

Topic / Item:	Policy / Comment:	Source Reference:
Application	<p>Application packet must include the following items, submitted as a single email attachment.</p> <ol style="list-style-type: none"> 1. Application form (download from website) 2. Proposal: 1 or 2 pages (11–12-pt font size). Description of project should include: <ul style="list-style-type: none"> ▪ Background and significance <ul style="list-style-type: none"> – Current stage of project – Other funding sources, if any (current and pending) – Feasibility – Innovation – Potential impact ▪ May also include: <ul style="list-style-type: none"> – Figures and tables (fit within the 1- to 2-page proposal, if possible) – Bibliography may follow (no page limit) 3. Budget (see budget template and policy and budget guide) 4. Budget justification (1 page) <ul style="list-style-type: none"> – Outlines in detail how each budget item is required to achieve the aims of the project – Describes how the estimated costs in the budget were calculated. 5. NIH-style biosketch (not to exceed 4 pages) 	<p>UCSF Dickson Award website</p> <p>Budget Template for UCSF Dickson Award -Excel</p> <p>UCSF Dickson Award Policy and Budget Guide PDF</p>
Appointment Eligibility	<ul style="list-style-type: none"> ▪ All UCSF emeritus/a faculty in all series, including those on recall, are eligible to apply. ▪ Must have retired from UCSF. 	<ul style="list-style-type: none"> ▪ UCSF Dickson Award website
Appointment Purpose and Activities	<ul style="list-style-type: none"> ▪ The Edward A. Dickson Emeritus Professorship Award honors UCSF emeritus/a professors whose outstanding research, scholarly work, teaching, or public service activities have continued since retirement. ▪ The highest priority will be to support activities that benefit the campus. ▪ Activities which may be recognized by the Award include any area of teaching, research, or public service. ▪ Proposed activities do not need to be directly related to the nominee's previous career accomplishments. 	<ul style="list-style-type: none"> ▪ UCSF Dickson Award website

Office of Faculty and Academic Affairs
UCSF Edward A. Dickson Emeritus/a Professorship Award
POLICY AND BUDGET GUIDE

Revised 12/8/22

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<p>Appointment Tenure and Extensions</p>	<ul style="list-style-type: none"> ▪ Two (2) fiscal years ▪ Award recipients may request a no-cost extension of their award term for 6 or 12 months. <ul style="list-style-type: none"> – See Budget Modifications 	<ul style="list-style-type: none"> ▪ UCSF Dickson Award website
<p>Award Purpose</p>	<p>The Edward A. Dickson Emeritus/a Professorship Award honors UCSF emeritus/a professors whose outstanding research, scholarly work, teaching, or public service activities have continued since retirement.</p> <ul style="list-style-type: none"> ▪ The awardee(s) shall be known as the Edward A. Dickson Emeritus/a Professor for the duration of the two-year term. ▪ Activities which may be recognized by the Award include any area of teaching, research, or public service. Proposed activities do not need to be directly related to the nominee’s previous career accomplishments. ▪ <i>The highest priority will be to support activities that benefit the campus.</i> 	<ul style="list-style-type: none"> ▪ UCSF Dickson Award website
<p>Budget Development</p>	<p>Please work with UCSF school/department administrators or finance services to ensure compliance with the appropriate policies with respect to the proposed budget.</p> <ul style="list-style-type: none"> ▪ Budget (1 page) <ul style="list-style-type: none"> – Should include a detailed breakdown of the funds requested to support proposed activities – Budget template recommended ▪ Budget justification (1 page) should describe: <ul style="list-style-type: none"> – How each budget item is required to achieve the aims of the project and – How the estimated costs in the budget were calculated. – If the proposal is part of a larger project that is currently funded, explain why the proposal is not part of the budget for the larger project. 	<p><i>Resources:</i></p> <ul style="list-style-type: none"> ▪ UCSF Office of Sponsored Research ▪ UCSF Accounts Payable ▪ UCSF Dickson Award website ▪ Budget Template for UCSF Dickson Award -Excel

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<p>Budget Modifications</p>	<p>Modifications may be made to an existing award if changes do not affect the approved budget total or the approved categories in the budget.</p> <ul style="list-style-type: none"> ▪ Requests for no cost extensions and for re-budgeting may be initiated by the award recipient or department analyst. Must be approved by the Vice Provost Academic Affairs. ▪ To be considered for a no-cost extension, recipients must specify 6- or 12-month extension needed and provide a substantial explanation. ▪ Send requests to: Abigail.Draper@ucsf.edu 	<ul style="list-style-type: none"> ▪ UCSF Office of Sponsored Research ▪ UCSF VPAA
<p>Criteria</p>	<p>The following criteria are used to evaluate and score applications:</p> <ul style="list-style-type: none"> ▪ Feasibility ▪ Innovation ▪ Significance ▪ Impact ▪ Budget <p>Proposals should clearly indicate how the applicant would use the Emeriti Professorship in accordance with the purpose of the award. <i>The highest priority will be given to proposals that clearly benefit the UCSF campus.</i></p>	<ul style="list-style-type: none"> ▪ UCSF Dickson Award website
<p>Funds Use of Funds</p>	<p>FUNDED: Award funds may be used for any purpose in conformity with UC guidelines.</p> <ul style="list-style-type: none"> ▪ The highest priority is for support of activities that benefit the campus. ▪ Appropriate use of funds includes, but is not limited to, salary for assistants, purchase of necessary supplies or services, travel that is essential to the project (i.e., travel to research, activity sites or meetings critical to the project). ▪ Unexpended funds will be added back to the principal, to be awarded in subsequent years. ▪ If given substantial justification, funds may be expended for anything that is necessary and reasonable to the performance of the project. <p>NOT FUNDED: Funds may not be used for recall salary or membership dues.</p>	<ul style="list-style-type: none"> ▪ UCSF Dickson Award website

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Fund Availability	<ul style="list-style-type: none"> ▪ Funds are available to the award recipient starting July 1 of the fiscal year of the appointment. ▪ The award recipient is responsible for initiating the process for the transfer of funds by contacting the EVCP Finance Director Beaumont Young. The email message should include the department's chart of account details with the award letter attached. 	<ul style="list-style-type: none"> ▪ UCSF Dickson Award website
Meals	<ul style="list-style-type: none"> ▪ Maximum meal expenses per person <ul style="list-style-type: none"> – Breakfast \$31 – Lunch \$54 – Dinner \$94 – Light Refreshment \$22 	<ul style="list-style-type: none"> ▪ UCSF Accounts Payable ▪ BUS-79 Section III.A.2, Section V.B.4 and Appendix A (updated 7/1/22)
Meetings and Entertainment	<ul style="list-style-type: none"> ▪ For guidance on allowable and unallowable expenses, please review the UCSF Meetings and Entertainment Expense information and UC Policy BUS-79 (links at right). 	<ul style="list-style-type: none"> ▪ UCSF Meeting & Entertainment Expenses ▪ BUS-79
Reapplying for Award	<ul style="list-style-type: none"> ▪ Past award recipients may reapply for an award. The outcome will depend upon the number of other applicants and the strength of the application. ▪ If the number of applicants is low or/and the recipient's application is strong, then the committee might consider them to be eligible. 	<ul style="list-style-type: none"> ▪ UCSF VPAA
Reporting and Acknowledgement	<p>Reporting Requirements</p> <ul style="list-style-type: none"> ▪ <i>Final report (1- to 3-pages)</i> is due within 6 months after the appointment ends. A reminder email will be sent to recipients in advance of the due date. ▪ The final report should include a brief statement of what was accomplished with the funds, the challenges encountered along the way and a financial summary. ▪ <i>Instructions and guidance:</i> Final Report Outline. <p>Acknowledgement Requirements</p> <ul style="list-style-type: none"> ▪ Recipients are required to acknowledge the financial support of the UCSF Edward A. Dickson Professorship Award in presentations, papers, posters, websites and press releases. 	<ul style="list-style-type: none"> ▪ Dickson Final Report Outline ▪ UCSF Dickson Award website

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<p>Salary for Assistants</p>	<ul style="list-style-type: none"> ▪ Administrative support, clerical services, research assistants or post-docs must be integral to a project or activity. ▪ All personnel costs must be essential, vital, or fundamental to the performance of the award or activity as documented in the award proposal. Such costs are explicitly included in the budget. 	<ul style="list-style-type: none"> ▪ Cost Accounting Standards (CAS) Guidelines
<p>Subsistence Lodging, Meals, Incidentals</p>	<ul style="list-style-type: none"> ▪ Lodging, meals, and incidental expenses (M&IE) must be ordinary and necessary to accomplish the official business purpose of the trip. A traveler <i>must be at least 40 miles</i> from their headquarter location or home, whichever is closer, to be reimbursed for an overnight stay. <ul style="list-style-type: none"> – See <i>Appendix B</i> for lodging and M&IE reimbursement caps. – See the <i>Subsistence</i> section of the UCSF Travel Regulations website. 	<ul style="list-style-type: none"> ▪ GSA Per Diem Rates ▪ BFB G-28 Section V and Appendix B ▪ UCSF Travel Regulations see Subsistence section ▪ UCSF Travel
<p>Supplies and Equipment</p>	<ul style="list-style-type: none"> ▪ Reimburse for actual and necessary expenses as allowed by department and UC policy. Details should be provided in budget. ▪ List supplies by category (e.g., chemicals, glassware, survey forms, electronic components) with an estimated cost of each. ▪ Explain how proposed costs were derived. <p><i>Examples of Acceptable Supply Expenses:</i></p> <ul style="list-style-type: none"> – Laboratory supplies – Fees for copying, access to data – Rental space 	<ul style="list-style-type: none"> ▪ BUS-79 ▪ UCSF Accounts Payable ▪ UCSF Office of Sponsored Research see direct costs by category
<p>Supplies - Computer</p>	<p>Allowable Under Certain Conditions:</p> <ul style="list-style-type: none"> ▪ Computing devices must be essential (but not exclusive) to the project. ▪ The project does not have reasonable access to other devices or equipment that can achieve the same purpose; devices may not be purchased for reasons of convenience or preference. ▪ <i>Must provide ample justification for the necessity of the device for the performance of the award.</i> 	<ul style="list-style-type: none"> ▪ Cost Accounting Standards (CAS) Guidelines

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Travel	<p>Travel must be critical to the project. Transportation expenses shall be reimbursed based on the most economical mode of transportation and the most commonly traveled route consistent with the authorized purpose of the trip. Any exception must be approved by the Chancellor.</p> <ul style="list-style-type: none"> ▪ Budget justification must include specific details for each trip, such as: <ul style="list-style-type: none"> – Purpose and destination (if known) – Number of individuals traveling – Mode and cost of transportation (e.g., airfare, mileage reimbursement) – Number of days – Per diem rate (foreign travel) ▪ <i>Examples of acceptable travel expenses:</i> <ul style="list-style-type: none"> – Travel to research sites – Travel and registration expenses for P.I. or staff disseminating the findings (when directly related to the proposal) – Travel and living expenses for clinician or postdoc with unique and singular expertise in project 	<p><i>Source:</i></p> <ul style="list-style-type: none"> ▪ UCSF Travel Regulations policy highlights ▪ UCSF Accounts Payable travel policies ▪ US Department of State foreign per diem rates by location ▪ BFB G-28 Section V.D.
Travel by Air	<ul style="list-style-type: none"> ▪ Coach class or any discounted class shall be used in the interest of economy - regardless of the purpose or fund source. 	<p><i>Sources:</i></p> <ul style="list-style-type: none"> ▪ BFB G-28 Section V.H.1.a and Section V.D.2.a ▪ UCSF Travel Regulations ▪ UCSF Accounts Payable travel policies
Other Expenses	<ul style="list-style-type: none"> ▪ Reimburse for actual and necessary expenses as allowed by campus, department, and UC policy. ▪ <i>For example (not limited to):</i> <ul style="list-style-type: none"> – HR Service Center Charges – Data Network Recharge – Off-campus network – Computing and Communication Device Support (see “Supplies – Computer”) 	<p><i>Source:</i></p> <ul style="list-style-type: none"> ▪ BUS-79 ▪ BFB G-13 Section III.A.2 ▪ UCSF Accounts Payable

Source References

UCSF Edward A. Dickson Emeritus Award Website
<https://facultyacademicaffairs.ucsf.edu/quick-links/awards/dickson>

UCSF Office of Faculty and Academic Affairs
<https://facultyacademicaffairs.ucsf.edu/>

Budget Resources

Budget Template (recommended)
<https://facultyacademicaffairs.ucsf.edu/quick-links/awards/dickson/Dickson-Award-Budget-Template-2023-2025.xlsx>

UCSF Office of Sponsored Research
<https://osr.ucsf.edu/>

UCSF Cost Accounting Standards and Guidelines
<https://controller.ucsf.edu/quick-reference/contracts-grants-accounting/cost-accounting-standards-cas-guidelines#appendix-a>

UCSF Accounts Payable
<https://supplychain.ucsf.edu/accounts-payable>

Meetings, Meals, Refreshments

UCSF Meeting and Entertainment Expenses
<https://supplychain.ucsf.edu/meeting-and-entertainment-expenses>

BFB-BUS-79: Expenditures for Business Meetings, Entertainment, and Other Occasions
<https://policy.ucop.edu/doc/3420364/BFB-BUS-79>

UCSF Policy 200-31 - Alcohol
<https://policies.ucsf.edu/policy/200-31>

Policies and Procedures

UCSF Campus Administrative Policies
<https://policies.ucsf.edu/>

UCSF Dickson Award Policy and Budget Guide PDF
<https://facultyacademicaffairs.ucsf.edu/quick-links/awards/dickson/Dickson-Award-Policy-Budget-Guide-20221208.pdf>

UCOP Policy Manuals and Guidelines
<https://policy.ucop.edu/manuals/index.html>

Reporting

Dickson Final Report Outline
<https://facultyacademicaffairs.ucsf.edu/quick-links/awards/dickson/Dickson-Final-Report-Outline.pdf>

Travel

UCSF Travel Website

<https://supplychain.ucsf.edu/travel>

UCSF Travel Guidelines

<https://supplychain.ucsf.edu/travel-guidelines>

BFB-G-28: Travel Regulations

<https://policy.ucop.edu/doc/3420365/BFB-G-28>

USA GSA Per Diem Rates

<https://www.gsa.gov/travel/plan-book/per-diem-rates>

Questions:

- Please contact:
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- Website:
[UCSF Edward A. Dickson Emeritus Award Website](#)