COMMUNICATION FROM THE COMMITTEE ON RESEARCH
Charles McCulloch, PhD, Chair

October 3, 2006

Deborah Greenspan, DSc, BDS
Chair, Academic Senate
University of California, San Francisco

Dear Dr. Greenspan,

Last year, the Committee on Research created a subcommittee to revise the grant application guidelines and related materials in response to comments gleaned from grant review meetings and from the applicants themselves as to items related to the application that were confusing or problematic. The subcommittee, chaired by Committee on Research Vice Chair Brad Aouizerat, was composed of Courtney Broaddus, Stefan Habelitz, Roberta Oka, Matt Springer and Katherine Yang. The Subcommittee underwent several reviews of the Individual Investigator Grant (IIG) Guidelines, the Score Sheet, and Cover Page. The final draft of these documents was approved unanimously by the full committee at its September 13, 2006 meeting.

The most notable changes to the application are highlighted below. The points are organized by document and largely reflect the comments and suggestions made by many committee members during the last two Individual Investigator review cycles.

1) IIG Application Guidelines

a. The new guidelines clarify certain aspects of the current instructions, which were identified by reviewers and applicants alike, (over the past three application cycles) as ambiguous. Particular concern was raised with respect to the description and requirements of eligibility for a given funding category.

b. The guidelines will now have a link to the IIG Critique Form utilized by the Committee to evaluate grant applications, in order to allow applicants to better understand the criteria and information that the Committee on Research members weigh in scoring each application,

c. To reduce the burden to the administrative staff and to ensure more consistent application formats, a submission checklist has been added to the application. The checklist must be included and signed by the applicant attesting to the completeness of the application,

d. To be more in line with the expectations of extramural funding agencies, limits have been imposed on the length of each section. This was done primarily to aid our target group, Start-up applicants, to prepare for extramural grant preparation and submission,

e. The Committee is recommending that initial installation costs and/or initial maintenance contract fees be allowable costs related to the purchase of equipment
2) **IIG Score sheet**
   
a. The two fund categories in the first table on page one, ‘vascular’ and ‘circulatory,’ have been collapsed.

   b. In order to reflect the extramural scoring systems with which the majority of Committee Members are accustomed in their service on extramural grant review committees, the score range has been changed from a 3-point scale to a 5-point scale.

3) **IIG Coversheet**
   
a. The Coversheet now includes the fund category (eye, cancer, heart, etc), to allow the applicant an opportunity to self-identify those categories from which funds for their proposal may be applied. These categories relate to certain conditions of some of the endowment funds used to support Academic Senate grant awards.

The Committee on Research submits these grant modifications to you for your review so that they may be placed on the agenda for a vote at the upcoming Coordinating Committee meeting on October 24, 2006. Should you have any questions, please do not hesitate to contact me or Vice Chair Aouizerat.

Sincerely,

**Committee on Research**
Charles E. McCulloch, PhD, Chair  
Brad Aouizerat, PhD, *Vice Chair*  
Tamara Alliston, PhD  
Frances Aweeka, PharmD  
Lisa Bero, PhD  
Ken Covinsky, MD, MPH  
Shareen El Ibiary, PhD  
Stefan Habelitz, PhD  
John Huang, DDS  
Jane Koehler, MD  
Randall Kramer, PhD  
Pui-yan Kwok, MD, PhD  
H. Jeffrey Lawrence, MD  
Pam Ling, MD  
Patrick McQuillen, MD  
Judith Moskowitz, PhD, MPH  
Ed Murphy, MD, MPH  
Roberta Oka, RN, DNS  
Jorge Oksenberg, PhD  
Jean-Francois Pittet, MD  
Kathleen Puntillo, RN, DNS, FAAN  
Matt Springer, PhD  
Max Wintermark, MD  
Kathy Yang, MD