Grant Submission

Resident Curriculum Session
April 19, 2023

Ji Choi, PhD
Kalpana Harish, MPH
Sandy Feng, MD PhD
DoS and Office of Sponsored Research (OSR) Timeline

Notify **Paul Tang** (OSR) + **Ji Choi** (DoS) about **any/all** grant application(s), immediately. They will help you navigate to your assigned Research Services Coordinator, within OSR.

**Document Submission Timeline**

<table>
<thead>
<tr>
<th>Timeline</th>
<th>Submission Details</th>
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<tbody>
<tr>
<td>2 weeks prior</td>
<td>FINAL draft of Chair’s letter of support to Ji Choi and Sabrina Lum</td>
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<td>Ensure that you and your mentor have carefully reviewed and edited.</td>
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<tr>
<td>1 week prior</td>
<td>Grant for DoS review:</td>
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<td></td>
<td>Final budget and administrative documents</td>
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<td></td>
<td>Draft research plan and scope of work</td>
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<tr>
<td>2 working days prior</td>
<td>FINAL research plan</td>
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*Please solidify and review the proposal and the letter with your mentor. Also please take into consideration that the process may take longer than you anticipate.*

Timeline **MUST** be strictly followed. If not, then a compliant AND on-time submission cannot be guaranteed.
WHY?

• The UC Office of the President (UCOP) Contract and Grant Manual requires that **all** extramural grant applications must be **reviewed, approved, and submitted** by the Office of Sponsored Research.

• Most grants funded by non-profit foundations do not allow for indirect costs.
  • Approval for an indirect cost waiver must be secured for the application.

• Please respect the Research Services Coordinators by connecting with them early.
Remember: they are juggling many requests from many others, including faculty and those outside of our Department.

Contact Ji Choi (ji.choi@ucsf.edu) with **ANY** inquiries.

Budget format, eligibility issues, indirect cost calculations / indirect cost waiver.