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

Revised March 15, 2017

PI Name: ____________________________
Agency: ____________________________
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?
   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.?

☐ 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.
<table>
<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>
<td>Yes</td>
<td>No</td>
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<tr>
<td>Is this a Multiple PI/PD proposal?</td>
<td>Yes</td>
<td>No</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.