

POWERPOINT LINKS – CLASS 13: Pre-Award Basics

Slide 8: UCLA Central Pre-Award Offices:

1. Office of Contract & Grant Administration (OCGA): <https://ocga.research.ucla.edu/>
2. OCGA Analyst: <https://ocga.research.ucla.edu/contacts/>
3. OCGA Officer: <https://ocga.research.ucla.edu/contacts/>
4. TDG: <https://tdg.ucla.edu/>
5. CTC&SR: <https://www.researchgo.ucla.edu/ctc-and-sr-submission-preparation>
6. Technology Development Group (TDG): [https://tdg.ucla.edu/sites/default/files/ISR Department Assignments .xlsx](https://tdg.ucla.edu/sites/default/files/ISR%20Department%20Assignments%20.xlsx)
7. Clinical Trials Contracts & Strategic Relations (CTC&SR):
[https://www.researchgo.ucla.edu/sites/default/files/sites/default/CTCSR Team Directory Final v2.14.23.pdf](https://www.researchgo.ucla.edu/sites/default/files/sites/default/CTCSR%20Team%20Directory%20Final%20v2.14.23.pdf)

Slide 14: Proposal Application Guidelines

1. Guideline Checklist:
[https://medschool.ucla.edu/sites/g/files/oketem456/files/media/documents/ DOMORA Manual Pre-Award Proposal-FOA-Questions-Checklist.pdf](https://medschool.ucla.edu/sites/g/files/oketem456/files/media/documents/DOMORA%20Manual%20Pre-Award%20Proposal-FOA-Questions-Checklist.pdf)
2. SF424 (R&R): <https://grants.nih.gov/grants/how-to-apply-application-guide.html>
3. NIH Grants Policy Statement: <https://grants.nih.gov/policy/nihgps/index.htm>
4. Uniform Guidance: <https://ecfr.federalregister.gov/current/title-2>

Slide 15: Due Dates

- 3 Day Submission Policy: <https://uclahs.box.com/s/ttpkjk2vx87wutupxntk4fa8p33p7kj1>

Slide 17: Electronic Submission Websites

1. Cayuse/S2S: <https://s2sgrants.research.ucla.edu/>
2. NIH ASSIST: <https://public.era.nih.gov/assist/public/login.era>
3. ProposalCENTRAL: <https://public.era.nih.gov/assist/public/login.era>
4. SmartSimple: [https://ucop.smartsimple.com/s Login.jsp](https://ucop.smartsimple.com/s/Login.jsp)
5. eBRAP: <https://ebrap.org/eBRAP/Login.htm>
6. CIRM Grants Management Portal: <https://grants.cirm.ca.gov/login/login>
7. HRSA Handbook: <https://grants.hrsa.gov/2010/WebEPSExternal/Interface/Common/AccessControl/Login.aspx>
8. NSF Research.gov (previously FastLane): <https://www.research.gov/research-web/>

Slide 21: Typical Proposal Sections

Typical Proposal Sections:

[https://medschool.ucla.edu/sites/g/files/oketem456/files/media/documents/ DOMORA Manual Pre-Award Proposal-Preparation.pdf](https://medschool.ucla.edu/sites/g/files/oketem456/files/media/documents/DOMORA%20Manual%20Pre-Award%20Proposal-Preparation.pdf)

Slide 22: Internal Proposal Paperwork

1. EPASS: <https://ocga.research.ucla.edu/wp-content/uploads/EPASS-form.pdf>
2. Electronic EPASS Portal: <http://epass.research.ucla.edu/Account/LogIn>
3. OCGA class: <https://ocga.research.ucla.edu/training-calendar/>
4. Conflict of Interest (COI) Disclosure Forms: <https://rpc.research.ucla.edu/coi-forms/>
5. Federal PHS agency: <https://rpc.research.ucla.edu/wp-content/uploads/phs-agency-list.pdf>
6. eDGE: <http://edge.research.ucla.edu/>
7. Third page of EPASS: <https://ocga.research.ucla.edu/wp-content/uploads/eDGE-disclosure-tracking-form.doc>

8. Form 740: <https://rpc.research.ucla.edu/wp-content/uploads/form-740.pdf>
9. Form 700U: <https://rpc.research.ucla.edu/wp-content/uploads/form-700-u.pdf>
10. 700U Addendum: <https://rpc.research.ucla.edu/wp-content/uploads/form-700-u-addendum.pdf>
11. Exempt entities: <https://www.ucop.edu/research-policy-analysis-coordination/policies-guidance/conflict-of-interest/list-of-non-governmental-entities-exempt-from-disclosure-requirement.html>
12. DocuSign: <https://digitaltoolkit.ucla.edu/collaboration-tools/docusign>
13. DOM PI Responsibilities: https://medschool.ucla.edu/sites/g/files/oketem456/files/media/documents/_DOMORA_Forms_Pre-Award_DOM-PI-Responsibilities.pdf
14. PI Exception Form: <https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=ad1c2311-9072-4b5d-9907-8c33e2fd2758&env=na3&acct=8161a94f-714d-401f-889c-c97cede23c31&v=2>
15. For PIs: <https://portal.research.ucla.edu/InvestigatorSearch>
16. Policy 900: <http://www.adminpolicies.ucla.edu/app/Default.aspx?&id=900>

Slide 24: General Step in Proposal Preparation

1. General Step in Proposal Preparation: https://medschool.ucla.edu/sites/g/files/oketem456/files/media/documents/_DOMORA_Manual_Pre-Award_Proposal-Flow-Chart.pdf
2. Proposal Preparation: https://medschool.ucla.edu/sites/g/files/oketem456/files/media/documents/_DOMORA_Manual_Pre-Award_Proposal-Preparation.pdf
3. Proposal Intake Form (Online-DGSOM): <https://forms.office.com/r/vTtp7S0nms>
4. Proposal Intake Form (Online-Non-DGSOM): <https://forms.office.com/r/sJyD3hnUW9>
5. Proposal Intake Form (PDF): <https://uclahs.box.com/s/8o3wt9sbvc02stzwflt49tr5ibtqgcgq>
6. Proposal Preparation Timeline: https://medschool.ucla.edu/sites/g/files/oketem456/files/media/documents/_DOMORA_Manual_Pre-Award_Proposal-Preparation-Timeline.pdf

Slide 26: Pre-Award Strategies

1. Proposal Intake Form (Online-DGSOM): <https://forms.office.com/r/vTtp7S0nms>
2. Proposal Intake Form (Online-Non-DGSOM): <https://forms.office.com/r/sJyD3hnUW9>
3. Checklist: <https://uclahs.box.com/s/d9j30yvtdexvdsdj8ga95ubuzk141aij>

Slide 27: Determine the Proposal's Complexity

1. Determine the proposal's complexity: https://medschool.ucla.edu/sites/g/files/oketem456/files/media/documents/_DOMORA_Manual_Pre-Award_Proposal-FOA-Questions-Checklist.pdf
2. Limited submission: <https://www3.research.ucla.edu/reo/lso>

Slide 28: Links for Today's Class

1. DOM ORA Website – Pre-Award Sections: <https://medschool.ucla.edu/research/research-infrastructure/administrative-support/department-of-medicine-office-of-research/pre-award>
2. Proposal Flow Chart: <http://epass.research.ucla.edu/Account/Login>
3. Proposal Preparation: <https://ocga.research.ucla.edu/training-calendar/>
4. Proposal Intake Form (Online-DGSOM): <https://forms.office.com/r/vTtp7S0nms>
5. Proposal Intake Form (Online-Non-DGSOM): <https://forms.office.com/r/sJyD3hnUW9>
6. Proposal Intake Form (PDF): <https://uclahs.box.com/s/8o3wt9sbvc02stzwflt49tr5ibtqgcgq>

7. FOA Questions:

https://medschool.ucla.edu/sites/g/files/oketem456/files/media/documents/_DOMORA_Manual_Pre-Award_Proposal-FOA-Questions-Checklist.pdf

8. Proposal Document Checklist: <https://uclahs.box.com/s/d9j30yvtdexvdsdj8ga95ubuzk141aij>

9. OCGA Proposal Preparation: <https://ocga.research.ucla.edu/basic-procedures-proposal/>

10. Commonly Needed Information: <https://ocga.research.ucla.edu/ucla-standard-info/>

11. Budget Preparation: <https://ocga.research.ucla.edu/budgets/>

12. Conflict of Interest (COI): <https://rpc.research.ucla.edu/coi/>

Slide 29: Google Survey Link

Anonymous Google Survey Link: <http://goo.gl/forms/C3gdjsL5y1>