



From: Sorkin, Boris
Sent: Wednesday, July 16, 2008 12:02 PM
To: DOM CHS Clinical Instructors; DOM CHS Professors; DOM CHS Researchers
Cc: Man, Raellen
Subject: New 3 Day Grants.gov/Cayuse Submission Policy

To All Department of Medicine Research Faculty and Research Administrators,

As approved by the Department of Medicine Executive Committee, **effective September 1, 2008**, all Grants.gov/Cayuse proposals are required to be submitted to the Department of Medicine's Departmental Research Associate (DOM DRA) at least **3 business days prior to the federal agency deadline**.

Example: If the agency deadline is 5:00 PM on Monday, October 6th, then the deadline for submission of the complete proposal to the DOM DRA is 5:00 PM on Wednesday, October 1st.

This new policy requires that all sections of the grant proposal be completed by the 3 day deadline including the research plan, abstract, cover letter, administrative sections, internal documents, etc.

If the complete grant proposal is not received by the DOM DRA at least 3 business days prior to the agency deadline, the proposal will not be reviewed or submitted. The PI will have to wait until the next agency cycle for submission of the proposal.

Requests for exceptions to this policy will have to be submitted to the DOM DRA (Raellen Man via the DOM DRA email box) with an appropriate justification. Requests for exceptions will be reviewed by Raellen Man, and submitted to Dr. Alan Fogelman for approval. Dr. Fogelman will not consider any exceptions requesting submission after Noon of the agency deadline date.

This policy is being put into place for the following reasons:

- 1) To allow time for the DOM DRA to thoroughly review the proposal for compliance to University & agency guidelines, and to allow the PI and fund manager ample time to respond and correct any issues found by the DOM DRA.
- 2) To ensure an on time successful submission to the agency which generally includes an agency validation process.

Please contact Raellen Man (x58112, or rman@mednet.ucla.edu) if you have any questions regarding this policy.

With Thanks and Best Wishes,
Alan M. Fogelman, MD

I have read and understand the above document regarding the new Department of Medicine electronic proposal submission deadline policy.

Date