<table>
<thead>
<tr>
<th>Document</th>
<th>Title</th>
<th>Contact</th>
<th>Email</th>
<th>Note</th>
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</thead>
<tbody>
<tr>
<td>Candidate Eligibility Letter</td>
<td>Institutional Official</td>
<td>Division Chief</td>
<td>DOM Division Chiefs</td>
<td>For NIH K's, NIH Diversity Supplements. Check IC specific guidance, such as NIA, NIDA, NIMH, NHLBI, etc.</td>
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<td>DOM DRA <a href="mailto:domdra@mednet.ucla.edu">domdra@mednet.ucla.edu</a></td>
<td>DOM DRA will countersign</td>
</tr>
<tr>
<td>Description of Candidate's Contribution to Program Goals</td>
<td>Institutional Official</td>
<td>Division Chief</td>
<td>DOM Division Chiefs</td>
<td>For NIH Diversity-related NOFOs</td>
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<td>DOM DRA will countersign</td>
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<tr>
<td>Grants.gov Application</td>
<td>Authorized Organization Official (AOR) / Signing Official</td>
<td>DOM DRA</td>
<td><a href="mailto:domdra@mednet.ucla.edu">domdra@mednet.ucla.edu</a></td>
<td>For grants.gov applications (except NIH T's &amp; F's) that are &lt;= $500,000 UCLA Total Direct Cost (including subaward F&amp;A) in each year.</td>
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<td>OCGA Analyst OCGA Contacts</td>
<td>For all other applications</td>
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<tr>
<td>Institutional Commitment to Candidate's Research Career Development</td>
<td>Dean or Department Chairman</td>
<td>DOM Chair – E. Dale Abel</td>
<td><a href="mailto:DOMChair_DaleAbel@mednet.ucla.edu">DOMChair_DaleAbel@mednet.ucla.edu</a></td>
<td>For NIH K's</td>
</tr>
<tr>
<td>PI Exception Form</td>
<td>Department Chair / Division Chief</td>
<td>Division Chief</td>
<td>DOM Division Chiefs</td>
<td>For applications with PI that does not fall under UCLA Policy 900</td>
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<td>DOM Division Chiefs</td>
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<tr>
<td></td>
<td>Dean</td>
<td>DGSOM Vice Dean for Research – Paul Boutros</td>
<td><a href="mailto:rencarnacion@mednet.ucla.edu">rencarnacion@mednet.ucla.edu</a></td>
<td>Use the Docusign PI Exception Form (DGSOM)</td>
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<tr>
<td>AHA Royalty Sharing Agreement</td>
<td>PI / Researcher</td>
<td>PI of the Project</td>
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<td>Department Chair</td>
<td>DOM Chair – E. Dale Abel</td>
<td><a href="mailto:DOMChair_DaleAbel@mednet.ucla.edu">DOMChair_DaleAbel@mednet.ucla.edu</a></td>
<td></td>
<td>All signature requests for Dr. Boutros should go through Rosely Encarnacion. Include <a href="mailto:DOMChair_DaleAbel@mednet.ucla.edu">DOMChair_DaleAbel@mednet.ucla.edu</a> as Cc on email to Rosely.</td>
</tr>
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<td>Dean</td>
<td>DGSOM Vice Dean for Research – Paul Boutros</td>
<td><a href="mailto:rencarnacion@mednet.ucla.edu">rencarnacion@mednet.ucla.edu</a></td>
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<tr>
<td>Closeout Packet Certification</td>
<td>Investigator</td>
<td>PI of the fund</td>
<td></td>
<td>Route COP cert to PI for signature via DocuSign</td>
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<td></td>
<td>Fund Manager</td>
<td>Preparer of COP</td>
<td>DOM FMs</td>
<td>FM signs by approving in PAMS</td>
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<td>Departmental Approval</td>
<td>MSO</td>
<td>DOM MSOs</td>
<td>MSO signs by approving through PAMS</td>
</tr>
<tr>
<td>Data Archive Agreements aka NDA Data Submission Agreement (DSA)</td>
<td>Authorized Organizational Representative (AOR)</td>
<td>Technology Development Group (TDG) Representative</td>
<td>See Assigned TDG Representative</td>
<td>Data Archive Agreements aka NDA Data Submission Agreement (DSA)</td>
</tr>
<tr>
<td>Policy 913 Assurances</td>
<td>Department Chair</td>
<td>DOM Chair – E. Dale Abel</td>
<td><a href="mailto:DOMChair_DaleAbel@mednet.ucla.edu">DOMChair_DaleAbel@mednet.ucla.edu</a></td>
<td>Include written endorsement of Department chair for unexpended balance of 25% or less of the total amount received from the sponsor</td>
</tr>
<tr>
<td>Request for Authorization to Spend (RAS)</td>
<td>PI &amp; Department Head</td>
<td>Division Chief as Dept Head</td>
<td>DOM Division Chiefs</td>
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<td></td>
<td>DOM Chair – D. Dale Abel – when PI is Division Chief</td>
<td><a href="mailto:DOMChair_DaleAbel@mednet.ucla.edu">DOMChair_DaleAbel@mednet.ucla.edu</a></td>
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