

## Rujanuruks, Catherine

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**From:** DOM\_Chair\_DaleAbel  
**Sent:** Wednesday, November 6, 2024 4:30 PM  
**To:** DOM CHS Clinical Instructors; DOM CHS Researchers; DOM CHS Professors; DOM DMPG (ALL)  
**Subject:** 3 Day Grants.gov/Cayuse Submission Policy



OFFICE OF THE  
**CHAIR AND EXECUTIVE  
MEDICAL DIRECTOR**

### - 3 Day Grants.gov/Cayuse Submission Policy -

To all UCLA Department of Medicine research faculty and research administrators,

**This memorandum is being sent out to remind all faculty regarding internal grant submission deadlines.**

The UCLA Department of Medicine submits a large volume of grants to the NIH and other agencies each week. Our goal is to successfully submit the best possible research proposals that accurately reflect the innovative research of our diverse faculty.

To ensure successful submissions of these proposals, we write to remind you that **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.** Submitting before this deadline is strongly encouraged as this will ensure that you have adequate time to review your full submission before it goes to the funding agency.

Example:

If the agency deadline is 5:00 PM on Monday, October 5th, then the absolute final deadline for submission of the complete proposal to the DOM DRA is 8 am on Wednesday, September 30th.

This policy requires that **all sections of the grant proposal be completed and ready to submit by the 3-day deadline**, including the research related documents, 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 ([domdra@mednet.ucla.edu](mailto:domdra@mednet.ucla.edu)) with an appropriate justification. Requests for exceptions will be reviewed by DOM DRA and submitted to Dr. E. Dale Abel for approval. Dr. Abel will not consider any exceptions requesting submission after noon of the agency deadline date. Shortened review periods may result in decreased level of proposal review prior to submission and the PI will need to take responsibility for the final product submitted.

This policy is in 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 research administrator 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.
3. To account for any potential technical issues that come up near deadline. For example, we have recently experienced critical software outages on deadline dates.

Please contact DOM DRA ([domdra@mednet.ucla.edu](mailto:domdra@mednet.ucla.edu)) if you have any questions regarding this policy.

Sincerely,

**E. Dale Abel, MD, PhD**

William S. Adams Distinguished Professor of Medicine  
Chair and Executive Medical Director  
Department of Medicine  
David Geffen School of Medicine and UCLA Health



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