

Grant Submission

Resident Curriculum Session

April 19, 2023

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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

2 weeks prior	FINAL draft of Chair's letter of support to Ji Choi and Sabrina Lum	
	Ensure that you and your mentor have carefully reviewed and edited.	
1 week prior	Grant for DoS review:	Final budget and administrative documents
		Draft research plan and scope of work
2 working days prior	FINAL research plan	

[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.