



CRS Costing Turn-Around Time Policy

March 14, 2013

In order to better manage the workload associated with the “costing” process, CRS is implementing a “Turn-Around Time” policy. This policy should help PI’s plan for and receive timely services from the CRS Finance Team, and is similar to deadlines implemented by Contracts and Grants to ensure timely processing of grant applications.

Deadline for PI’s to Submit Request to CRS for “Costing” Studies

- 10 working days for an initial proposal
- 5 working days for a subsequent revision

Deadline for PI’s to Submit Requests to CRS for “Costing” Studies – Holiday Periods

- Labor Day – 12 working days prior to the holiday
- Thanksgiving – 15 working days prior to the holiday
- Winter Break – 12 days prior to the Contracts & Grants submission deadline

CRS will make every effort to complete “costing” of studies that are received later than the deadlines listed above, but cannot guarantee completion.

Please consider Contracts and Grants deadlines, as well as internal department deadlines, when planning to submit a request to CRS for “costing”.

If you have questions regarding this policy, please contact Eunice Stephens at Eunice.Stephens@ucsf.edu.