

DOM SIGNATURE MATRIX

Revised February 29, 2024

PRE-AWARD Document	Title	Contact	Email	Note
Candidate Eligibility Letter	Institutional Official	Division Chief	DOM Division Chiefs	For NIH K's, NIH Diversity Supplements. Check IC specific guidance, such as NIA , NIDA , NIMH , NHLBI , etc.
		DOM DRA	domdra@mednet.ucla.edu	DOM DRA will countersign
Description of Candidate's Contribution to Program Goals	Institutional Official	Division Chief	DOM Division Chiefs	For NIH Diversity-related NOFOs
		DOM DRA	domdra@mednet.ucla.edu	DOM DRA will countersign
Grants.gov Application	Authorized Organization Official (AOR) / Signing Official	DOM DRA	domdra@mednet.ucla.edu	For grants.gov applications (except NIH T's & F's) that are < = \$500,000 UCLA Total Direct Cost (including subaward F&A) in each year.
		OCGA Analyst	OCGA Contacts	For all other applications
Institutional Commitment to Candidate's Research Career Development	Dean or Department Chairman	DOM Chair – E. Dale Abel	DOMChair_DaleAbel@mednet.ucla.edu	For NIH K's
PI Exception Form	Department Chair / Division Chief	Division Chief	DOM Division Chiefs	For applications with PI that does not fall under UCLA Policy 900
	Dean	DGSOM Vice Dean for Research – Paul Boutros	rencarnacion@mednet.ucla.edu	Use the DocuSign PI Exception Form (DGSOM) Email crujanuruks@mednet.ucla.edu with routing issues

POST-AWARD Document	Title	Contact	Email	Note
AHA Royalty Sharing Agreement	PI / Researcher	PI of the Project		
	Department Chair	DOM Chair – E. Dale Abel	DOMChair_DaleAbel@mednet.ucla.edu	
	Dean	DGSOM Vice Dean for Research – Paul Boutros	rencarnacion@mednet.ucla.edu	All signature requests for Dr. Boutros should go through Rosely Encarnacion. Include DOMChair_DaleAbel@mednet.ucla.edu as Cc on email to Rosely.
Closeout Packet Certification	Investigator	PI of the fund		Route COP cert to PI for signature via DocuSign
	Fund Manager	Preparer of COP	DOM FMs	FM signs by approving in PAMS
	Departmental Approval	MSO	DOM MSOs	MSO signs by approving through PAMS
Data Archive Agreements aka NDA Data Submission Agreement (DSA)	Authorized Organizational Representative (AOR)	Technology Development Group (TDG) Representative	See Assigned TDG Representative	Data Archive Agreements aka NDA Data Submission Agreement (DSA)
Policy 913 Assurances	Department Chair	DOM Chair – E. Dale Abel	DOMChair_DaleAbel@mednet.ucla.edu	Include written endorsement of Department chair for unexpended balance of 25% or less of the total amount received from the sponsor
Request for Authorization to Spend (RAS)	PI & Department Head	Division Chief as Dept Head	DOM Division Chiefs	
		DOM Chair – D. Dale Abel – when PI is Division Chief	DOMChair_DaleAbel@mednet.ucla.edu	