

## **BUDGET JUSTIFICATION**

**UCSF Dr. Michael Rabow**

### **Facilities and Administrative Cost Rates:**

Per the Mt Zion Health Fund's RFA, support for institutional overhead expenses is not provided.

### **Salaries:**

Pursuant to University of California (UC) policy, salaries in the initial budget period are based on current published UC salary scales and include University mandated range adjustments and merit increases scheduled to occur before the proposed project start date.

### **Fringe Benefits:**

Consists of two benefit assessments. The UC-managed Composite Benefit Rates (CBR) and the UCSF-managed Faculty Childbearing Childrearing assessment.

UCSF uses UC-approved Composite Benefit Rates (CBRs) to charge fringe benefits on proposal budgets. Benefits supported include retirement, payroll taxes and assessments, and health & welfare. CBRs are an average of all eligible benefits applicable to a benefits group. Employees are assigned to a benefits group based on job code and benefits eligibility. The composite benefit rate equals the total cost of benefits for the group divided by the total salaries for that group. The CBRs were reviewed and added to the Federally negotiated rate agreement on June 29, 2020, by the University's Federal cognizant agency, HHS Office of the Inspector General, Office of Audit Services.

Note: This campus implements a Faculty Family-Friendly policy to provide faculty a childbearing and childrearing leave benefit, which are assessed separately and reflected in the rates below. \*The assessment rate is 0.8% of requested salary only for faculty roles in addition to the CBR. The faculty CBCR is an allowable benefit as provided in 2 CFR § 200.431 and 2 CFR § 200.437 as this leave is provided under established published policies and are allocated equitably and consistently to both federal and non-federal activities.

Rates for FY23 until amended:

Faculty/Tenured Ladder Rank = 25.9%\*

Faculty/Non-tenured Ladder Rank = 33.1%\*

Academic and Staff = 40.6%

Postdoctoral Fellow = 18.9%

### **KEY PERSONNEL:**

**Michael W. Rabow, MD**, will devote 20% effort to the PMG project, including 14.5% year 1 and 15.5% year 2 MZHF support and 5% in-kind support annually from the MERI Center Philanthropic Fund. Dr. Rabow is the founding Director of the MERI Center for Education in Palliative Care. He is a Professor of Clinical Medicine, Associate Chief of Education & Mentoring in the Division of Palliative Medicine (DPM), and the Medical Director of Palliative Care at the UCSF Helen Diller Family Comprehensive Cancer Center. Dr. Rabow will serve as the PI for all research and evaluation elements of this project and will lead dissemination and scaling efforts. Dr. Rabow will be responsible for coordinating between MERI and its community partners. Finally, he will directly supervise both Ms. Kojimoto, especially around fidelity to study recruitment, enrollment, and procedures. and Ms. Keyssar, around Poetic Medicine training and production of the PMG training manual.

**Gayle Kojimoto, BA**, will devote 15% effort annually. Ms. Kojimoto is the Program Coordinator of the MERI Center and co-facilitator of current poetic medicine workshops. She is founding co-lead of the DPM's Antiracism Task Force. Ms. Kojimoto will be responsible for all administrative functions across clinical and research efforts, as well as supervising DEI consultation and integration.

### **CONSULTANT:**

**Judith Redwing Keyssar, RN Consultant**, will devote 10% effort, an equivalent of \$15,000, annually. Ms. Keyssar is a palliative care nurse, educator, poet, and Director of Patient and Caregiver Education at the MERI Center (in a consultant relationship with UCSF). Ms. Keyssar will be responsible for leading all Poetic Medicine activities and training, including PMG facilitator training/debriefing and session customization. She will work with Dr. Rabow in producing the PMG Training Manual.

### **OTHER DIRECT COSTS:**

\$2000 for translation services in year 1.

\$1000 annually (\$2000 total) for PMG session materials.

#### **Research Costs (year 1 only)**

\$750 honorarium for volunteer medical students and/or residents who participate in specific projects.

\$500 for licenses for survey instruments TBD.

#### **Campus Data Network Recharge**

The Campus Data Network Recharge fee provides funding for critical equipment in support of the campus network. The funding model for data network services includes a UCSF-wide per capita recharge of \$40/month/FTE starting with in FY 2023. Per review and agreement by our cognizant federal agency, UCSF data network costs are an allowable direct expense. Questions from the sponsoring agency regarding this charge should be directed to the Department of Health and Human Services – Division of Cost Allocation, San Francisco CA. Costs are \$142 in year 1, and \$149 in year 2.

#### **IT Field Services (ITFS) Desktop Support, formerly Computing and Communication Device Support Services (CCDSS)**

On July 1, 2013 the University initiated direct charging for ITFS as an integral component of its Enterprise Network Services (ENS) to provide support to campus voice and data technology functions. ITFS includes software installation/updates, internet security, hardware setup/configuration, and centrally managed patching, storage and backup. Direct charging of these support services in conjunction with the Data Network Recharge are covered under Part 3.2.0 – Service Centers, Communication Services, of the University's Cost Accounting Standards Board Disclosure Statement (CASB Form DS-2) ensuring that there is no duplicate reimbursement from Federal and non-Federal sponsors. The ITFS charge is based on the current rate per FTE, consistent with the current billing rates for ITFS. Recharge rates are computed in accordance with the requirements of 2 CFR Part 200 and will be reviewed and adjusted annually. Costs are \$220 in year 1, and \$233 in year 2.

#### **General, Automobile & Employee Liability (GAEL) self-insurance program**

The campus is responsible for its claims and expenses against the University's General, Automobile & Employee Liability (GAEL) self-insurance program. GAEL is business travel accident insurance. When traveling on official University business, the employee will be covered worldwide, 24 hours a day, for a wide variety of accidents and incidents while away from the workplace. GAEL insurance

assessment is calculated by applying the current GAEL rate x \$100 of salaries budgeted. GAEL is not reflected as part of the employee's fringe benefits. Instead, the product of this calculation is listed in the "Other Expenses" category of the budget and identified as a "General, Automobile & Employee Liability insurance" cost. Costs are \$561 in year 1, and \$597 in year 2.

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**PARTNER PROJECT COSTS:** MZHF+Community Funds will be shared between MERI and our 2 community partners (the Chinese American Coalition for Compassionate Care (CACCC) and the San Francisco African American Faith-based Coalition (SFAAFBC). During Project Year 1, the CACCC will receive one-third of the year's funds (\$50,000) to support recruitment of Chinese American facilitators for the relevant racial affinity groups, customization of the PMG series for their racial group, and recruitment of potential participants. During Project Year 2, the SFAAFBC support will duplicate that of the CACCC from Year 1. Each community partner agrees to support 4 interested PMG Facilitators out of their portion of funds. Specifically, both partners agree that the total Facilitator support will be in the range of \$20,000 - \$30,000 total across 4 facilitators at each partner organization (\$5,000 - \$7,500 per facilitator), with the remaining funds (\$20,000 - \$30,000 for each community partner) to support organizational expenses for recruitment, customization, and advertising.