Questions to Ask the PI When Notified of a New Grant Proposal
Revised August 2, 2018

PI Name: ___________________________
Sponsor: ___________________________
DOM/OCGA
Due Date: ___________________________
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?
  
<table>
<thead>
<tr>
<th>Animal</th>
<th>Human</th>
<th>Neither</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
<td></td>
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<tr>
<td>Yes</td>
<td>No</td>
<td></td>
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<td>Yes</td>
<td>No</td>
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  NIH Human Subject Decision Tree
  - If NO to Human Subject, does the research involve human subject specimens and/or data?
  - If YES to Human Subjects, is it Exemption #4?
  - If YES to Human Subjects, is this a Clinical Trial?

- Is this a revision/resubmission?
  - Yes No
  - Yes No

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

- Date expected 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
  - 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.?

- Who are the key personnel/consultants/Other Significant Contributors/Consultants on this proposal?
  UCLA Non-UC Both
o 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.

o If they are affiliated with another institution, provide contact information to obtain BioSketches, etc.

<table>
<thead>
<tr>
<th>Question</th>
<th>Prime</th>
<th>Subaward</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is UCLA submitting as the Prime institution, or as a Subaward?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is this an electronic/web-based or hard copy paper submission?</td>
<td>Electronic</td>
<td>Hard Copy</td>
</tr>
<tr>
<td>If this is a non-NIH proposal, do you have a website or other documentation for instructions/policies on proposal submission?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Is this a Multiple PI/PD proposal?</td>
<td>Yes</td>
<td>No</td>
</tr>
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</table>

**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 YES to human subjects (excluding Exemption #4) - Obtain copies of CITI training certificates for all UCLA key personnel. Not needed for proposal submission, but will be needed for JIT.

- Send OCGA Analyst/Officer or DOM DRA an email to let them know you will be submitting a proposal. Include the PI name & division, agency, due date, RFA/PA #, and any proposal complications or other pertinent information.

- 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. Obtain necessary signatures early so that it can be uploaded/submitted prior to proposal submission.