DoS and Office of Sponsored Research (OSR) Timeline

1. Contact Ji Choi at least **30 days** before and for **ANY** questions or guidance during the process.
   a. We will check that all eligibility requirements are met.
   b. Depending on your faculty mentor/advisor, Ji will identify your OSR representative, i.e., your Research Services Coordinator (RSC).

   NOTE: **All** grants must be reviewed by both the DoS Chair's office and the OSR.

1. Prepare a draft of the Chair's Letter of Support **with your mentor**, if required, at least **2 weeks** prior to the submission deadline.
   a. The Chair's letter is typically a summary of your professional aspirations, how the research grant will help you achieve these goals, and how your mentor and the Department will ensure and optimize your chances of success. It is read very carefully by selection committees. You can work with Pam Derish to polish the letter as well.
   b. Your letter must be reviewed by Dr. Feng and Kalpana Harish prior to final review and editing in the Chair's Office, where Sabrina Lum helps prepare the letter for finalization.

SUMMARY of DoS Grant Submission Timeline

30 days prior:	Email Ji Choi with the name of the grant and the submission deadline
2 weeks prior:	Email Ji Choi and Sabrina Lum a draft of the Chair's letter of support
7 business days prior:	Email Ji Choi and your RSC the draft research plan, the **final** budget, and the **final** budget justification.
2 business days prior:	Email Ji Choi and your RSC ALL **FINAL** documents. Changes **CANNOT** be accommodated once submitted.

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

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

UCSF Department of Surgery