposals, please contact [Kalpana Harish](#).

The following timeline, relative to the sponsor's due date, must be strictly followed. Please respect these deadlines as, **if they are not met, then your grant will NOT be submitted**. This is to ensure that all applicants and their applications are handled thoughtfully and thoroughly.

Timeline to notify DoS and OSR/RMS of an intended grant submission

The PI must notify both the DoS and RMS of an intended submission according to the following timeline. Additional notice of 7 calendar days will be required during holiday periods.

For DoS, contact [Kalpana Harish](#).

For RMS, contact the assigned [OSR staff](#) for your department. Our RMS Pre-Award Team is Team G and the Research Services Coordinators (RSCs) are assigned to the different divisions and units within the Department of Surgery. You may also contact Deborah Good, Team Manager, for assistance.

- **4-6 months** prior to sponsor submission deadline for the most complex proposals such as center grants, institutional training grants and cooperative agreements.
- **60 calendar days** prior to sponsor submission deadline for more complex proposals including any proposal with international components and subcontracts to SBIRs/STTRs.
- **30 calendar days** prior to sponsor submission deadline for standard solicitations such as R01, R03, R21, career development / society / foundation grants and fellowships

Proposal for Communication

When notifying the OSR/RMS staff of a planned submission, please provide the following information:

1. Sponsor name
2. Sponsor's instructions (can be a link)
3. Sponsor due date
4. Identify key personnel
 - UCSF faculty, staff and/or students
 - [External collaborators](#) / subcontractors, including foreign subcontractors

Within 3 business days, the OSR staff will delineate a development task checklist and timeline for the investigator to follow.* The OSR staff and PI will collaborate on developing final timeline. It is expected that the PI will consider and plan for any travel, work, or other conflicts at this time.

*If the OSR staff is notified further in advance than the timeframes outlined above, OSR staff and PI will agree upon a date for the OSR to provide a completed timeline.

Internal DoS Grant submission timeline immediately preceding submission deadline

- **10 business days** prior: Submit letter of support to signee – typically the Chair – for review; along with research summary to Kalpana Harish for review.
- **5 business days** prior: Submit final budget, final budget justification and draft research plan to RMS for institutional and DoS review.
- **3 business days** prior: Submit final versions of all documents to RMS.

PLEASE NOTE

- eProposal is the official university system for the routing and approving of proposals to outside sponsors. **eProposal sign-off by Dr. Sosa and/or the OSR institutional official must be done PRIOR to submission of the grant.**
- Any and all communication with the sponsor related to the grant's terms, conditions, and application documents must be conducted through RMS.
- Due to the nature and timing of some funding opportunities and/or collaborations (e.g. subaward proposals), the PI should notify the Research Service Coordinator (RSC) as soon as possible for requests that do not meet this timeline.

Request for support from the UCSF DoS Biostatistics Core

If support is possibly required, please submit a request for service **at least 60 business days** before the deadline by completing the online [Biostatistics intake form](#). Please provide as much information as possible to facilitate an accurate and expeditious review. The DoS Biostatistics Core can help with:

- a. Statistical analysis plan
- b. Preliminary data analyses

Please review the [DoS Biostatistics Core policy and fee structure](#) for more details.