

Grant Submission Policy General and Plastic Surgery Residents

This policy concerns funding of UCSF surgery residents' during their creative activity years. Normally, this period begins after completion of the R3 year for General and Plastic Surgery residents. Oversight is provided by the Department of Surgery (DoS) Research Committee. The responsibility for securing extramural funding is jointly shared among the resident, the creative activity mentor, and the Research Committee advisor. All policies and requirements for research funding can be found at [Policy of Resident Funding in Research](#). A list of potential [funding opportunities](#) is available for review

Grant Submission Process

All grant applications must be formally reviewed and approved by:

- 1) The DoS Chair's Office and
- 2) An official in UCSF's Office of Sponsored Research - contact the assigned [OSR staff](#) for DoS

All residents should contact [Jenny Broering](#) as early as possible when considering the submission of a research proposal.

Grant Preparation

A team is available to assist residents with the grant preparation and submission process.

[Pamela Derish](#) can help with:

- Specific aims / research plan
- Curriculum vitae

[Jenny Broering](#) can help with:

- Budget and budget justification
- Facilities and resources
- Letters of support
- Other required documents

Timeline for submission of a planned grant submission

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 preparing and submitting proposals, funding opportunities, please contact [Kalpana Harish](#).

The following timeline, relative to the sponsor's due date, should 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.

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.

DoS Grant Submission Timeline

The following timeline, relative to the due date, should be strictly followed:

- 30 days / 1 month prior:** Contact **Kalpana Harish**
- 10 business days prior:** If required, draft letter of support for mentor or Chair to review
- 5 business days prior:** Submit final budget, budget justification and draft research plan to the assigned RSC for institutional and DoS review
- 2 business days prior:** Submit final versions to the assigned RSC

If these deadlines are not met, you may be prohibited from submitting the grant.