Questions to Ask the PI When Notified of a New Grant Proposal

Revised March 15, 2017

PI Name: ________________________________

Agency: ________________________________ DOM/OCGA ________________________________

Due Date: ________________________________ Due Date: ________________________________

Agency: ________________________________ PA/RFA#: ________________________________

Basic Questions

- What is the project period/start date?
  (not necessarily always the earliest start date allowable)

- How many budget years will there be? 1 2 3 4 5 __________

- Are there animal or human subjects involved? Animal Human Neither

- Is this a revision/resubmission?Yes No
  - If so, do you have a copy of the original grant submission and the agency assigned grant number?Yes No

- Is your lab/research conducted on or off campus? On Off

- When do you expect to be done with the scientific research plan?

Questions to Determine Level of Complexity of Proposal

- Is the budget modular or non-modular detailed?
  (over $250,000 DC requires a detailed budget) Detailed Modular

- Will the direct cost budget exceed $500,000 in any given year? Yes No

- Are there any outgoing subawards? Yes No
  - If yes, are any to foreign institutions/entities? Yes No
  - Provide the Admin contact name/info for each subawardee(s)?

- What type of proposal is this, e.g. grant, contract, clinical trial, subaward, etc.? UCLA Non-UC Both

- Who are your key personnel/consultants/Other Significant Contributors/Consultants on this proposal? UCLA Non-UC Both
  - Are they UCLA personnel, or are they affiliated with another institution? **If UCLA KP & for PHS applications, confirm eCOI/EDGE has been completed within the past year.
  - If they are affiliated with another institution, provide contact information to obtain BioSketches, etc.
Proposal Intake Form

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<thead>
<tr>
<th>Question</th>
<th>Prime</th>
<th>Subaward</th>
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<tbody>
<tr>
<td>Is UCLA submitting as the prime Institution? Or as a Subaward?</td>
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<td>Is this an electronic/web-based or hard copy paper submission?</td>
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<td>If this is a non-NIH proposal, do you have a website or other documentation for instructions/policies on proposal submission?</td>
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<td>Is this a Multiple PI/PD proposal?</td>
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Initial Action Items we need to start working on immediately:

- Carefully read through the RFA/PA for agency submission guidelines. Check agency website for additional grant submission policies and guidelines.
- If the F&A rate differs from UCLA's Federally negotiated rate, provide your OCGA Analyst/Officer with the Sponsor's documented F&A rate (i.e. guidelines or website) to obtain a waiver # for this submission.
- Obtain updated Biosketches for all Senior/Key Personnel and Other Significant Contributors.
- Draft detailed budget - even if the grant is modular.
- Obtain administrative contact name/numbers/email for any Subawards.
- Contact the Subaward institution early to get them started on their mini proposal packet.
  - See Checklist for all required items.
  - Obtain Institutional Profile information for S2S Detailed Subaward Budgets.
- If human subjects - copies of CITI training certificates for all UCLA key personnel.
- Send OCGA Analyst/Officer or DOM DRA an email to let them know you will be submitting a grant proposal. Include the PI name & division, agency, due date, RFA/PA #, and any proposal complications or other pertinent information in the email.
- Get the final TITLE of the proposal early so that you can start working on all of the internal forms.
- Start EPASS, 740/700/eDGE eCOI, PI Exception Letter, etc. to obtain necessary signatures early so that it can be uploaded/submitted prior to proposal submission.